



# **Ordinary Meeting of Council**

**26 February 2025**

**UNDER SEPARATE COVER  
ATTACHMENTS**

**ITEMS 10.4 AND 10.5**

**QUEANBEYAN-PALERANG REGIONAL COUNCIL  
ORDINARY MEETING OF COUNCIL**

**ATTACHMENTS – 26 February 2025 Page i**

Item 10.4	Delivery Program Update Dec 2024	
	<i>Attachment 1</i>	<i>QPRC Delivery Program Update - July to Decemeber 2024.....2</i>
Item 10.5	Submission to OLG on New Model Code of Meeting Practice	
	<i>Attachment 1</i>	<i>Consultation draft for the new Model Code of Meeting Practice.....44</i>
	<i>Attachment 2</i>	<i>QPRC Submission on draft Model Code of Meeting Practice..92</i>

# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

26 FEBRUARY 2025

ITEM 10.4 DELIVERY PROGRAM UPDATE DEC 2024

ATTACHMENT 1 QPRC DELIVERY PROGRAM UPDATE - JULY TO  
DECEMBER 2024



# **Delivery Program Update**

JULY TO DECEMBER - 2024

QUEANBEYAN PALERANG REGIONAL COUNCIL

Ref: Doc Set ID 2993573\_v2

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Delivery Program Update July to December 2024

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**Contents**

**Executive Summary ..... 3**

Significant matters for the period ..... 4

    Strategic Pillar 1 - Key Performance Indicators ..... 6

    Strategic Pillar 2 - Key Performance Indicators ..... 12

    Strategic Pillar 3 - Key Performance Indicators ..... 15

    Strategic Pillar 4 - Key Performance Indicators ..... 20

    Strategic Pillar 5 - Key Performance Indicators ..... 24

    Strategic Pillar 1 – Major Projects ..... 29

    Strategic Pillar 2 - Major Projects ..... 29

    Strategic Pillar 3 – Major projects..... 30

    Strategic Pillar 4 – Major Projects ..... 31

    Further Projects Updates. .... 39



Delivery Program Update July to December 2024

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## Executive Summary

Queanbeyan-Palerang Regional Council's Delivery Program is a four-year operational document outlining the major programs and projects the Council plans to undertake during the current term.

Actions within the Delivery Program are categorised as either projects or programs. For projects, we provide updates on progress, costs, and estimated delivery dates. For programs, we develop key performance indicators (KPIs) to monitor progress, quality, and compliance. All KPIs are integrated across relevant programs and projects to ensure timely and cost-effective delivery.

To keep the community informed about our progress, we provide biannual updates detailing our advancements towards these initiatives. This update covers the period July to December 2024.

The \$28 million Regional Sports Complex in Jerrabomberra was officially opened in November. The complex was built with the support of NSW Government grant funding to build high-quality, elite fields for our local football and hockey clubs. The land was gifted to Council from Village Building Company through the development of South Jerrabomberra. The complex is designed to meet the growth needs of the region. The complex includes premier level synthetic and natural fields, parking, seating, amenities, a minor and major pavilion in a state-of-the art recreation precinct. It offers a space for young regional athletes to train and compete. Earlier this year the Lebanon international football team trained here before playing the Socceroos and this kind of professional use reinforces the calibre of this ground.

We have almost finished replacing all timber bridges in the local government area, as well as securing our Health, safety, environment and quality Compliance Certification for the Transport for NSW Federal Highway Contract. This contract, and subsequent certification, provides for safe State Roads and employment and important revenue for Council's transport infrastructure team.

Queanbeyan Park and Queen Elizabeth II Park were awarded the internationally recognised Green Flag award for the fifth year in a row. The parks are two of only 11 Green Flag awarded parks in Australia recognising well-managed green spaces around the world, setting a benchmark for excellence and celebrating great parks.

We encountered a setback when emergency decontamination works were required at the Animal Management Facility responding to a parvovirus outbreak in October. The incident led to the closure of the facility to enable the site decontamination and prevention measures to prepare the site for safe re-opening.

This update provides information on QPRC's progress against its key performance indicators (KPIs). Achievement is recorded as green (achieved/concluded 95-100%), orange (requires attention 80-94%), or red (critical/incomplete <79%). The orange indicator is also utilised to identify circumstances where a KPI is on track to be completed by the end of the financial year.

### Delivery Program Update July to December 2024

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Of the 171 KPIs, 108 were rated as achieved, 29 require attention or are approaching 34 are rated as critical, and two were not reported on.

Regarding projects, 9 of our 76 projects have been completed, 50 remain as of 31<sup>st</sup> December 2024, 4 had been delayed, 8 are yet to start, and 4 have been cancelled. Progress reports were not submitted for the two remaining projects.

If you require any more information regarding this document, what it means, or how you can have your say - Please reach out to your closest QPRC Customer Service Centre.

#### Significant matters for the period

- Major road works including Oallen Road, Nerriga Road, Captains Flat Road, Larbert Road, Tarago Road, Cooma Road and Monaro Street.
- Progress on major infrastructure projects including the Honeysuckle Bridge replacement project, Cooma Street water mains, Turallo Creek rehabilitation works, Queanbeyan Sewage Treatment Plant Replacement, a second Jerrabomberra Reservoir, Braidwood Landfill Rehabilitation, Women's changerooms at Queanbeyan Freebody Oval, new carpark at the Braidwood pool, the Queanbeyan Showground Pavilion, the Jerrabomberra Pump Track and Frogs Hollow in Bungendore, new changerooms at the Queanbeyan Pool,
- Adoption of the Braidwood Community Plan.
- Significant community events, including: QPRC Community Christmas Parties, National Tree Day, NAIDOC Day, Diwali Mela Festival, and Christmas Carols in the Park.
- Adoption of the Climate Change Resilience Policy, a new Council Meeting Code of Conduct, Compliance and Enforcement Policy, and Roadside Vegetation Management Policy.
- Attendance at careers expos in Canberra and Queanbeyan schools to attract the next generation of new Council workers.
- Rollout of smart metres for water consumption monitoring.
- Progress towards our bridge replacement program:
  - Design for the Briars Sharrow and Reschs Creek bridge upgrades has begun.
  - Mullon Creek, two causeway culverts across Curradox Creek and one for Bindi Brook Creek.
  - Contracts signed for Bedding Ground Creek Bridge, and Jembaicumbene Bridge replacement.

Delivery Program Update July to December 2024

## A VIBRANT AND ACTIVE QUEANBEYAN-PALERANG

A safe, harmonious, happy and healthy community leading fulfilled lives

### COMMUNITY STRATEGIC PLAN KEY GOAL

1.1 Our community is strengthened through connection and participation that enhances our community and cultural life.

1.2 Our health and wellbeing is supported by strong partnerships and access to services.

1.3 Our public and community places are inviting, encourage participation and are well maintained.





Delivery Program Update July to December 2024

**Strategic Pillar 1 - Key Performance Indicators**

Program/Output	KPI		Target	Actual	Responsible Branch	Comment
<b>Service 1. Culture Heritage and Visual Arts</b>						
P: Community Gathering O: Community Centres	Income Return vs Expenditure	●	15%	15.5%	Community and Recreation	QPRC Community Centres currently are AXIS Youth Centre, Braidwood Community Centre, Bungendore Community Centre, Bungendore Multipurpose Hall, Captains Flat Multipurpose Health Centre, Googong Community Centre, Jerrabomberra Community Centre, Letchworth Community Centre and Riverside Oval Meeting Room.  Financial figures as of 2 January 2025. Income - \$198,532 and Expenses (including salary estimates and Property Management expenses) - \$168,135. As a percentage – 15.5%.
P: Community Gathering O: Community Centres	Number of unique hirers p.a	●	200	203	Community and Recreation	203 unique hirers have used identified QPRC Community Facilities through the Intelligenz booking system. This is in addition to information from the Braidwood Youth and Performing Arts Association (BYPAA) who administer bookings for the Old Braidwood Library. On 26 April 2023, Council endorsed the use of the Old Braidwood Library by the Braidwood Youth and Performing Arts Association as a no cost hire eligible community group.
P: Community Gathering O: Community Centres	Total bookings for community centres per annum	●	2000	1892	Community and Recreation	Total bookings taken from Intelligenz booking system (and BYPAA) up until 31 December 2024: * AXIS Youth - 404 * Braidwood Community Centre - 11 * Braidwood Community Centre (BYPAA Bookings) - 119 * Bungendore Multipurpose Hall - 28 * Bungendore Sports Hub Community Space - 34 * Captains Flat Multipurpose Health Centre - 46 * Googong - 310 * Jerrabomberra - 720 * Letchworth - 177 * Riverside - 39 * Other - 4  Total of 1,892 bookings for the six month period.
P: Cultural Development O: Cultural Arts Assistance	Number of cultural and arts events supported per year	●	4	4	Economy, Events and Arts	Cultural Grant - Braidwood Lions Club Young Writers Festival Cultural Grant - Create Collaborate Collective event Cultural Grant - 70+ Seniors Podcast with Roslyn Townsend QPRC Event - Annual Arts Trail Oct 2024



Delivery Program Update July to December 2024

Program/Output	KPI		Target	Actual	Responsible Branch	Comment
P: Cultural Development O: Exhibitions	Number of exhibitions delivered	●	10	18	Economy, Events and Arts	9 Exhibitions at Rusten House QBN July-Dec 2024 4 Exhibition at Q Exhibition Space - July-Dec 2024 1 Exhibition at the Braidwood Library Oct-Dec 2024 0 Exhibitions B-Foyer Display Cases 1 Exhibition Heritage Library Display Cases July-Dec 2024 2 exhibitions STA Box Gallery - Q Foyer July-Dec 2024 1 Exhibitions in Digital Format for online, gallery and off site locations NOTE: separate report summary available for all exhibitions
P: Cultural Development O: Public Art	Attract grant funding to initiate or delver public art projects in region	●	1	0	Economy, Events and Arts	No Public art projects were undertaken in this period. Grant Funds for public art projects are becoming increasingly rare and difficult to secure. No council funds were made available in the budget for this KPI.
<b>Service 2. Community Development</b>						
P: Aged O: Active Ageing	Delivery of two seniors events per year	●	2	0	Community and Recreation	Seniors' week is being held in March 2025. Planned activities will be held across the LGA following consultation with local Seniors groups. We will exceed target during 2024/2025.
P: Community Development O: Support for Community Groups	Administer the NSW ClubGrants Program	●	1	1	Community and Recreation	The Community Team continue to offer support and guidance to Clubs and successful applicants of the Queanbeyan-Palerang ClubGrants program. Working alongside the QPRC Grants officer. This year the Committee selected 34 projects worth approximately \$290,000 to receive either full or partial funding under the Category 1 funding round. Applications were received from all regions across the LGA.
P: Engagement O: Community Engagement	Increase in Your Voice subscriptions	●	15%	5%	Customer, Communication and Libraries	From 1 July 2024 to 23 December 2024, we went from 4,916 subscribers to 5,173 subscribers. This is an increase of 257 subscribers, or 5.23%.
P: Indigenous O: Reconciliation Action Plan	Progress towards the Reconciliation Australia and QPRC Reconciliation Action Plan key themes and actions.	●	4	4	Community and Recreation	The RAP 2025 – 2027 has been developed during this period and is currently being finalised with Reconciliation Australia. QPRC has an engaged working group that will help drive progress of deliverables.
P: Volunteers O: Volunteer Programs	Number of volunteer hours increase from previous year	●	5%	14%	Community and Recreation	A total of 1649 volunteer hours were recorded from 1 July - 31 December 2024. this is an increase of 14% from the previous six (6) month period.

Delivery Program Update July to December 2024

Program/Output	KPI		Target	Actual	Responsible Branch	Comment
P: Youth O: Youth Intervention Program	Delivery of skills-based workshops as per funding agreement	●	5	5	Community and Recreation	The Community Team deliver a range of programs supported by this DCJ funding. These include weekly Platypus Playgroup sessions for First Nations families, supporting the twice weekly PCYC Fit4Life program sessions. The team also delivers a Youth wellbeing program called Library Lounge Group and a Young Parents group. Staff also support the Aboriginal girls group "Step Up Sisters" program at Karabar HS. Staffing is back to full capacity, and we are up to date with data entry and reporting requirements.
<b>Service 5. Performing Arts and Events</b>						
P: Performance (The Q and The B) O: Live Performance Program	Income return vs Expenditure (55% recovery)	●	55%	22.5%	Economy, Events and Arts	From July 1 to December 31, 2023, there were 35 hires, compared to 43 in the same period of 2024, marking a 22.86% increase. The changes to the data capturing processes are ongoing and accurate reporting on this measure is still challenging, however the 22.86% increase in hirers indicates we are on track to meet or exceed our target for this FY.
P: Performance (The Q and The B) O: Live Performance Program	Growth in attendance p.a.	●	5%	16%	Economy, Events and Arts	Total attendance to performance between July 1 - December 31 2023 was 23,232, and attendance for the same period in 2024 was 27012, an increase of 16.27%.
<b>Service 6. Children</b>						
P: Children O: Family Day Care	% compliance with National Quality Framework and licensing obligations	●	100%	100%	Community and Recreation	We have had 2 Departmental spot checks between July and December and zero non-compliance was identified.
P: Children O: Family Day Care	Maintain at least 25 FDC educators across the LGA	●	25	26	Community and Recreation	As of 31st December 2024, we have 26 educators across the LGA.
<b>Service 7. Library</b>						
P: Library O: Collection Management	Mobile Library usage - On the road at least 4 days per week	●	100%	100%	Customer, Communication and Libraries	Update: 22 January 2025: Mondays - once every four weeks to Araluen and Majors Creek Tuesdays - weekly (alternating between Captains Flat/Captains Flat Preschool and Gundillion) Wednesday - week (alternating between Jerra GoodStart/Burra and Family Day Care visits) Thursday - three out of four weeks (Nerriga/Braidwood Multipurpose Centre once every four weeks and Wamboin/Fernleigh Park (fortnightly))  The mobile also attends Council and community events which brings us close to the average of 4 days a week.

Delivery Program Update July to December 2024

Program/Output	KPI		Target	Actual	Responsible Branch	Comment
P: Library O: Collection Management	Increase of average age of collection	●	7%	9.24%	Customer, Communication and Libraries	Age of collection (as at 09/01/2025)  Percentage of collection 0-5 years = 20.64% Percentage of collection 5-10 years = 42.36% Percentage of collection 10+ years = 37%  The aim of this metric is to make sure that the average age of an item in the collection is 7 years. The collection is getting older due to major reductions of the library's collections budget.
P: Library O: Collection Management	Growth in library membership	●	3%	0%	Customer, Communication and Libraries	Update 16 January 2025  Active members: 10443 (based on figures from 20 Jan 2022 to 20 Jan 2025)  This is a slight reduction from the reported figure of 10,600 for the 23/24 State Library NSW reporting cycle.  Number of active members  2021: 14,426 2022: 8,448 2023: 5252 2024: 10,600
P: Library O: Digital Library Services	Increased number of available digital resources, databases and equipment- 3-5%	●	3%	3%	Customer, Communication and Libraries	Update 9 Jan 2025  Number of eBooks - 41,007 (up from 18,533 in 2023/24 - largely through <i>indyreads</i> which is provided free of charge from State Library) Number of eAudiobooks - 15,083 (up from 13,783 in 2023/2024)  25 new public PCs have been rolled out across Queanbeyan, Bungendore, Braidwood and Heritage Library improving performance and accessibility for the community.
<b>Service 8. Civil Enforcement</b>						
P: By-Laws O: Abandoned Vehicles	Daily monitoring and management of abandoned vehicles	●	100%	100%	Environment and Compliance	Abandoned vehicles are attended to on the day they are reported. Legislative process commences within 24 hours.
P: By-Laws O: Illegal Dumping	Reports of illegal dumping responded to within five working days	●	100%	20%	Environment and Compliance	The compliance and ranger teams are not adequately resourced to deal with the number of illegal dumping complaints that are coming in. Proposed WPC to create a new position to deal with these issues
P: By-Laws O: Local Order Policies	Daily monitoring and management of unauthorised signage	●	100%	100%	Environment and Compliance	Unauthorised signage inspected on complaint and as part of normal patrols
P: By-Laws O: Parking	School zones across the LGA are monitored four days a week	●	100%	100%	Environment and Compliance	School zones are monitored daily (sometimes twice a day)
P: By-Laws O: Parking	Parking zones in public car parks are monitored daily	●	100%	100%	Environment and Compliance	Daily monitoring of Council Public Carparks and Riverside Plaza Carpark (under contract)



Delivery Program Update July to December 2024

Program/Output	KPI		Target	Actual	Responsible Branch	Comment
<b>Service 9. Animals</b>						
P: Animals O: Animal Pound	Weekly update of register of animals available for adoption	●	100%	100%	Environment and Compliance	Register updated daily
P: Animals O: Animal Pound	Kennels cleaned daily	●	100%	100%	Environment and Compliance	All occupied kennels are cleaned twice daily
P: Animals O: Companion Animal Management	Annual inspection of properties containing dangerous/menacing dogs	●	100%	100%	Environment and Compliance	Council's Animal Management Team have inspected 100% of properties containing dangerous/menacing dogs. Where non compliances have been identified, the appropriate education or enforcement action has been taken.
P: Animals O: Companion Animal Management	Respond to all reports of dog attacks within 48 hours and conduct thorough investigations	●	100%	80%	Environment and Compliance	80% of dog attacks were responded to within 48 hours after being alerted to Animal Management Officers. The remaining 20% took additional time due to customer requests via P&R not being received in time or the attack being reported more than 24 hours after the initial incident. Staffing issues and the recent Parvo Incident at the pound have impacted on this KPI.
P: Animals O: Companion Animal Management	Conduct 1 community education activity per year to offer advice and education on responsible pet ownership	●	1	0	Environment and Compliance	AMO's will plan an education event before the end of the financial year
<b>Service 10. Aquatic</b>						
P: Aquatics O: QPRC Aquatics Queanbeyan Operation	Income return vs expenditure - 65%	●	65%	45%	Community and Recreation	Financial figures as of 2 January 2025. Income - \$650,416 and Expenses (including Property Management expenses) - \$1,446,232. As a percentage – 45%.
P: Aquatics O: QPRC Aquatics Queanbeyan Operation	Patronage of venues maintained or increasing annually based on 13,500 patrons per year (70 per week)	●	13,500	99,972	Community and Recreation	As of 31 December 2024, data from our people counters state 99,972 have attended the Queanbeyan Pool. This equates to 114.1% greater than the 78,000 patronage goal.
P: Aquatics O: Regional Swimming Pools	Pools operate within the parameters of agreed hours (18 weeks p.a.)	●	90%	100%	Community and Recreation	The Braidwood, Bungendore and Captains Flat Pools were all open for advertised hours. There were no closures due to staff shortages, weather or maintenance.

Delivery Program Update July to December 2024

# A PROSPEROUS QUEANBEYAN-PALERANG

A diverse, resilient and smart economy that creates choice and job opportunities

## COMMUNITY STRATEGIC PLAN KEY GOAL

2.1 Our city and village CBDs are dynamic and thriving places that attract economic activity through the revitalisation of town centres, focus on tourism and improved digital connectivity.

2.2 Our unique regional identity and social and economic advantages underpin a growing economy and a thriving tourism sector.

2.3 Our business practices support a productive and efficient local economy by providing enabling infrastructure.

2.4 Our community has access to education, training and learning opportunities.



Delivery Program Update July to December 2024

**Strategic Pillar 2 - Key Performance Indicators**

Program/Output	KPI		Target	Actual	Responsible Branch	Comment
<b>Service 11. Economic Development and Tourism</b>						
P: Conference O: Conferences	Number of business events using QPRC Community Facilities per year	●	2	19	Economy, Events and Arts	19 conference style events (including lectures, workshops and school presentations) held in The Q and The B.
P: Economic Development O: Economic Development	Key actions identified from Economic Development Strategy for implementation on an annual basis	●	2	2	Economy, Events and Arts	Actions from the QP Regional Economic Development Strategy 2023 Update continue to be implemented including business support, place planning, the investigation of water security solutions and commercial planning for the Monaro Rail Trail.
P: Grants O: Grants	Implement the annual Community Grants Program	●	100%	100%	Economy, Events and Arts	Allocated budget has been competitively distributed as per Council paper.
P: Place Management O: Place Activation	Implement place-making actions from adopted Place Plans and the Queanbeyan CBD Transformation Strategy	●	3	2	Economy, Events and Arts	During these six months, actions have been completed to activate the Queanbeyan River Corridor including a community event and a grant application to develop and connect cycling and pedestrian connections along the river.
P: Place Management O: Presentation of the CBDs	Quarterly inspections of the overall appearance of Braidwood, Bungendore and Queanbeyan town centres	●	12	6	Economy, Events and Arts	Quarterly inspections have been completed, and issues discussed with the Urban Landscapes branch as required.
P: Tourism O: Marketing	Measure reach of activities to target markets	●	4	4	Economy, Events and Arts	Annual marketing plan has been implemented with actions across digital, print and broadcast channels that are measured in accordance with strategy. A new reporting framework is being developed for implementation in Q3 24/25.
P: Tourism O: Regional Coordination	Activities conducted under the Tablelands Destination Development Plan	●	4	4	Economy, Events and Arts	Implementation of the Tablelands Destination Development Plan continues with actions completed under the identified priority areas of Brand, Promote, Advocate and Evaluate.
<b>Service 12. Health</b>						
P: Food and Premises O: Food Safety	Annual report to NSW Food Authority completed as per requirements	●	1	0	Environment and Compliance	Annual report on track to be delivered by 30 June 2025
P: Food and Premises O: Public Health Monitoring	Compliance with the Public Health Act 2010 and Public Health Regulation	●	100%	50%	Environment and Compliance	Council have completed all the public pool inspections. Skin Penetration premises scheduled for April 2025.
P: Food and Premises O: Surface Water Monitoring	Develop a recreational water sampling policy and program	●	100%	100%	Environment and Compliance	Council is continuing to support the NSW WaterWatch program by sampling sites which are not covered by volunteers. We currently sample three sites monthly, conducting 36 separate samples for the WaterWatch Program.

Delivery Program Update July to December 2024

Program/Output	KPI		Target	Actual	Responsible Branch	Comment
<b>Service 15. Building Certification</b>						
P: Certification O: Building Certificates	Local Government Applications s.68 issued within 14 days of compliant application	●	100%	80%	Development	This target is affected by applications that = are non-compliant.. As education programs improve, we expect this metric to improve as well.
P: Certification O: Building Certificates	Building Information Certificates inspections undertaken within 7 days of application	●	100%	10%	Development	Many Building Information Certificate applications are incomplete or noncompliant and require additional information before an inspection can be undertaken. Significant community education programs are required in this space.
P: Certification O: Building Certificates	Pool Compliance Certificates issued within 5 days of application	●	100%	80%	Development	This percentage is heavily affected by the quality of the application that is made. Many applications require additional information before the inspection can be undertaken. This KPI will be amended to report on <u>compliant</u> applications.
P: Certification O: Complying Development Certificates	Construction Certificates issued within three weeks of compliant application	●	100%	70%	Development	This percentage is affected by the staff vacancies within the certification team.
P: Certification O: Complying Development Certificates	Complying Development Certificates issued within statutory time-frames (14-20 day's depending on type of development)	●	100%	100%	Development	Council complies with this KPI when the application is complete and contains all necessary information. When a CDC requires additional information, Council does not meet this target. KPI will be amended to reflect <u>compliant</u> applications.
P: Development Control O: Development Control	Safe construction and compliant buildings	●	100%	100%	Development	All QPRC constructions were compliant with relevant standards.
P: Development Control O: Development Control	Inspections relating to construction activities undertaken within agreed timeframes	●	100%	100%	Development	All inspections booked into Council's inspection system are undertaken within the timeframe
P: Development Control O: Development Control	Maintain a market share for building inspections	●	50%	20%	Development	Further reductions in our marketshare have occurred as more competitive private options have been established.





Delivery Program Update July to December 2024

# A SUSTAINABLE QUEANBEYAN-PALERANG

A clean, green community that cherishes its natural and physical character

## COMMUNITY STRATEGIC PLAN KEY GOAL

- 3.1 We acknowledge climate change and we work towards reducing our region's carbon footprint.
- 3.2 We have robust planning systems that provide zoned and serviced land that supports affordability and choice to liveability of the area.
- 3.3 Our land, vegetation and waterways are managed in an integrated and sustainable manner.



Delivery Program Update July to December 2024

**Strategic Pillar 3 - Key Performance Indicators**

Program/Output	KPI		Target	Actual	Responsible Branch	Comment
<b>Service 21. Development Assessment</b>						
P: Development Assessment O: Development Applications	Dwellings development applications, which meet controls, are processed within statutory timeframe - 115 days	●	70%	45%	Development	Older and legacy applications have been identified resulting in the average assessment days increasing to 185 days, in November 2024, (from 152 days in October 2024). It is expected that the total time for determination will reduce significantly, as the majority of the identified older Development Applications have now been finalised.
P: Development Assessment O: Development Applications	Improve the quality of development applications submitted by holding pre-lodgement meetings for major applications	●	90%	90%	Development	Pre-Lodgement hearings were held for all major applications.
P: Development Assessment O: Development Applications	Development application are allocated to case officer within five working days of lodgement with authority (excluding Planning Portal)	●	80%	100%	Development	Once DA fees are paid (which is when an application is officially lodged under the legislation) all applications are being allocated within 5 working days.
P: Development Assessment O: Development Applications	Development application referrals and notifications are issued within 10 working days of allocation	●	80%	80%	Development	This percentage is affected by applications that require further information to be provided prior to the referral being able to be undertaken.
P: Development Assessment O: Development Applications	Site inspections for development applications undertaken by case officer within 20 working days of allocation	●	100%	100%	Development	100% on applications that are complete and do not require additional information.
P: Development Assessment O: Development Applications	Number of deemed refusal planning appeals at the NSW land and Environment Court	●	0	0	Development	Not Applicable.
P: Development Assessment O: Development Applications	Review of Determination undertaken within six months of original decision	●	100%	100%	Development	No Review of Determinations were requested in this reporting period.
P: Development Assessment O: Development Applications	Total number of development applications refused	●	10%	5%	Development	Applications are refused when they do not meet the criteria.
<b>Service 23. Urban Landscapes</b>						
P: Parks, Playgrounds and Sportsfields O: Gardens and Urban Spaces	Gardens weeded and trimmed monthly, replanting as required	●	90%	90%	Urban Landscapes	Within Queanbeyan, Googong, Jerrabomberra, Bungendore and Braidwood gardens are scheduled for routine maintenance with the KPI benchmark.



Delivery Program Update July to December 2024

Program/Output	KPI		Target	Actual	Responsible Branch	Comment
P: Parks, Playgrounds and Sportsfields O: Graffiti Removal	Removal of graffiti in urban and high profile areas within 48 hours of notification	●	90%	90%	Urban Landscapes	Graffiti is removed within 48hrs when notified.
P: Parks, Playgrounds and Sportsfields O: Parks and Reserves (including Showgrounds)	Level 1 Parks mown weekly, Level 2 Parks mown fortnightly, Level 3 Parks mown every three weeks, Rural spaces mown as required (4-6 times per annum), Showgrounds mown monthly	●	90%	95%	Urban Landscapes	Parks are mowed as scheduled.
P: Parks, Playgrounds and Sportsfields O: Playgrounds	All playgrounds inspected monthly, annual independent audit	●	90%	95%	Urban Landscapes	Playgrounds are inspected monthly and annually by an independent auditor.
P: Parks, Playgrounds and Sportsfields O: Urban Trees	Private tree applications response to applicants within 10 days	●	90%	20%	Urban Landscapes	145 Private Tree Applications processed with average approval timeframe of 28 days.
P: Parks, Playgrounds and Sportsfields O: Urban Trees	New trees planted annually	●	1000	1000	Urban Landscapes	New trees are planted within all LGA locations.
P: Parks, Playgrounds and Sportsfields O: Urban Trees	Public tree applications response to applicants within 10 days	●	90	90	Urban Landscapes	Applications are responded to within the 10 day period.
<b>Service 24. Natural Landscapes</b>						
P: Biodiversity O: Biodiversity survey and management planning	Development of GIS Map Layer showing all high conservation vegetation sites	●	100%	100%	Environment and Compliance	These map layers provide guidance to Council are where there are areas of high conservation value and threatened species. To date, updated conservation, biosecurity and threatened species layers in roadsides and reserves.
P: Biodiversity O: Biodiversity survey and management planning	Training provided to relevant staff	●	10	100	Environment and Compliance	Continual advice provided from Biosecurity Team to Roads Team regarding impact of road maintenance work.
P: Biodiversity O: Land Management Education	Development of information for Land Managers on QPRC website	●	100%	50%	Environment and Compliance	Council has updated the Biosecurity information on the website to assist land managers with understanding their obligations under the act. Further website updates are ongoing.
P: Biodiversity O: Native Species conservation works	Development of Roadside Vegetation Management Program	●	1	1	Environment and Compliance	Completed. The Roadside Vegetation Management Policy and Plan were adopted by Council at the meeting of 26 June 2024. Implementation of the plan is now built into business as usual for Council Operations.I.
P: Biosecurity O: Biosecurity weed control on Council land	Inspection and management of biosecurity risks on Council-managed land	●	1500	1300	Environment and Compliance	On track to completing 1500km of inspections.

Delivery Program Update July to December 2024

Program/Output	KPI		Target	Actual	Responsible Branch	Comment
P: Biosecurity O: Biosecurity weed education, inspection and enforcement	Education and inspections of private and public land undertaken per year	●	1700	400	Environment and Compliance	Weather and staffing availability have impacted on private land inspections in the first half of the Financial Year..
P: Biosecurity O: Biosecurity weed education, inspection and enforcement	High risk pathways inspected	●	1800	1300	Environment and Compliance	Council have inspected 1300km of high risk pathways.
P: Biosecurity O: Biosecurity weed education, inspection and enforcement	Priority new weed incursion sites inspected	●	20	30	Environment and Compliance	Council have inspected 30 potential of high risk pathways
P: Biosecurity O: Biosecurity weed survey and management planning	Development of Roadside Vegetation Management Policy and Guidelines	●	100%	100%	Environment and Compliance	Completed The Roadside Vegetation Management Policy and Plan were adopted by Council at the meeting of 26 June 2024. Implementation of the plan is now built into business as usual for Council.
P: Biosecurity O: Pest Animals on Council lands	High conservation value natural area reserves targeted	●	2	2	Environment and Compliance	High conservation value natural areas have been targeted for inspection and control work.
P: Catchment O: Catchment Plans	Implementation of Catchment Plan Actions - 2 Actions p.a.	●	2	0	Environment and Compliance	Further work is planned for Turallo creek depending on budget availability.
P: Environmental Health O: Environmental Protection and Compliance	All reported pollution incidents investigated (prioritised according to risk)	●	100%	100%	Environment and Compliance	Council investigated all reported pollution incidents. In the reporting period officers have inspected 101 reported pollution incidents.
P: Environmental Health O: On-site Sewage System management	Monitoring and assessment of onsite sewage management systems for reapproval under the Local Government Act	●	750	584	Environment and Compliance	Council officers completed 584 Onsite Sewage System Management inspections in the first half of the 24/25 FY.
P: Environmental Health O: Reticulated Water Supply Monitoring	Required microbiological and chemical samples taken	●	100%	100%	Environment and Compliance	Council completed 100% of weekly sampling required by the NSW Drinking Water Monitoring Program.
<b>Service 25. Sustainability</b>						
P: Climate O: Climate Change Action Plan	Compilation of baseline climate change data	●	100%	100%	Environment and Compliance	On target to: •45% reduction in emissions by 2030 •Support the NSW Government's target of 50% community emission reduction by 2030..
P: Education O: Environmental Education	Coordination of environmental awareness initiatives and events	●	6	25	Environment and Compliance	•14 Community Events •11 visits/events with schools, pre-schools, and daycares.

Delivery Program Update July to December 2024

Program/Output	KPI		Target	Actual	Responsible Branch	Comment
P: Education O: WaterWise and Sewerage Wise Programs	Establish Emissions Inventory for council operations and monitoring measures by June 2025	●	100%	50%	Environment and Compliance	Scope one and two of emission inventory review underway.
P: Sustainability Projects O: Sustainable Projects	Review one plan of management per year	●	1	1	Environment and Compliance	Mount Jerrabomberra Plan of Management reviewed to be finalised shortly.
<b>Service 26. Land-use Planning</b>						
P: Community and Crown Lands and Plans of Management. O: Plans of Management (PoM)	Compliance with all legislative and Council requirements for Plans of Management.	●	1	75	Strategic Planning	Draft Natural area Plans Of Management sent to Crown Lands for approval.
P: Land-Use Planning O: Planning Instruments (LEP/DCP)	Reviews are undertaken as required or on a five-yearly cycle (100% of principal LEPS are reviewed in accordance with the timeframe stipulated in the Gateway determination)	●	100%	100%	Strategic Planning	Any planning proposal to amend the Queanbeyan Land Environment Plan (LEP) 2022 is considered to be a review of the LEP.  All planning proposals (private and Council led), have been assessed and processed in accordance with the timeframe stipulated in the Gateway determination.
P: Land-Use Planning O: Planning Strategies and Policies	Reviews are undertaken as initiated by the Department of Planning and Environment	●	100%	100%	Strategic Planning	Any reviews required by the now Department of Planning, Housing and Infrastructure have been undertaken as needed and within timeframes.. The following reviews undertaken June to December 2024 include: - Jerrabomberra Regional Jobs Precinct - Urban Development Program - Regional Futures Framework - Capital Region
P: Spatial, LIS and Naming O: Geographic Information System (GIS) – data layer management	GIS database updated as required (100% accuracy)	●	100%	99%	Strategic Planning	All data provided to the public is 100% accurate.

# A CONNECTED QUEANBEYAN-PALERANG

A safe and well connected community with good infrastructure enhancing quality of life

## COMMUNITY STRATEGIC PLAN KEY GOAL

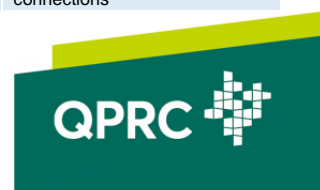
- 4.1 Our transport network and infrastructure are safe and allow for ease of movement throughout Queanbeyan-Palerang and across the ACT border and region.
- 4.2 Our community's waste, water, sewerage, stormwater and recycled water needs are met.
- 4.3 Our community facilities are well planned, meet the needs of the community and enhance social connection.
- 4.4 Our telecommunications infrastructure supports social, economic and educational outcomes.



Delivery Program Update July to December 2024

**Strategic Pillar 4 - Key Performance Indicators**

Program/Output	KPI		Target	Actual	Responsible Branch	Comment
<b>Service 31. Transport</b>						
P: Bridges O: Bridges and Culverts	Number of timber bridges replaced each council term (or four years)	●	4	4	Transport and Facilities	Honeysuckle, Wallace, Gap Road, Tantulean, bridges were replaced in 2024.
P: Bridges O: Bridges and Culverts	% of bridges/culverts inspected annually	●	30%	15%	Transport and Facilities	Bridge Inspections are undertaken where possible, staff resourcing has been inadequate to hit required target.
P: Paths and Cycleways O: Footpath	% of extreme footpath defects fixed < 7 days	●	90%	78%	Transport and Facilities	All footpath defects have been logged within 7 days, repairs exceed this timeframe.
P: Roads O: Sealed Roads	Resealing sealed roads <15 year cycle	●	80%	70%	Transport and Facilities	Will be achieved by end of financial year
P: Roads O: Street Sweeping	Annual target for sweeping of urban streets	●	1000	1000	Transport and Facilities	A new process for sweeping performance will be developed for the next financial year. Currently data is incompatible.
P: Roads O: Unsealed Roads	Annual target for grading roads	●	750	0	Transport and Facilities	
<b>Service 311. Emergency Services</b>						
P: Emergency O: Emergency Services	Review/complete local emergency management plan by 30 June 2025	●	100%	100%	Utilities	On track to finalise by June 2025
P: Emergency O: Emergency Services	Number of Local Emergency Management Committee meetings held per annum	●	4	4	Utilities	All LEMC Meetings held as scheduled.
<b>Service 312. Plant and Fleet</b>						
P: Plant and Fleet O: Plant and Fleet	% of plant exceeding category retention targets (hrs/yrs)	●	10%	10%	Utilities	
P: Plant and Fleet O: Plant and Fleet	Number of units of electric fleet/plant	●	10	10	Utilities	This is Including hybrids
P: Plant and Fleet O: Plant and Fleet	% recovery of plant costs through hire rate	●	100%	75%	Utilities	Mostly through manually processed journals
<b>Service 313. Transport for NSW Contract</b>						
P: Transport for NSW Contract O: Transport for NSW Contract	Compliance with Transport for NSW contract	●	100%	100%	Transport and Facilities	Contract was renewed in 2024.
P: Transport for NSW Contract O: Transport for NSW Contract	Delivery for Transport for NSW works program	●	100%	100%	Transport and Facilities	Contract was renewed in 2024.
<b>Service 32. Water</b>						
P: Water Infrastructure O: Water Mains	Service requests per 1000 customers p.a.	●	15	4	Utilities	Based on current trend of 60 CRMs (6 months extrapolated to 12 months) for 27(000) connections



Delivery Program Update July to December 2024

Program/Output	KPI		Target	Actual	Responsible Branch	Comment
P: Water Infrastructure O: Water Mains	Failures per KM mains pa	●	1	0	Utilities	Prorata, we received 120 CRMs for 481km main
P: Water Infrastructure O: Water Mains	Mains breaks responded < 2 hours	●	75%	95%	Utilities	Main maintenance has been reduced due to improved asset management.
P: Water Operations O: Water Treatment	Compliance with Australian Drinking Water Guidelines standards and adopted Water Quality Management Plan	●	80%	100%	Utilities	Emerging PFAS at Bungendore in 24/25 but complaint with both current and proposed National Health and Medical Research Council guidelines
<b>Service 33. Sewer</b>						
P: Sewer Infrastructure O: Sewer Collection Network	Sewer chokes responded <2 hours	●	75%	90%	Utilities	Response time has been decreased due to improved asset management.
P: Sewer Infrastructure O: Sewer Collection Network	Sewer chokes per km main p.a.	●	50	1	Utilities	158 chokes for 6 months to date. Extrapolated to 316 pa over 501km of sewer retic = 0.63 chokes/km/annum
P: Sewer Operations O: Sewage Treatment Plant	Effluent (waste) meets Environmental Protection license limits	●	90%	80%	Utilities	NSW based plants meet this guideline. QSTP would not hence overall rating of 80%
P: Sewer Operations O: Sewage Treatment Plant	Performance report published annually	●	100%	100%	Utilities	Performance report published annually.
<b>Service 34. Waste</b>						
P: Waste Operations O: Domestic Waste Collection Service	Number of missed collection requests p.a. - domestic waste	●	100%	100%	Waste Services	397 missed collections over approx 1,173,250 collections.
P: Waste Operations O: Recycling Collection Service	Number of missed collection requests p.a. - recycled waste	●	100%	100%	Waste Services	We do not track missed Recycling and Waste services separately, however this is something we will track separately moving forward.
<b>Service 35. Facilities</b>						
P: Buildings O: Building Maintenance	Compliance with Council's five-year Building Maintenance Program	●	90%	80%	Transport and Facilities	Staff resource issues have pushed us behind schedule, but we should catch up by end of FY.
P: Buildings O: Building Maintenance	Maintain 5.0 Star NABERS (National Australian Built Environment Rating System) Energy rating for Office Base Building	●	100%	50%	Transport and Facilities	NAEBERS accreditation for Nellie Hamilton Centre is underway.
P: Buildings O: Council Offices	Maintain 5.0 Star NABERS rating for water	●	100%	50%	Transport and Facilities	NAEBERS accreditation for Nellie Hamilton Centre is underway.
P: Property O: Property	Leases and licenses register kept up to date	●	100%	100%	Governance, Legal and Risk	The Leases and Licenses register was kept up to date during 2024..





Delivery Program Update July to December 2024

Program/Output	KPI		Target	Actual	Responsible Branch	Comment
<b>Service 37. Stormwater</b>						
P: Stormwater and Recycled Water O: Stormwater infrastructure maintenance	Establish recurrent program under contract for inspection and cleaning by 30 June 2025	●	100%	0%	Utilities	KPI/Project cancelled.
P: Stormwater and Recycled Water O: Stormwater infrastructure maintenance	Completion of storm water plan for Bungendore and Braidwood by 30 June 2026	●	100%	0%	Utilities	KPI/Project to cancelled.
P: Stormwater and Recycled Water O: Stormwater infrastructure maintenance	Completion of plan for stormwater maintenance of gross pollutant traps by 30 June 2025	●	100%	100%	Utilities	Engagement issued for Stormwater Quality Master Plan for Queanebyan currently underway
<b>Service 38. Projects and Contracts</b>						
P: Projects and Contracts O: Contract Management	Plan, document, procure, manage and report on delivery of key infrastructure, projects and capex in accordance with Delivery Program.	●	90%	95%	Contracts and Projects	Reporting occurring as per Project Framework
P: Projects and Contracts O: Contract Management	Variations and delays to contract <5	●	5	6	Contracts and Projects	Several Projects have been delayed beyond the original planned dates however delivery is still within funding timeframes and other project constraints.
P: Projects and Contracts O: Contract Management	Procurement in accord with policy and tender legislation	●	100%	100%	Contracts and Projects	Procurement managed by the Contracts and Projects Team complies with policy and legislation.
P: Projects and Contracts O: Projects Design	Project designs meet Australian Standards	●	99%	100%	Contracts and Projects	All designs comply with AS, QPRC, NCC and Austroads codes and design guidelines.
P: Projects and Contracts O: Projects Design	Work as executed (WAE) plans completed within required timeframe.	●	100%	100%	Contracts and Projects	Council receives WAE, Issues still exist in the timeliness of the some contracts. These are being managed ongoing.
<b>Service 39. Asset Planning</b>						
P: Asset Planning O: Asset Database Management	New assets are recorded in Council's Asset Register by project completion	●	95%	10%	Assets	We are currently collating project information for the completed projects & processing for the capitalisation.
P: Asset Planning O: Asset Database Management	Asset management plans are updated regularly to ensure relevance	●	2	1	Assets	We are currently in the process of updating the Building Asset Management Plan.

Delivery Program Update July to December 2024

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## A WELL GOVERNED QUEANBEYAN-PALERANG

Contemporary civic leadership and governance that is open, transparent and accountable

### COMMUNITY STRATEGIC PLAN KEY GOAL

5.1 The community is serviced by an efficient, effective and innovative Council.

5.2 Council is an open, accessible and responsive organisation.



Delivery Program Update July to December 2024

**Strategic Pillar 5 - Key Performance Indicators**

Program/Output	KPI		Target	Actual	Responsible Branch	Comment
<b>Service 41. Human Resource Management</b>						
P: Human Resource Management and Organisation Development O: Attraction	Students participating in work experience per annum equivalent to 1% of QPRC overall FTE count	●	5	9	People and Culture	Within this reporting period, Council hosted 9 work experience placements (largely from local schools) within various teams in Council.
P: Human Resource Management and Organisation Development O: Development	Staff attendance at training identified in the annual Training Plan	●	90%	57%	People and Culture	Inclusive of casual and seasonal staff who consistently do not attend due to shift structure or external responsibilities such as school/secondary job clash.
P: Human Resource Management and Organisation Development O: Development	Number of trainees/cadets as total of organisation FTE (470)	●	10%	5%	People and Culture	One trainee has secured full time ongoing position during this position. There was also one termination during this time.
P: Human Resource Management and Organisation Development O: Engagement	Unplanned absences steady or decreasing (benchmark 5% unplanned absences)	●	5%	7%	People and Culture	29,007 hours taken between July and December 2024 including leave without pay, Workers comp, Special and bereavement leave which is an increase from the 26,913 reported in Jan to June 2024.
P: Human Resource Management and Organisation Development O: Engagement	Staff eligible for step progression complete appraisal within timeframe	●	95%	62%	People and Culture	386 appraisals launched with 156 of staff eligible for progression. Of those who were eligible for progression 98 has been completed.
P: Human Resource Management and Organisation Development O: Recruitment	Turnover in first six months of employment (quality of hire)	●	10%	9%	People and Culture	76 Staff were hired between 1/7/2024 and 31/12/2024, of those, 7 separated within six months
P: Human Resource Management and Organisation Development O: Recruitment	Staff turnover per annum	●	10%	15%	People and Culture	Council's turnover has decreased since the 2023 calendar year of 19%. Council has decreased turnover from 19% in 2023, to 15 percent in 2024.
P: Human Resource Management and Organisation Development O: Recruitment	Average time to complete recruitment process (from requisition to letter of offer)	●	10	11	People and Culture	Average requirement time was 11 weeks.
P: Human Resource Management and Organisation Development O: Recruitment	Vacancy rate (excluding casuals and unfunded positions)	●	10%	15%	People and Culture	Our current vacancy rate can be attributed to a high level of specialist and legacy staff turnover, and the complexities associated with recruiting for those roles.

Delivery Program Update July to December 2024

Program/Output	KPI		Target	Actual	Responsible Branch	Comment
<b>Service 42. Technology</b>						
P: Applications O: Applications	Availability to users	●	99%	99%	Digital	No major outages were experienced for any of the QPRC corporate systems between July-December 2024. Users did experience a few short periods of performance degradation within TechnologyOne which were resolved promptly by the software providers.  The Technology One suite was upgraded to version 2024B in November. This was completed successfully with no downtime or issues raised by users.
P: Network O: Network	Network availability to users	●	99%	99%	Digital	During the first two quarters of the reporting period (July 2024 - December 2024) there were no significant events that impacted production network availability.
P: Systems O: Systems	Major System failures	●	5	5	Digital	No major system failures were reported for the first 6 months of the 2024-25 FY. There was a couple of minor issues reported, however these have now been resolved, or a workaround has been engaged. These include: -Name records not syncing from P&R across into ECM – resolved. -Drag and drop of P&R attachments intermittently not working – This is a known bug with T1, and a temporary workaround is in place.
P: Systems O: Systems	Disaster recovery partial live testing	●	1	1	Digital	Multiple internal Diaster Recovery tests took place leading up to the main Council wide DR test on 26 November 2024.This successful DR test included 30 indoor staff representing all Council directorates.
<b>Service 43. Financial</b>						
P: Business Insight O: Budgeting and Forecasting	Budget performance is measured and reported for each branch	●	100%	100%	Finance	Budget reports are prepared for each branch including \$ variances and % variances.
P: Business Insight O: Budgeting and Forecasting	QBR statements are transparent and adopted by the due date and included in community newsletter	●	100%	100%	Finance	September 2024 quarter budget review was prepared and presented to council before the due date (30 November 2024)
P: Compliance and Control O: Accounting for Grants and Contributions	Grant register is reconciled monthly	●	100%	100%	Finance	Grant register has been, and continues to be, reconciled on a monthly basis.
P: Compliance and Control O: Financial Statements	Statements finalised for audit within 3 months of end of financial year <90 days	●	90	90	Finance	Statements finalised, audited and lodged with Office of Local Government by 31 October
P: Compliance and Control O: Internal Controls	Monthly reconciliations completed by 21st of each month	●	100%	100%	Finance	All monthly reconciliations due for the first 6 months of the financial year have been completed.

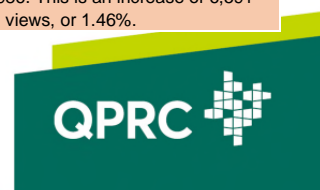


Delivery Program Update July to December 2024

Program/Output	KPI		Target	Actual	Responsible Branch	Comment
P: Transactional O: Accounts Payable	Purchase order raised and approved before the goods/services are received	●	80%	32%	Finance	This result has been improving as targeted training has been provided to staff.
P: Transactional O: Rates and Water	Water bills posted on time each quarter	●	90%	20%	Finance	There were delays experienced in getting first quarter water bills issued on time. A change to the type of water meters being used has caused this delay as new processes are being aligned.
P: Transactional O: Rates and Water	Rates and annual charges outstanding <10% by 30 June	●	10%	46%	Finance	Rates and annual charges are raised in full at the start of the financial year and will show as 100% outstanding until payments are made. The outstanding balance decreases throughout the year as the majority of payments are made by instalments.
P: Transactional O: Rates and Water	All ratepayer customer requests are responded to within 2 days	●	100%	100%	Finance	All customer requests have been responded to within the expected time frame.
<b>Service 44. Quality</b>						
P: Integrated Planning and Reporting O: Integrated Plans (CSP, DP, OP) and Resourcing Strategy	Plans and reports prepared and reviewed within required statutory timeframes and engagement strategy	●	100%	90%	Corporate Services	All plans and reports were delivered within statutory frameworks other than the Annual Report, which was adopted by council one fortnight after the required timeframe.
P: Integrated Planning and Reporting O: Integrated Plans (CSP, DP, OP) and Resourcing Strategy	Service Review program is published in the Operational Plan	●	100%	50%	Corporate Services	Service review framework and program will be included in the 2025 Operational Plan.
<b>Service 45. Risk</b>						
P: Audit O: Audit Reporting	Annual internal audit program developed and implemented	●	100%	75%	Governance, Legal and Risk	The Annual Internal Audit Plan adopted for 24-25 is in progress. Progress against the internal audit plan is monitored by the Audit, Risk and Improvement Committee. A quarterly update is presented at each quarters ARIC meeting.
P: Business Continuity O: Business Continuity	Business Continuity Plan tested, reviewed and updated annually	●	100%	0%	Governance, Legal and Risk	Business Continuity Plan test is scheduled for early 2025.
P: Insurances O: Review of Council's insurances	Annual renewal of insurances	●	100%	0%	Governance, Legal and Risk	Insurance renewal process was completed in June 2024 for the 24-25 financial year. The renewal process commences in early 2025 for the 25-26 financial year.
P: Risk O: Risk Management	Annual participation in the Statewide CIP Program and review of outcomes by relevant business unit	●	100%	100%	Governance, Legal and Risk	This is an annual program that was undertaken in October 2024. The result of this program was presented to the Audit, Risk and Improvement Committee (ARIC) as an agenda item at their meeting of 9 December 2024. Results of the program have also been provided to the relevant Director and Manager.

Delivery Program Update July to December 2024

Program/Output	KPI		Target	Actual	Responsible Branch	Comment
P: Risk O: Risk Management	Annual report to the QPRC Audit Risk and Improvement Committee on the risk management framework	●	100%	0%	Governance, Legal and Risk	ARIC agenda March 2025 meeting.
<b>Service 47. Customer Service</b>						
P: Customer O: Call Centre	% of abandoned calls	●	10%	11%	Customer, Communication and Libraries	From 1 Jul - 31 Dec 2024, 22,282 calls came through to the 1300 number. 19,249 of these calls were answered by a CS agent, 654 callers chose the option to either transfer through to the credit card payment line or facilitate the call-back service. 2,379 calls were registered as abandoned calls (11%). The average wait time for a customer call to be answered was 1 minute 7 seconds, and the average talk time 3minutes and 4 seconds. Out of the 19,249 calls answered, 7,575 calls were transferred on to other areas for further assistance/action. As such, = 11,674 calls (60%) received first time resolution or a service request for further works/action to occur.
P: Customer O: Integrated Customer Service	% Unresolved triaged service requests	●	20%	18%	Customer, Communication and Libraries	8,781 CRMs were raised between July - December 2024. To date 1,523 remain in 'Current' status and 44 have been entered as 'Future' which equates to a total of 1,567 (17.85%) still yet to be closed/resolved.
<b>Service 48. Records</b>						
P: Records O: Electronic Records Management System	Follow up all outstanding business processes arising from incoming correspondence via quarterly reports	●	100%	100%	Digital	All outstanding business processes arising from incoming correspondence via quarterly reports was followed up successfully.
<b>Service 49. Communications</b>						
P: Communications O: External Communications	Increase in subscriptions to weekly e-newsletter	●	5%	-1%	Customer, Communication and Libraries	At 23 December 2024 we had 2,087 subscribers which is a decrease of 22 followers or 1% from the 1 July 2024 total of 2,109 subscribers.
P: Communications O: Media Liaison	Media enquiries responded to by requested deadline	●	98%	100%	Customer, Communication and Libraries	No media enquiry deadlines have been missed.
P: Communications O: Social Media	Growth in corporate social media accounts	●	10%	2%	Customer, Communication and Libraries	From 1 July 2024 to 23 December 2024, Instagram increased from 2,096 to 2,171, Twitter (X) decreased from 2,384 to 2,331 and Facebook increased from 17,896 to 18,272.  Across the three main channels, we had a total increase of 398 people from 22,376 to 22,774, which is a percentage increase of 1.78%.
P: Communications O: Website and Intranet	Increase in number of unique hits on website	●	10%	1%	Customer, Communication and Libraries	For 1 July 2024 to 31 December there were 459,577 page views. In the same period last year, we had 452,986. This is an increase of 6,591 page views, or 1.46%.



Delivery Program Update July to December 2024

Program/Output	KPI		Target	Actual	Responsible Branch	Comment
<b>Service 52. Elected Representatives</b>						
P: Councillors O: Councillor Induction and Training	Training Program developed and delivered for each councillor	●	100%	100%	Governance, Legal and Risk	Induction Training for all Councillors took place from October 2024-January 2025, post-election. Ongoing professional development options circulated to all Councillors on a regular basis
P: Councillors O: Councillor Support	Councillor workshops facilitated	●	48	50	Governance, Legal and Risk	Ongoing.
P: Councillors O: Disclosure of Interests	Designated persons required to complete returns and register reported to Council within statutory timeframe	●	100%	100%	Governance, Legal and Risk	Reported to Council on 11 September 2024.
<b>Service 53. Governance</b>						
P: Complaints and Privacy Management O: Code of Conduct	Code of Conduct complaints reported as required by Office of Local Government	●	100%	100%	Governance, Legal and Risk	Code of Conduct complaint Statistics for the 2023-2024 period reported to OLG on 3 February 2025
P: Complaints and Privacy Management O: Code of Conduct	Code of Conduct complaints processed within prescribed timeframe	●	100%	100%	Governance, Legal and Risk	Achieved.
P: Complaints and Privacy Management O: Code of Conduct	6 monthly report completed within required timeframe	●	100%	0%	Governance, Legal and Risk	Annual complaint statistics reported to OLG. Next reporting due in December 2025.
P: Governance O: Policy	Policy register maintained and responsible officers notified of impending review requirement	●	100%	10%	Governance, Legal and Risk	A 12-month plan for the review of all current Council policies has been launched and will conclude in October 2025.
P: Public information O: Government Information Public Access Management	Applications processed within statutory timeframe of 20 working days	●	100%	100%	Governance, Legal and Risk	Achieved to date
P: Public information O: Government Information Public Access Management	Eligible entries placed into the Disclosure log on Council's website	●	100%	50%	Governance, Legal and Risk	Disclosure Log to be updated annually (1 July 2025) and placed on Council website
P: Public information O: Government Information Public Access Management	Completion of Annual GIPA Report	●	100%	100%	Governance, Legal and Risk	Annual GIPA Report submitted to IPC on 8 November 2024

Delivery Program Update July to December 2024

**Strategic Pillar 1 – Major Projects**

<b>Project</b>	<b>104374 BGD - New Bungendore Pool</b>		
<b>Status</b>	In Progress	<b>Branch</b>	Contracts and Projects
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$4,088,671	\$4,336,298	\$56,152
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	Mode Design engaged. Draft Concept Design and draft high-level opinion of cost submitted. Stakeholder groups has been engaged		

<b>Project</b>	<b>1011 Disability Audits</b>		
<b>Status</b>	In Progress	<b>Branch</b>	Community and Recreation
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$0	\$0	\$0
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	Quotes have been requested for priority areas across the LGA, including Braidwood main street and intersections. Additional quotes will be requested for Braidwood National Theatre and Queanbeyan Showground main pavilion.  All quotes will be discussed with the QPRC Access Committee, to determine priorities.		

<b>Project</b>	<b>1003 Community Events</b>		
<b>Status</b>	In Progress	<b>Branch</b>	Economy, Events and Arts
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$0	\$0	\$0
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	Planned calendar of events for 2024-25 Q1 and Q2 have been delivered.		

**Strategic Pillar 2 - Major Projects**

<b>Project</b>	<b>2001 Community Donation Program</b>		
<b>Status</b>	In Progress	<b>Branch</b>	Economy, Events and Arts
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$0	\$0	\$0
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	The 24-25 Annual Community Grants Program (Category B) has been delivered successfully, approx. \$520 remains for allocation.		

<b>Project</b>	<b>100894 QBN - Monaro St (Lowe to Crawford)</b>		
<b>Status</b>	In Progress	<b>Branch</b>	Contracts and Projects
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$700,000	\$700,000	\$374,477
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	Consultant engaged to prepare detailed designs and cost estimates with continued liaison with Transport for NSW (TfNSW) for implementation.		





Delivery Program Update July to December 2024

**Strategic Pillar 3 – Major projects**

A full list of programs and projects associated with Strategic Pillar 3, can be found at Appendix 1

<b>Project</b>	<b>104812 QBN - Seiffert Oval Upgrade Amenities - Blues Club</b>		
<b>Status</b>	In Progress	<b>Branch</b>	Urban Landscapes
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$600,000	\$600,000	\$21,340
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	Panel contractors are being sought with commencement starting shortly.		

<b>Project</b>	<b>3009 Review of contribution plans</b>		
<b>Status</b>	In Progress	<b>Branch</b>	Strategic Planning
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$0	\$0	\$0
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	Procurement process completed for the review of rural contribution plans to be completed late 2025.		

<b>Project</b>	<b>3001 Braidwood Structure Plan</b>		
<b>Status</b>	In Progress	<b>Branch</b>	Strategic Planning
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$0	\$0	\$0
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	Exhibition of Draft Structure Plan scheduled with final sent to Council mid-2025.		

<b>Project</b>	<b>104843 QBN - Women's Rugby Changeroom - Freebody Oval</b>		
<b>Status</b>	In Progress	<b>Branch</b>	Urban Landscapes
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$2,250,000	\$2,437,000	\$81,752
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	Revised and varied plans to be finalised. Kangaroos Club has approved variation in design.		

<b>Project</b>	<b>104873 QBN - Queanbeyan Showground Pavilion fit out/Toilets</b>		
<b>Status</b>	In Progress	<b>Branch</b>	Urban Landscapes
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$240,385	\$240,385	\$200,231
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	Concreting and landscaping to be completed.		

Delivery Program Update July to December 2024

**Strategic Pillar 4 – Major Projects**

Project	100123 QBN - Sewage Treatment Plant Upgrade		
Status	In Progress	Branch	Contracts and Projects
Budget	Original	Revised	Expenditure to date
	\$25,379,934	\$2,308,716	\$315,379
Timeframe	End date	Revised end date	Completed Date
	30 Jun 2025		
Comment	<p>The QSTP upgrade includes the planning, design and construction of a new sewage treatment plant (STP) facility to cater for up to 75,000 equivalent population (EP). The new STP would be constructed on the existing site to the south-east of the existing treatment process. which is approaching the end of its asset life.</p> <p>The concept plan has been developed based on design criteria and preferred treatment process and reviewed internally by QPRC staff as well as technical assessors from NSW Dept Planning and Environment and representatives from the ACT Environment Protection Agency.</p> <p>The project is using the Infrastructure Sustainability Council (ISC) rating scheme and aims to achieve an 'Excellent' design rating for the design of the new STP.</p> <p>Council have endorsed the final business case for the project. The final business case as well as the concept design, reference design and the EIS are being jointly funded by QPRC and the NSW Government's Safe and Secure Water Program.</p> <p>Design finalisation is progressing in parallel with the Development Application assessment.</p>		

Project	100124 QBN - Sewer Mains Rehabilitation		
Status	In Progress	Branch	Utilities
Budget	Original	Revised	Expenditure to date
	\$300,000	\$300,000	\$25,333
Timeframe	End date	Revised end date	Completed Date
	30 Jun 2025		
Comment	These are works are ongoing as routine CCTV surveillance detects issues.		

Project	100359 QPR - Security Enhancements		
Status	Completed	Branch	Transport and Facilities
Budget	Original	Revised	Expenditure to date
	\$360,000	\$360,000	\$131,966
Timeframe	End date	Revised end date	Completed Date
	30 Jun 2025		
Comment	Completed as per project requirements.		



Delivery Program Update July to December 2024

<b>Project</b>	<b>101002 QPR - Local Roads Renewal</b>		
<b>Status</b>	Completed	<b>Branch</b>	Transport and Facilities
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$3,075,625	\$3,277,400	\$190,653
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	Completed as 102117 Reseals with internal labour in renewals.		

<b>Project</b>	<b>101004 QPR - Local Road - Resheeting Program</b>		
<b>Status</b>	Completed	<b>Branch</b>	Transport and Facilities
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$492,788	\$412,788	\$146,604
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	The re-sheeting program is in progress and is scheduled to be completed by June 2025.		

<b>Project</b>	<b>101013 QPR - Road to Recovery</b>		
<b>Status</b>	Completed	<b>Branch</b>	Transport and Facilities
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$1,527,709	\$62,949	\$0
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	Budget Item Only		

<b>Project</b>	<b>101300 QPR - Local Roads Rehabilitation</b>		
<b>Status</b>	In Progress	<b>Branch</b>	Transport and Facilities
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$1,537,500	\$1,537,500	\$0
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	Stabilisation tender has been finalised, works have begun.		

<b>Project</b>	<b>101908 BWD - Mulloon Creek Causeway - culvert installation</b>		
<b>Status</b>	In Progress	<b>Branch</b>	Transport and Facilities
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$602,803	\$602,803	\$204,631
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	Project well underway, currently halted due to delayed Fishery Permit		

Delivery Program Update July to December 2024

<b>Project</b>	<b>102122 QPR - Regional Road Block Grant</b>		
<b>Status</b>	In Progress	<b>Branch</b>	Transport and Facilities
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$435,546	\$435,546	\$0
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	More than 50 percent finalised for works. (3 out of the 6 regional roads covered by this grant)		

<b>Project</b>	<b>102123 CFL - Captains Flat Road - stabilise and drainage</b>		
<b>Status</b>	In Progress	<b>Branch</b>	Transport and Facilities
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$1,615,385	\$1,615,385	\$31,216
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	Road has been stabilised and drainage has been finalised, with a small amount of road maintenance left to complete.		

<b>Project</b>	<b>102124 BWD - Cooma Road - stabilise</b>		
<b>Status</b>	In Progress	<b>Branch</b>	Transport and Facilities
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$1,442,308	\$1,442,308	\$0
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	Awaiting finalisation of engineered designs.		

<b>Project</b>	<b>102126 NRG - Nerriga Road - stabilise</b>		
<b>Status</b>	In Progress	<b>Branch</b>	Transport and Facilities
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$1,009,615	\$1,009,615	\$10,297
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	Awaiting finalisation of engineered designs.		

<b>Project</b>	<b>102134 BGD - Tarago Road Upgrade</b>		
<b>Status</b>	In Progress	<b>Branch</b>	Transport and Facilities
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$500,000	\$500,000	\$36,175
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	Awaiting finalisation of engineered designs. Geotech and preliminaries finalised. Crews should arrive to start work in the back end of March		

Delivery Program Update July to December 2024

<b>Project</b>	<b>104458 BGD – Bungendore Office Construction</b>		
<b>Status</b>	Delayed	<b>Branch</b>	Contracts and Projects
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$3,640,343	\$3,640,343	\$644,294
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	<p>As the NSW Department of Education has no ongoing need for the Majara Street site, the development of new Council offices and community centre at 19-21 Gibraltar Street will not need to proceed and Council is looking to return to the former offices and administration building in 2027.</p> <p>The Community Centre could be returned to Council as early as 2025, once again subject to there being an agreement made between the Department and Council.</p> <p>The Crown Land will be returned to Minister for Crown Lands, and Council would resume its role of Reserve Trust Manager, including the existing Pool.</p> <p>The General Manager has commenced consultation with the various stakeholders, community groups and organisations who have an interest in the Majara Street land, including Community Aid, Snuggle and Sing, Bungendore Seniors, Bingo and Quilters Groups, Playgroup and Abbeyfield.</p> <p>The members of the BTEC and Bungendore Chamber have also been contacted for their feedback in regard to what this proposal would mean for the new Council Offices/Community Centre development proposed at 19/21 Gibraltar Street.</p> <p>A Heads of Agreement is being drafted, and when available will be presented to Council for consideration. BAL Lawyers on Council's behalf have sought an undertaking from the Minister to support Council saving costs on the reinstatement project, so that this will not prejudice our compensation claim in the event an Agreement cannot be reached.</p>		

<b>Project</b>	<b>104518 NER - Bindi Brook Causeway</b>		
<b>Status</b>	In Progress	<b>Branch</b>	Transport and Facilities
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$384,615	\$101,8211	\$886,574
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	<p>Backfilling for new box culverts will be finished by Tuesday 10 December and traffic will switch over to the new work on 11 December</p> <p>Traffic is impacted with one lane open at a time. Traffic control is in place. Work is expected to be completed before the end of February 2025.</p>		

<b>Project</b>	<b>104810 QPR - Pedestrian Access and Mobility Plan</b>		
<b>Status</b>		<b>Branch</b>	Transport and Facilities
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$400,000	\$400,000	\$0
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>			



Delivery Program Update July to December 2024

<b>Project</b>	<b>104833 BGD - Macs Reef Rd and Bungendore Rd Intersection Safety</b>		
<b>Status</b>		<b>Branch</b>	Transport and Facilities
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$890,811	\$890,811	\$32,337
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	The design has been prepared and tendered for construction. Prices were over the budget so we have now gone back to the Federal Government to seek a variation before work can proceed.		

<b>Project</b>	<b>104851 CFL - Briars Sharrow Road Bridge Upgrade</b>		
<b>Status</b>		<b>Branch</b>	Transport and Facilities
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$6,930,769	\$6,930,769	\$26,405
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	Ground Survey undertaken.		

<b>Project</b>	<b>104852 CFL - Reschs Creek Bridge Upgrade</b>		
<b>Status</b>		<b>Branch</b>	Transport and Facilities
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$700,000	\$700,000	\$8,023
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	Ground Survey undertaken.		

<b>Project</b>	<b>104869 QBN - Jerrabomberra Traffic Campaign</b>		
<b>Status</b>		<b>Branch</b>	Transport and Facilities
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$420,000	\$480,000	\$35,193
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	Final community consultation finalised, currently integrating feedback into program		

<b>Project</b>	<b>105014 QPRC - Stormwater Renewal</b>		
<b>Status</b>	Not Yet Started	<b>Branch</b>	Utilities
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$1,000,000	\$1,000,000	\$0
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	Proposal to delay 24/25 for submission in 25/26		

Delivery Program Update July to December 2024

<b>Project</b>	<b>4002 Queanbeyan Integrated Water Cycle Management Plan</b>		
<b>Status</b>	Not Yet Started	<b>Branch</b>	Utilities
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$0	\$0	\$0
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	This will be incorporated with the Palerang Communities work where financial modelling of the combine funds will be undertaken. Expected to begin March 2025		

<b>Project</b>	<b>4020 Carpark Strategy renewal</b>		
<b>Status</b>	Not Yet Started	<b>Branch</b>	Contracts and Projects
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$0	\$0	\$0
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	Project procurement to be progressed in second half of 2024-25		

<b>Project</b>	<b>4021 Waste Strategy review</b>		
<b>Status</b>		<b>Branch</b>	Waste Services
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$0	\$0	\$0
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	Staffing issues have delayed this project. A Waste Manager was successfully recruited during Nov 2024, allowing this project to progress. .		

<b>Project</b>	<b>4022 Palerang Integrated Water Cycle Management Plan review</b>		
<b>Status</b>	In Progress	<b>Branch</b>	Utilities
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$0	\$0	\$0
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	Final draft issues paper expected early 2025.. Next stage will be an options report followed by strategy. Financial modelling to commence in March 2025.		

<b>Project</b>	<b>700193 QBN - Mains</b>		
<b>Status</b>	In Progress	<b>Branch</b>	Utilities
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$300,000	\$300,000	\$0
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	Preconstruction works for the project have commenced for George Street. Site works expected to commence in March 2025.		

Delivery Program Update July to December 2024

<b>Project</b>	<b>700192 BGD - Bungendore Reservoir Renewal Work</b>		
<b>Status</b>	In Progress	<b>Branch</b>	Utilities
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$350,000	\$437,814	\$0
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	Contract issued and works are planned to commence in March 2025.		

<b>Project</b>	<b>700296 QBN - Jerrabomberra Reservoir No 2</b>		
<b>Status</b>	In Progress	<b>Branch</b>	Utilities
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$15,375,000	\$1,537,5000	\$42,884
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	Development of tender documents for formal tender process to commence early 2025.		

<b>Project</b>	<b>700297 QBN - Water main replacement - Cooma St, Kenneth Place</b>		
<b>Status</b>	In Progress	<b>Branch</b>	Utilities
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$3,500,000	\$3,920,480	\$1,401,431
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	Project well advanced and expected to conclude around March 2025.		

<b>Project</b>	<b>710036 BWD - Landfill reinstatement</b>		
<b>Status</b>	Delayed	<b>Branch</b>	Waste Services
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$450,000	\$450,000	\$59,815
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2024		
<b>Comment</b>	Consultant yet to be sought, tender still ongoing.		

<b>Project</b>	<b>800010 QPR - Plant Replacement Program</b>		
<b>Status</b>	In Progress	<b>Branch</b>	Utilities
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$4,000,000	\$4,000,000	\$995,006
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	Replacements progressing		

<b>Project</b>	<b>700181 QPR - Water Meter Replacement Program</b>		
<b>Status</b>	In Progress	<b>Branch</b>	Utilities
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$400,000	\$400,000	\$96,686
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	Nearing completion and this period has seen concentration in 95% of meters have been replaced and converted to NBiOT with an expectation for meter replacement in Braidwood. completed by 30 June 2025.		





Delivery Program Update July to December 2024

<b>Project</b>	<b>4012 Dunns Creek Rd studies</b>		
<b>Status</b>	Delayed	<b>Branch</b>	Contracts and Projects
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$0	\$0	\$0
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	<p>The project has been delayed due to resource issues. TfNSW are currently being engaged to commence work in February 2025 to progress the business case for the stage 1 connection to the ACT.</p> <p>Further Traffic Studies and options have been explored with further updates expected early in 2025.</p>		

<b>Project</b>	<b>700280 QBN - QSTP Pond embankment drainage filter</b>		
<b>Status</b>	Completed	<b>Branch</b>	Utilities
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$1,774,864	\$1,774,864	\$41,842
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		31 Jan 2025
<b>Comment</b>	<p>The first stage of these works are complete and Council is currently negotiating with the Utility Technical Regulator and Council's Dam Safety Engineer to determine if further works are required.</p>		

<b>Project</b>	<b>700213 QBN - Sewer Pump stations</b>		
<b>Status</b>	Not Yet Started	<b>Branch</b>	Utilities
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$250,000	\$250,000	\$999
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	<p>No projects identified as yet. Efforts concentrating on QSTP and Jerrabomberra Reservoir.</p>		

<b>Project</b>	<b>700295 QBN - Water Meter Replacement Program</b>		
<b>Status</b>	In Progress	<b>Branch</b>	Utilities
<b>Budget</b>	<b>Original</b>	<b>Revised</b>	<b>Expenditure to date</b>
	\$500,000	\$500,000	\$0
<b>Timeframe</b>	<b>End date</b>	<b>Revised end date</b>	<b>Completed Date</b>
	30 Jun 2025		
<b>Comment</b>	<p>Delivery of NBiOT meters now available. Meter installation crew has been focusing on Braidwood Plans for the 2025/2026 budget proposed to move to full accelerated installation via contract over 4 year period.</p>		

Delivery Program Update July to December 2024

**Further Projects Updates.**

For further information on any program or project please contact Council Customer Support.

Action	Status	Progress comments	Responsible branch
100749 QPR - Library Purchases Books and Non Books	In Progress	Purchasing of books and non-books for the library collection is an ongoing and annual activity. Project expected to be completed and in budget this FY.	Customer, Communication and Libraries
100964 QBN - Museum - Refurbishment	Completed	Project was completed in 2024.	Transport and Facilities
104073 QBN- The Q Performing Arts - Fire System	Completed	Project was completed in 2024.	Transport and Facilities
104374 BGD - New Bungendore Pool	In Progress	Consultant engaged and draft concept design developed. Stakeholder group engaged.	Contracts and Projects
104799 CFL- Captains Flat Pool - energy efficiency measures	Not Yet Started	Grant has been applied for matching funding. Awaiting advice about the outcome of grant application.	Community and Recreation
104874 QPR - Greenways works	In Progress	Successful contractor chosen after consultation with S355 committee. Work is expected to commence and be completed in February 2025.	Community and Recreation
104875 QBN - Bicentennial Hall Kitchen Upgrade	In Progress	Investigating options for the most cost-effective solution	Economy, Events and Arts
104862 Bungendore Sports Hub - Netball, Civil and Landscaping	In Progress	New Request for tender in draft for design and construction contract. Drainage component of works is complete	Urban Landscapes
100148 QBN - Water Telemetry - Radio upgrades	Not Yet Started	Scope of works yet to be developed	Utilities
100225 QBN - Heritage Library interior refurbishment	Completed	Completed as per project requirements.	Transport and Facilities
101909 BWD - Middle Curradux Causeway - installation	In-Progress	In design phase – 90% finalised.	Transport and Facilities
101910 BWD - Third Curradux Causeway - culverts installation	In-Progress	Still in design phase – 90% finalised.	Transport and Facilities
102002 NRG - Nerriga Road	Cancelled	Project has been Cancelled.	Transport and Facilities
104078 BWD - Council Offices - Customer Area	Not Yet Started	Project Delayed.	Transport and Facilities

Delivery Program Update July to December 2024

104299 BWD - Depot - Security gates and repair to workshop	In Progress	Security gate has been installed. Depot maintenance has been undertaken. Bindi	Transport and Facilities
104498 BGD - Maslin Place Drainage	Completed	Presently, the operational plan aims to place \$250,000 into a reserve for the later funding of the project. Council has committed to continue along these lines until the project has sufficient funds to proceed. This is expected to take 4 or 5 years. In the intermitten, the commitment to set aside this first \$250,000 into a reserve is complete.	Utilities
104733 BGD - Bungendore Overflow Channel	In Progress	Funding has been secured following announcements. The project will delivered over 24/25 & 25/26 financial years. NSW PW have been engaged to complete a design review and update, noting that additional telecommunication cables have been installed since the design was done. The REF is also being reviewed.  Discussions have been commenced with land holders	Contracts and Projects
104868 Braidwood - Drainage design	In Progress	Consultant engaged additional funds will be proposed to complete the design by 30 June	Utilities
104870 Braidwood - Sportsground drainage	In Progress	Combined study is on-going	Utilities
104871 BGD - Sportsground drainage	In Progress	Combined study is on-going	Utilities
104872 CFL - Water Refill Station	In Progress		Utilities
700043 Braidwood Shoalhaven Pump station and rising main	Completed	Major pump refurbishment and pipework completed just prior to Christmas 2023.	Utilities
700166 QPRC - Water connections	In Progress	These are related to private works requests. Works complete as required.	Utilities
700167 Queanbeyan - Water connections	In Progress	These are related to private works requests. Works complete as required.	Utilities
700168 QPRC - Sewer connections	In Progress	These are related to private works requests. Works complete as required.	Utilities
700169 Queanbeyan - Sewer connections	In Progress	These are related to private works requests. Works complete as required.	Utilities
700202 Queanbeyan - Telemetry	Not Yet Started	Program of works yet to be developed	Utilities
800025 QPRC - Plant Sales	In Progress	Progressing with replacement program	Utilities

Delivery Program Update July to December 2024

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100122 QPRC - Computer Hardware Replacement Program	Completed	Digital deployed 25 tablets/mobile phones and enrolled 10 staff devices in the BYOD program for the reporting period.	Digital
100168 QPR - Network Hardware Replacement Program	Completed	During the Q1 and Q2 of FY 24/25 Digital Purchased 30 laptops and deployed 50	Digital



# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

26 FEBRUARY 2025

ITEM 10.5 SUBMISSION TO OLG ON NEW MODEL CODE OF MEETING  
PRACTICE

ATTACHMENT 1 CONSULTATION DRAFT FOR THE NEW MODEL CODE OF  
MEETING PRACTICE

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

**20212024**

## Table of Contents

<b>1</b>	<b>INTRODUCTION .....</b>	<b>4</b>
<b>2</b>	<b>MEETING PRINCIPLES .....</b>	<b>4</b>
<b>3</b>	<b>BEFORE THE MEETING.....</b>	<b>5</b>
<b>4</b>	<b>PUBLIC FORUMS.....</b>	<b>10</b>
<b>5</b>	<b>COMING TOGETHER.....</b>	<b>13</b>
<b>6</b>	<b>THE CHAIRPERSON.....</b>	<b>19</b>
<b>7</b>	<b>MODES OF ADDRESS.....</b>	<b>20</b>
<b>8</b>	<b>ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS .....</b>	<b>20</b>
<b>9</b>	<b>CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS.....</b>	<b>21</b>
<b>10</b>	<b>RULES OF DEBATE.....</b>	<b>23</b>
<b>11</b>	<b>VOTING.....</b>	<b>26</b>
<b>12</b>	<b>COMMITTEE OF THE WHOLE.....</b>	<b>28</b>
<b>13</b>	<b>DEALING WITH ITEMS BY EXCEPTION.....</b>	<b>29</b>
<b>14</b>	<b>CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC .....</b>	<b>29</b>
<b>15</b>	<b>KEEPING ORDER AT MEETINGS.....</b>	<b>34</b>
<b>16</b>	<b>CONFLICTS OF INTEREST.....</b>	<b>37</b>
<b>17</b>	<b>DECISIONS OF THE COUNCIL .....</b>	<b>37</b>
<b>18</b>	<b>TIME LIMITS ON COUNCIL MEETINGS .....</b>	<b>40</b>
<b>19</b>	<b>AFTER THE MEETING.....</b>	<b>40</b>
<b>20</b>	<b>COUNCIL COMMITTEES.....</b>	<b>42</b>
<b>21</b>	<b>IRREGULARITIES .....</b>	<b>45</b>
<b>22</b>	<b>DEFINITIONS .....</b>	<b>46</b>
<b>23</b>	<b>INTRODUCTION .....</b>	<b>46</b>
<b>24</b>	<b>MEETING PRINCIPLES.....</b>	<b>46</b>
<b>25</b>	<b>BEFORE THE MEETING.....</b>	<b>46</b>
<b>26</b>	<b>PUBLIC FORUMS .....</b>	<b>46</b>
<b>27</b>	<b>COMING TOGETHER.....</b>	<b>46</b>
<b>28</b>	<b>THE CHAIRPERSON.....</b>	<b>46</b>
<b>29</b>	<b>MODES OF ADDRESS.....</b>	<b>46</b>

Model Code of Meeting Practice for Local Councils in NSW 2

8	ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS .....	19
9	CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS .....	19
10	RULES OF DEBATE .....	21
11	VOTING .....	24
12	COMMITTEE OF THE WHOLE .....	26
13	DEALING WITH ITEMS BY EXCEPTION .....	27
14	CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC .....	27
15	KEEPING ORDER AT MEETINGS .....	31
16	CONFLICTS OF INTEREST .....	34
17	DECISIONS OF THE COUNCIL .....	35
18	TIME LIMITS ON COUNCIL MEETINGS .....	37
19	AFTER THE MEETING .....	38
20	COUNCIL COMMITTEES .....	39
21	IRREGULARITIES .....	42
22	DEFINITIONS .....	44



## 1 INTRODUCTION

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

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

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

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

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

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

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

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

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

## 2 MEETING PRINCIPLES

### 2.1 Council and committee meetings should be:

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

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

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

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

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

community.

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

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

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

### 3 BEFORE THE MEETING

#### Timing of ordinary council meetings

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

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

~~Note: Councils must use either clause 3.1 or 3.2~~

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

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

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

#### Extraordinary meetings

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

**Note: Clause 3.32 reflects section 366 of the Act.**

~~3.3 The mayor may call an extraordinary meeting without the need to obtain the signature of two (2) councillors.~~

#### Notice to the public of council meetings

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

**Note: Clause 3.44 reflects section 9(1) of the Act.**

3.55 For the purposes of clause 3.44, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

3.66 For the purposes of clause 3.44, notice of more than one (1) meeting may be given in the same notice.

#### Notice to councillors of ordinary council meetings

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

**Note: Clause 3.77 reflects section 367(1) of the Act.**

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

**Note: Clause 3.88 reflects section 367(3) of the Act.**

#### Notice to councillors of extraordinary meetings

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

**Note: Clause 3.99 reflects section 367(2) of the Act.**

#### Giving notice of business to be considered at council meetings

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

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

~~3.12 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in~~

~~relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.~~

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

~~(a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or~~

~~(b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.~~

#### Questions with notice

3.124 A councillor may, by way of a notice submitted under clause 3.100, ask a question for response by the general manager about the performance or operations of the council.

~~3.153 A councillor is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.~~

~~3.16 The general manager or their nominee may respond to a question with notice submitted under clause 3.142 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.~~

#### Agenda and business papers for ordinary meetings

3.174 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.

3.158 The general manager must ensure that the agenda for an ordinary meeting of the council states:

- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
- (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
- (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
- (d) any business of which due notice has been given under clause 3.10.

3.196 Nothing in clause 3.185 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.67.

3.2017 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.

3.2418 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, in consultation with the mayor, 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 3.2418 reflects section 9(2A)(a) of the Act.**

3.2219 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

#### Statement of ethical obligations

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

#### Availability of the agenda and business papers to the public

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

**Note: Clause 3.240 reflects section 9(2) and (4) of the Act.**

3.251 Clause 3.2024 does not apply to the business papers for items of business that the general manager has identified under clause 3.2419 as being likely to be considered when the meeting is closed to the public.

**Note: Clause 3.251 reflects section 9(2A)(b) of the Act.**

3.262 For the purposes of clause 3.240, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

**Note: Clause 3.262 reflects section 9(3) of the Act.**

3.273 A copy of an agenda, or of an associated business paper made available under clause 3.240, may in addition be given or made available in electronic form unless the council determines otherwise.

**Note: Clause 3.273 reflects section 9(5) of the Act.**

#### Agenda and business papers for extraordinary meetings

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

3.2925 Despite clause 3.284, business may be considered at an extraordinary meeting of the council at which all councillors are present, even though due notice ~~of the business~~ has not been given of the business, if: the council resolves to deal with the business on the grounds that it is urgent and

- ~~(a) a motion is passed to have the business considered at the meeting, and~~
- ~~(b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it~~ requires a decision by the council before the next scheduled ordinary meeting of the council. A resolution adopted under this clause must state the reasons for the urgency.

3.26 A motion moved under clause 3.25 can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with. Despite clauses 10.18–10.27, only the mover of a motion moved under clause 3.25, and the mayor, if they are not the mover of the motion, can speak to the motion before it is put.

3.27 If all councillors are not present at the extraordinary meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 3.25 and the mayor also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.

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

3.31 ~~Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.29(a) can speak to the motion before it is put.~~

3.3228 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.2927(b) on whether a matter is of great urgencyurgent.

#### Pre-meeting briefing sessions

~~3.33 — Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council. 3.35 Pre-meeting briefing sessions may be held by audio-visual link.~~

~~3.34 — Pre-meeting briefing sessions are to be held in the absence of the public.~~

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

~~3.36 — The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.~~

~~3.37 — Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.~~

~~3.38 — Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.~~

#### 4 PUBLIC FORUMS

4.1 The council may hold a public forum prior to ~~each~~ ordinary meetings of the council and committees of councillors 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 other committees of the council.

4.2 The council may determine the rules under which the public forum is to be conducted.

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

~~4.3 — Public forums are to be chaired by the mayor or their nominee.~~

~~4.4 — To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by **[date and time to be specified by the council]** before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.~~

~~4.5 — A person may apply to speak on no more than **[number to be specified by the council]** items of business on the agenda of the council meeting.~~

- ~~4.6 — Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.~~
- ~~4.7 — The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.~~
- ~~4.8 — No more than **[number to be specified by the council]** speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.~~
- ~~4.9 — If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.~~
- ~~4.10 — If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.~~
- ~~4.11 — Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than **[number to be specified by the council]** days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.~~
- ~~4.12 — The general manager or their delegate is to determine the order of speakers at the public forum.~~
- ~~4.13 — Each speaker will be allowed **[number to be specified by the council]** minutes to address the council. This time is to be strictly enforced by the chairperson.~~
- ~~4.14 — Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.~~
- ~~4.15 — A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.~~
- ~~4.16 — Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to **[number to be specified by the council]** minutes.~~



- ~~4.17 — Speakers at public forums cannot ask questions of the council, councillors, or council staff.~~
- ~~4.18 — The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to **[number to be specified by the council]** minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.~~
- ~~4.19 — Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.~~
- ~~4.20 — When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.~~
- ~~4.21 — If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.~~
- ~~4.22 — Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.~~
- ~~4.23 — Where a speaker engages in conduct of the type referred to in clause 4.20, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.~~
- ~~4.24 — Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.~~
- ~~**Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code relating to the conduct of council and committee meetings.**~~

## 5 COMING TOGETHER

### Attendance by councillors at meetings

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

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

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

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

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

- 5.4 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings.

~~This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.~~

- 5.55 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.

- 5.6 The council must not act unreasonably when considering whether to grant a councillor's request for a leave of absence.

5.7 Clause 5.4 does not prevent a councillor from making an apology if they are unable to attend a meeting. Where a councillor makes an apology, the council will be deemed to have accepted the apology and granted them a leave of absence for the meeting for the purposes of section 234(1)(d) of the Act unless the council resolves not to accept the apology or to grant a leave of absence for the meeting. Where the council resolves not to accept an apology and to

grant a leave of absence it must state the reasons for its decision in its resolution.

5.78 A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

**Note: Clause 5.78 reflects section 234(1)(d) of the Act.**

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

#### The quorum for a meeting

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

**Note: Clause 5.99 reflects section 368(1) of the Act.**

5.100 Clause 5.99 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

**Note: Clause 5.100 reflects section 368(2) of the Act.**

5.141 A meeting of the council must be adjourned if a quorum is not present:

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

5.122 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.

5.133 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.

5.144 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by

attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.

- 5.165 Where a meeting is cancelled under clause 5.143, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called by the mayor under clause 3.3.

#### Meetings held by audio-visual link

- 5.166 A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each councillor.

- 5.177 Where the mayor determines under clause 5.167 that a meeting is to be held by audio-visual link, the general manager must:

- (a) give written notice to all councillors that the meeting is to be held by audio-visual link, and
- (b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
- (c) cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.

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

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

#### Attendance by councillors at meetings by audio-visual link

- 5.4919 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee where they are prevented from attending the meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities.

#### 5.20 Clause 5.19 does not apply to meetings at which a mayoral election is to be

held.

5.201 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.

5.242 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 5.201.

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

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

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

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

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

5.2627 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link. However, the council and committees of the council are under no obligation to approve a councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the councillor to attend the meeting by these means.

5.2728 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.

5.2829 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.

5.2930 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.

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

#### Entitlement of the public to attend council meetings

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

**Note: Clause 5.312 reflects section 10(1) of the Act.**

5.323 Clause 5.324 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

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

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

**Note: Clause 5.334 reflects section 10(2) of the Act.**

**Note: If adopted, clauses 15.44–15 and 15.45–16 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 15.145 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 15.156 authorises chairpersons to expel persons other than councillors from a council or committee meeting.**

#### Webcasting of meetings

5.354 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.

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

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

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

- (a) at the same time as the meeting is taking place, or
- (b) as soon as practicable after the meeting.

5.387 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting or for the balance of the council's term, whichever is the longer period.

5.398 Clauses 5.367 and 5.378 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 5.345 – 5.3839 reflect section 236 of the Regulation.**

5.3940 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

**Note: Joint organisations are not required to webcast meetings but may choose to do so by adopting clauses 5.345–5.3939. Joint organisations that choose not to webcast meetings may omit clauses 5.345–5.3939.**

#### Attendance of the general manager and other staff at meetings

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

**Note: Clause 5.401 reflects section 376(1) of the Act.**

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

**Note: Clause 5.412 reflects section 376(2) of the Act.**

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

**Note: Clause 5.423 reflects section 376(3) of the Act.**

5.434 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 as determined by the council from time to time.

~~5.44 The general manager and other council staff may attend meetings of the Model Code of Meeting Practice for Local Councils in NSW~~

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

## 6 THE CHAIRPERSON

### The chairperson at meetings

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

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

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

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

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

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

- 6.4 The election of a chairperson must be conducted:

- (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
- (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.

- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

- 6.6 For the purposes of clause 6.5, the person conducting the election must:

- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
- (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

### Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:



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

## 7 MODES OF ADDRESS

~~7.1~~ ~~Where they can, councillors and staff must stand when the mayor enters the chamber and when addressing the meeting.~~

~~7.42~~ If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.

~~7.23~~ Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson' or 'Chair'.

~~7.34~~ A councillor is to be addressed as 'Councillor [surname]'.

~~7.45~~ A council officer is to be addressed by their official designation or as Mr/Ms [surname].

## 8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

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

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

~~01~~ ~~Opening meeting~~

~~02~~ ~~Acknowledgement of country~~

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

~~04~~ ~~Confirmation of minutes~~

~~05~~ ~~Disclosures of interests~~

~~06~~ ~~Mayoral minute(s)~~

~~07~~ ~~Reports of committees~~

~~08~~ ~~Reports to council~~

~~09~~ ~~Notices of motions/Questions with notice~~

~~10~~ ~~Confidential matters~~

~~11~~ ~~Conclusion of the meeting~~

**Note: Councils must use either clause 8.1 or 8.2.**

~~8.32~~ The order of business as fixed under clause ~~[8.1/8.2]~~ ~~[delete whichever is not applicable]~~ 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

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

- 8.43 Despite clauses ~~10.2018–10.3027~~, only the mover of a motion referred to in clause ~~8.3-2 and the mayor, if they are not the mover of the motion,~~ may speak to the motion before it is put.

## 9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

### Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
- (a) unless a councillor has given notice of the business, as required by clause 3.10, and
  - (b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- (a) is already before, or directly relates to, a matter that is already before the council, or
  - (b) is the election of a chairperson to preside at the meeting, or
  - (c) ~~subject to clause 9.9,~~ is a matter or topic put to the meeting by way of a mayoral minute, or
  - (d) is a motion for the adoption of recommendations of ~~a committee,~~ including, but not limited to, a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council at which all councillors are present even though due notice ~~of the business~~ has not been given of the business to the councillors, if: the council resolves to deal with
- ~~(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~~ the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting ~~of the council.~~ A resolution adopted under this clause must state the reasons for the urgency.
- 9.4 A motion moved under clause 9.3 can be moved without notice. Despite clauses 10.18–10.27, only the mover of a motion referred to in clause 9.3 and the mayor, if they are not the mover of the motion, can speak to the motion before it is put.
- 9.5 If all councillors are not present at a meeting, the council may only deal with business at the meeting that councillors have not been given due notice of, where a resolution is adopted in accordance with clause 9.3, and the mayor also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.
- ~~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.~~

9.56 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b)5.

#### Mayoral minutes

9.67 ~~Subject to clause 9.9, if~~ the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that ~~is within the jurisdiction of the council, or of which the council has official knowledge~~ the mayor determines should be considered at the meeting.

9.78 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.

9.89 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.

~~9.9 — A mayoral minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.~~

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

#### Staff reports

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

#### Reports of committees of council

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

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

#### Questions

9.143 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.142, unless the council by resolution, and the mayor determines otherwise in accordance with clause 9.3.

- 9.154 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.165 A councillor may, through the ~~mayor~~~~general manager~~, put a question to a ~~council employee~~~~the general manager~~ about a matter on the agenda. ~~The general manager may request another council employee to answer the question.~~ Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.
- 9.176 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.187 Councillors must put questions directly, succinctly, ~~respectfully~~ and without argument.
- 9.198 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

## 10 RULES OF DEBATE

### Motions to be seconded

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

### Notices of motion

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

### Chairperson's duties with respect to motions

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

Motions requiring the expenditure of funds

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

Amendments to motions

- 10.109 An amendment to a motion must be moved and seconded before it can be debated.
- 10.140 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.121 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.
- 10.132 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.
- 10.143 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.
- 10.154 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.
- 10.165 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~~ amendments

~~10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.~~

10.186 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.

10.197 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

10.2018 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.

10.2419 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.

10.220 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.

10.231 Despite clause 10.220, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

~~10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.~~

10.2522 Despite clauses 10.2018 and 10.2419, 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.

10.2623 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.2522. A seconder is not required for such a motion.

10.2724 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 10.2918.

10.285 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.

10.296 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.

10.3027 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

#### Participation by non-voting representatives in joint organisation board meetings

10.3428 Non-voting representatives of joint organisation boards may speak on but must not move, second or vote on any motion or an amendment to a motion.

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

**Note: Joint organisations must adopt clause 10.3428. Councils must not adopt clause 10.3428.**

## 11 VOTING

### Voting entitlements of councillors

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

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

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

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

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

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

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

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

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

#### Voting at council meetings

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

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

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

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

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

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

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

**Note: If clause 11.11 is adopted, clauses 11.6 – 11.9 and clause 11.13-15 may be omitted.**



### Voting on planning decisions

11.12 The council or a council committee must not make a final planning decision without receiving a staff report containing an assessment and recommendation in relation to the matter put before the council for a decision.

11.13 Where the council or a council committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide reasons for its decision and why it did not adopt the staff recommendation.

~~11.14~~11.14 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.

~~11.15~~11.15 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.

~~11.16~~11.16 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

~~11.17~~11.17 Clauses 11.124–11.146 apply also to meetings that are closed to the public.

**Note: Clauses 11.142–11.157 reflect section 375A of the Act.**

**Note: The requirements of clause 11.124 may be satisfied by maintaining a register of the minutes of each planning decision.**

## **12 COMMITTEE OF THE WHOLE**

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

**Note: Clause 12.1 reflects section 373 of the Act.**

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

**Note: Clauses 10.2018–10.30–27 limit the number and duration of speeches.**

**Note: Clause 7.1 requires councillors and staff to stand when addressing the meeting where they can.**

12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting

to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.

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

### **13 DEALING WITH ITEMS BY EXCEPTION**

- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.32.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

### **14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC**

#### Grounds on which meetings can be closed to the public

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

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

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

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

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

Matters to be considered when closing meetings to the public

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

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

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

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

- 14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of

the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

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

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

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

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

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

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

#### Notice of likelihood of closure not required in urgent cases

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

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

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

#### Representations by members of the public

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

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

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

[14.11 Despite clauses 14.9 and 14.10, the council may resolve to close the meeting to the public in accordance with this Part to hear a representation from a](#)

member of the public as to whether the meeting should be closed to consider an item of business where the representation involves the disclosure of information relating to a matter referred to in clause 14.1.

14.1~~12~~ Where the matter has been identified in the agenda of the meeting under clause 3.~~24-18~~ as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in ~~the approved form. Applications must be received by [date and time to be specified by the council] before the meeting at which the matter is to be considered~~ a manner determined by the council.

~~14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.~~

~~14.13 No more than [number to be specified by the council] speakers are to be permitted to make representations under clause 14.9.~~

~~14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.~~

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

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

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

#### Expulsion of non-councillors from meetings closed to the public

14.~~18~~**13** If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.

14.1914 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using ~~only~~ such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Obligations of councillors attending meetings by audio-visual link

14.2015 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

14.2116 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 14.21-16 reflects section 10D of the Act.**

Resolutions passed at closed meetings to be made public

14.2217 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.

14.2318 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 14.22-17 during a part of the meeting that is webcast where practicable.

14.19 The general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.

14.20 The general manager must consult with the council before publishing information on the council's website under clause 14.19.

## 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.~~

15.32 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

### Questions of order

15.43 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.

15.54 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.

15.65 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.

15.76 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

### Motions of dissent

15.87 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.

15.98 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.

15.109 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

15.140 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:

- (a) contravenes the Act, the Regulation or this code, or
- (b) assaults or threatens to assault another councillor or person present at the meeting, or
- (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
- (d) insults, makes unfavourable personal remarks about, or imputes improper motives to any other council official, ~~or alleges a breach of the council's code of conduct, or uses any language, words or gestures that would be regarded as disorderly in the NSW Legislative Assembly, or~~
- (e) says or does anything that is inconsistent with maintaining order at the meeting ~~or is likely to bring the council or the committee into disrepute.~~

**Note: Clause 15.140 reflects section 182 of the Regulation.**

15.121 The chairperson may require a councillor:

- (a) to apologise without reservation for an act of disorder referred to in clauses 15.140(a), (b), or (e), or
- (b) to withdraw a motion or an amendment referred to in clause 15.140(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 15.140(d) and (e).

**Note: Clause 15.121 reflects section 233 of the Regulation.**

15.12 A failure to comply with a requirement under clause 15.11 constitutes a fresh act of disorder for the purposes of clause 15.10.

15.13 Where a councillor fails to take action in response to a requirement by the chairperson to remedy an act of disorder under clause 15.11 at the meeting at which the act of disorder occurred, the chairperson may require the councillor to take that action at each subsequent meeting until such time as the councillor complies with the requirement.

### How disorder at a meeting may be dealt with

15.1314 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

### Expulsion from meetings



15.4415 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.

15.4516 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.

**Note: Councils may use either clause 15.145 or clause 15.156.**

15.4617 Clause [15.145/15.156] **[delete whichever is not applicable]**, does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

15.4718 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.121. 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 15.47-18 reflects section 233(2) of the Regulation.**

15.4819 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.

15.4920 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.

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

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

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

15.223 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

- 15.2~~34~~ Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.2~~45~~ A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.2~~56~~ Without limiting clause 15.~~48~~19, a contravention of clause 15.24-25 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.~~48~~19. Any person who contravenes or attempts to contravene clause 15.2425, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.2~~67~~ If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using **only** such force as is **reasonably** necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

## **16 CONFLICTS OF INTEREST**

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

## **17 DECISIONS OF THE COUNCIL**

### Council decisions

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

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

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

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

Rescinding or altering council decisions

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

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

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

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

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

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

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

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

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

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

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

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

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

17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than ~~[council to specify the period of time]~~ 1 day after the meeting at which the resolution was adopted.

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

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

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

- (a) a notice of motion signed by three councillors is submitted to the chairperson at the meeting, and
- (b) the council resolves to deal with the motion at the meeting on the 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 is urgent and~~ requires a decision by the council before the next scheduled ordinary meeting of the council.

17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses ~~10.2018–10.3027~~, 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) resolution adopted under clause 17.12(b) must state the reasons for the urgency.~~

#### Recommitting resolutions to correct an error

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

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

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

17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

17.18 A motion moved under clause 17.15 can be moved without notice. Despite clauses ~~10.2018–10.3027~~, only the mover of a motion referred to in clause 17.15 and the mayor, if they are not the mover of the motion, can speak to the motion before it is put.

17.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.

17.20 A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

## 18 TIME LIMITS ON COUNCIL MEETINGS

18.1 Meetings of the council and committees of the council are to conclude at a time the council may from time to time determine ~~no later than [council to specify the time].~~

~~18.2 If the business of the meeting is unfinished at [council to specify the time], the council or the committee may, by resolution, extend the time of the meeting.~~

18.3~~2~~ If the business of the meeting is unfinished at [council to specify the time]~~the time the council has determined~~, and the council does not resolve to extend the meeting, the chairperson must either:

- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
- (b) adjourn the meeting to a time, date and place fixed by the chairperson.

18.4~~3~~ Clause 18.3~~2~~ does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.

18.5~~4~~ Where a meeting is adjourned under clause 18.3~~2~~ or 18.4~~3~~, the general manager must:

- (a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
- (b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

## 19 AFTER THE MEETING

### Minutes of meetings

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

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

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

- (a) the names of councillors attending a council meeting and whether they

- attended the meeting in person or by audio-visual link,
- (b) details of each motion moved at a council meeting and of any amendments moved to it,
  - (c) the names of the mover and seconder of the motion or amendment,
  - (d) whether the motion or amendment was passed or lost, and
  - (e) such other matters specifically required under this code.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### Implementation of decisions of the council

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

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

## **20 COUNCIL COMMITTEES**

### Application of this Part

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

### Council committees whose members are all councillors

- 20.2 The council may, by resolution, establish such committees as it considers necessary.
- 20.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.
- 20.4 The quorum for a meeting of a committee of the council is to be:
- (a) such number of members as the council decides, or
  - (b) if the council has not decided a number – a majority of the members of the committee.

### Functions of committees

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

### Notice of committee meetings

- 20.6 The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:
- (a) the time, date and place of the meeting, and
  - (b) the business proposed to be considered at the meeting.
- 20.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

### Attendance at committee meetings

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

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

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

#### Non-members entitled to attend committee meetings

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

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

#### Chairperson and deputy chairperson of council committees

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

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

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

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

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

#### Procedure in committee meetings

20.153 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.



20.164 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.153.

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

**Note: Clause 20.175 reflects section 397E of the Regulation. Joint organisations must adopt clause 20.175 and omit clause 20.164. Councils must not adopt clause 20.175.**

20.186 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

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

20.2018 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ~~ended,~~ ~~ended and~~ report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

20.2419 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.20-18 during a part of the meeting that is webcast where practicable.

20.20 The general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.

20.21 The general manager must consult with the committee before publishing information on the council's website under clause 20.20.

#### Disorder in committee meetings

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

#### Minutes of council committee meetings

20.23 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the

following matters are recorded in the committee's minutes:

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

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

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

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

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

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

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

## 21 IRREGULARITIES

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

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

**Note: Clause 21.1 reflects section 374 of the Act.**

## 22 DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.1 <del>10</del> of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20. <del>119</del> of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10. <del>186</del> of this code during debate on the first amendment
<del>foreshadowed motion</del>	<del>means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion</del>
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan, a <u>planning agreement</u> or a development contribution plan under that Act,

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	but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2021</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

DRAFT

# QUEANBEYAN-PALERANG REGIONAL COUNCIL

## Council Meeting Attachment

26 FEBRUARY 2025

ITEM 10.5 SUBMISSION TO OLG ON NEW MODEL CODE OF MEETING  
PRACTICE

ATTACHMENT 2 QPRC SUBMISSION ON DRAFT MODEL CODE OF MEETING  
PRACTICE



27 February 2025

The Hon Ron Hoenig MP  
Minister for Local Government  
C:/Office of Local Government

[olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)

Dear Minister Hoenig,

**Submission – A new model code of meeting practice  
Consultation draft**

Council has not experienced the issues with the existing Code of Meeting Practice described in the Minister's foreword to the Consultation draft. Council is supportive of a uniform, clear and simplified Code of Meeting Practice that upholds the dignity of the chamber, promotes transparency and depoliticises the role of the General Manager. Legislating for the exception is poor policy practice and the introduction of external oversight for dysfunctional councils would offer a more effective approach than some of the changes proposed in the consultation draft.

**Question 1: Will the proposed amendments made in the consultation draft of the Model Meeting Code achieve the policy outcomes identified in this paper?**

Council views that the proposed amendments will partially achieve the Policy outcomes identified in the paper. Council is **supportive** of the following changes to achieve these goals:

1. Planning Decisions being made with staff recommendations (addition of clause 11.12-11.13)

Council already complies with this practice. This will achieve the transparency outcomes sought by the OLG.

2. Clarification of apologies and leave of absences (addition of clause 5.7)

This will simplify this process in meeting practice.

3. Removal of foreshadowed motions (removal of clause 10.17)

This will simplify rules of debate.

4. Simplifying the definition of an act of disorder (clause 15.10)

Council supports simplification of the definition of disorder however the proposed changes to define disorder in accordance with the NSW Legislative Assembly does not adequately provide a definition. NSW Local Councils should not be defined by rules that have not been designed for the context of Local Government.

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The OLG may draw from the NSW Legislative Assembly in defining disorder but must clearly state a definition and not refer to another rule. Council suggests it would be more effective to base disorder in the Model Code of Meeting Practice section 15.10(d) on clause 3.1 of the Model Code of Conduct.

Council is **not supportive** of the following proposed amendments:

1. Removal of briefing sessions (removal of clauses 3.33-3.38)

Council has previously indicated there is no concern should the Minister determine that they are made open to the public. Our position remains that Briefings prior to a Council Meeting are critical. A well-run briefing session is not a decision-making forum. However Councillors need an environment which enables information to be shared and explained in a less formal environment and provides an opportunity to ask questions and "listen to understand" rather than "listen to respond" that may not be possible in a Council meeting.

The removal of pre-meeting briefings will decrease the efficiency of the council meeting and is likely to increase the number of deferral of items presented to Council. The imposition of additional levels of formalities in a council meeting are unnecessary and will only lead to excessive procedural delays rather than contributing to constructive discussions

2. Amendments to the role of the General Manager (clause 5.44 and removal of clause 10.9)

The changes to the role of the General Manager and Mayor appear to only increase the ability of the Council to politicise the Code of Meeting Practice. For example, the removal of the General Manager to provide advice on Notices of Motion in the business paper limits the ability of the Council to understand the implications of the decision and form a balanced argument.

Council considers that the General Manager should determine which staff are present at meetings, as this maintains the operational functions being managed by the General Manager and is in accordance with prior improvements in the depoliticisation of staff (EG: recent amendments to senior staff contracts).

3. Additional power allocated to the Mayor (addition of clause 15.13 and 15.15-15.18)

The ability for the Mayor to expel Councillors or other individuals for acts of disorder risks further politicisation of the Code of Meeting Practice, and the protection of the need for a vote of the Council should be enshrined for all Councils. The further ability for the Mayor to continue to limit that person's attendance at future meetings furthers the risk of weaponisation of the Meeting Practice in the sector. This proposed amendment largely seems to address issue for dysfunctional councils and does nothing to enhance councils where the culture is already largely collaborative and congenial.

4. Changes to remote attendance at Council meetings (addition of clause 5.19)

Councillors, particularly in regional and rural areas are often not full time Councillors and have a wide range of responsibilities to support families and businesses. The remote attendance provisions have encouraged increased diversity of representation on Council. Council is concerned that the winding back of remote attendance to be limited to 'ill health or other medical reasons or because of unforeseen caring responsibilities' ignores the fact that

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sometimes roads are blocked, a car is broken down or they are away for work purposes in another location. These changes may adversely affect those in carer roles and young families, wiping out a lot of the demographic entities such as ALGA and ALGWA have sought to attract increased representation for at the last election. As an example, the high threshold for unforeseen caring responsibilities may give rise to disputes and require Councillors to disclose sensitive personal information. It is recommended that the OLG produce additional guidance on what meets the threshold of illness or unforeseen caring responsibilities.

**Question 2: Are there any other amendments you would suggest that will achieve these policy outcomes?**

In the main, Council considers that the existing Model Code of Meeting Practice is appropriate for Council. Alongside the recent election of the new terms of Council, the current Councillors have stood for Council on the commitments of the existing meeting structures and schedules.

The proposed changes will require amendments to the meeting schedule and new training to be invested in by Council. Council requests that any proposed changes come into place as of October 2028. This will allow Council to adequately prepare for and for Councillors to run for Council with the set expectations of meetings.

A secondary suggestion is that the Minister, a GM or a Mayor should have the authority to engage an external authority to provide oversight and direction to a dysfunctional council. The external authority would be empowered by legislation through a body such as the OLG. This may seek to address any issues without the need of formal Administration intervention.

**Question 3: Will the proposed amendments have any unintended consequences?**

1. Ineffective provisions relating to limiting briefing sessions

Councillors require the ability to ask questions and receive advice from staff about their opinions as business papers are not a forum that effectively is able to convey all options. To do so would be an onerous task thrust upon the General Manager. Should Councillors not be afforded an outlet to ask such questions and seek clarification, this will present several issues:

- A. Councillors may resort to seek advice directly from staff, meaning that all Councillors may not receive the same information.
- B. Council Business Papers may exponentially increase in volume, impacting the ability of a Councillor to review the information and impact staff resourcing in preparing the papers, particularly when fortnightly Council Meetings are held.
- C. This amendment does not limit the ability of Councillors to caucus or meet separately which does not achieve the root causes from the recent ICAC investigations.
- D. Items contained within the Business Paper run a greater risk of being deferred to a later meeting if staff are unable to answer questions on the floor. This then slows down the determination of matters of public importance.
- E. The Consultation Draft covering notes on page 9 provides that Councillors can still meet for strategic planning workshops, and while the detail of the legislation is not available, Council notes that the Policy objective to improve transparency may not be

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achieved if there are loopholes that better resourced Councils can exploit to still hold, in effect, briefing sessions.

2. Practicality of releasing confidential business papers

This amendment creates a requirement for Council to continually monitor all previous business papers, determine whether all the reasons for them being made confidential remain current, consult with the council and then publish them. It is anticipated that this is an impractical approach that Councils with less resources would be unable to complete without significant resource reallocation. Council agrees with the policy justification but requests this be amended to practical terms, such as:

*Before 31 December 2026, and each year there forward, Councils must review all prior business papers marked as confidential and publish any business papers on their website that no longer meet the requirements of the Local Government Act s 10A(2) reasons for confidentiality.*

3. Public Forums

Council submits that the sector would be best served by retaining the (optional) provisions under section 4 relating to the conduct of public forums or replace them with separate guidelines. The community must have a somewhat uniform experience of Local Government to ensure that there is consistency across the sector.

**Question 4: Are there any other amendments the Government should consider?**

As a comment, the formal removal of gendered language from the CoMP is well overdue. In order to limit the potential loopholes of strategy sessions running effectively like briefing sessions, Council submits that a more efficient approach is that briefing sessions with the whole Council will be permitted but must be audio-recorded and notes of workshops be reported to Council.

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