



# **ATTACHMENTS**

**Tuesday, 19 July 2022**

**UNDER SEPARATE COVER**

**Ordinary Council Meeting**



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## Table of Contents

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6.1	Minutes Ordinary Meeting held 28 June 2022	
	Attachment 1 Unconfirmed Minutes Ordinary Meeting 28 June 2022 .....	4
15.1	Code of Meeting Practice	
	Attachment 1 Final Draft - Code of Meeting Practice .....	23
15.2	Financial Analysis Report - June 2022	
	Attachment 1 RVC Investment Pack - June 2022 .....	68



# **MINUTES**

## **Ordinary Council Meeting 28 June 2022**



## ORDINARY COUNCIL MEETING MINUTES

28 JUNE 2022

**ORDER OF BUSINESS**

<b>1</b>	<b>ACKNOWLEDGEMENT OF COUNTRY</b> .....	<b>4</b>
<b>2</b>	<b>PRAYER</b> .....	<b>4</b>
<b>3</b>	<b>PUBLIC ACCESS AND QUESTION TIME</b> .....	<b>4</b>
<b>4</b>	<b>APOLOGIES</b> .....	<b>6</b>
<b>5</b>	<b>MAYORAL MINUTES</b> .....	<b>6</b>
	Nil	
<b>6</b>	<b>CONFIRMATION OF MINUTES</b> .....	<b>6</b>
6.1	Minutes Ordinary Meeting held on 17 May 2022 .....	6
<b>7</b>	<b>MATTERS ARISING OUT OF THE MINUTES</b> .....	<b>6</b>
<b>8</b>	<b>DECLARATION OF INTERESTS</b> .....	<b>6</b>
<b>9</b>	<b>PETITIONS</b> .....	<b>6</b>
	Nil	
<b>10</b>	<b>NOTICE OF MOTION</b> .....	<b>7</b>
10.1	Notice of Motion - Cr Robert Hayes; Flood Relief .....	7
<b>11</b>	<b>MAYOR'S REPORT</b> .....	<b>7</b>
11.1	Mayoral Attendances 11 May - 20 June 2022 .....	7
<b>12</b>	<b>DELEGATES' REPORTS</b> .....	<b>7</b>
12.1	Delegates' Report June 2022 .....	7
<b>13</b>	<b>MATTERS DETERMINED WITHOUT DEBATE</b> .....	<b>8</b>
13.1	Matters to be Determined Without Debate .....	8
<b>14</b>	<b>GENERAL MANAGER</b> .....	<b>8</b>
14.1	Floods 2022 - recovery update .....	8
14.2	Rebuilding the Richmond Valley Recovery Plan .....	9
<b>15</b>	<b>ORGANISATIONAL SERVICES</b> .....	<b>9</b>
15.1	Draft Operational Plan 2022/2023 (including Draft Financial Estimates 2022/2026), Draft Revenue Policy 2022/2023 and Draft Long Term Financial Plan 2022/2032 .....	9
15.2	Richmond Valley Workforce Plan .....	10
15.3	Financial Analysis Report - May 2022 .....	11
15.4	Tender Threshold Changes .....	11
15.5	Councillor Remuneration .....	12
<b>16</b>	<b>COMMUNITY SERVICE DELIVERY</b> .....	<b>12</b>
16.1	Pacific Highway - Local Road Handover .....	12
<b>17</b>	<b>PROJECTS &amp; BUSINESS DEVELOPMENT</b> .....	<b>13</b>
17.1	Proposed Road Naming .....	13
17.2	Leeville Hall Flood Damage Assessment .....	14
17.3	Asset Planning Policies .....	14
17.4	Richmond Park Plan of Management .....	15

Page 2

## ORDINARY COUNCIL MEETING MINUTES

28 JUNE 2022

<b>18</b>	<b>GENERAL BUSINESS .....</b>	<b>15</b>
	Nil	
<b>19</b>	<b>MATTERS FOR INFORMATION .....</b>	<b>15</b>
19.1	Community Financial Assistance Program 2021/2022 Round Two Update .....	16
19.2	Event Support Scheme Allocation 2022/2023 .....	16
19.3	Cost of Local Government Election 2021 .....	16
19.4	Casino Showground Upgrade .....	16
19.5	Grant Application Information Report - May 2022.....	16
19.6	Development Applications determined under the Environmental Planning and Assessment Act for the period 1 May 2022 to 31 May 2022 .....	17
19.7	Correspondence - IPART 2022-2023 Rate Peg.....	17
19.8	Correspondence - Premier of NSW - Voluntary House Raising Scheme .....	17
<b>20</b>	<b>QUESTIONS ON NOTICE .....</b>	<b>17</b>
	Nil	
<b>21</b>	<b>QUESTIONS FOR NEXT MEETING (IN WRITING).....</b>	<b>17</b>
<b>22</b>	<b>MATTERS REFERRED TO CLOSED COUNCIL .....</b>	<b>18</b>
22.1	Transport and Disposal of Mixed Waste Contract.....	18
<b>23</b>	<b>RESOLUTIONS OF CLOSED COUNCIL .....</b>	<b>19</b>

## ORDINARY COUNCIL MEETING MINUTES

28 JUNE 2022

**MINUTES OF RICHMOND VALLEY COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COUNCIL CHAMBERS, 10 GRAHAM PLACE, CASINO  
ON TUESDAY, 28 JUNE 2022 AT 6PM**

*Please note: these minutes are subject to confirmation at the next Council Meeting. Decisions recorded in the draft minutes are subject to the Council's Code of Meeting Practice in relation to rescinding decisions.*

**PRESENT:** Cr Robert Mustow (Mayor), Cr Stephen Morrissey (Deputy Mayor), Cr Sam Cornish, Cr Robert Hayes, Cr Sandra Humphrys, Cr Patrick Deegan, Cr Debra McGillan

**IN ATTENDANCE:** Vaughan Macdonald (General Manager), Angela Jones (Director Community Service Delivery), Ryan Gaiter (Director Organisational Services), Ben Zeller (Director Projects & Business Development), Jenna Hazelwood (Leader Strategy), Julie Clark (Personal Assistant to the General Manager and Mayor), and Simon Breeze (IT Support Coordinator).

## **1 ACKNOWLEDGEMENT OF COUNTRY**

The Mayor provided an Acknowledgement of Country by reading the following statement on behalf of Council:

*"Richmond Valley Council recognises the people of the Bundjalung Nations as Custodians and Traditional Owners of this land and we value and appreciate the continuing cultural connection to lands, their living culture and their unique role in the life of this region in the past, present and future."*

## **2 PRAYER**

The meeting opened with a prayer by the General Manager.

## **3 PUBLIC ACCESS AND QUESTION TIME**

President of CAAI Mr Andrew Summerville addressed Council in relation to Item 15.1 Draft Operational Plan 2022/2023 (including Draft Financial Estimates 2022/2026), Draft Revenue Policy 2022/2023 and Draft Long Term Financial Plan 2022/2032.

Mr Summerville thanked Council for the opportunity to address the meeting and congratulated vendors, buyers, council staff and agents on a very successful year at the NRLX facility, with over 120,000 cattle sold in 2021-22.

He expressed concerns at the proposed introduction of an agent usage fee of .03% for stud cattle, as it would ultimately result in increased costs to the vendor. Mr Summerville claimed that the proposed charges had not been consulted upon and called for their removal from the Revenue Policy until consultation occurred.

He said vendors supported previous contracts negotiated with council, and he believed that any further introduction of fees would be detrimental to the NRLX. Leaving fees at a fair and sustainable level would result in the most profitable outcome for the facility, with increased throughput.

The Mayor thanked Mr Summerville for his attendance and presentation to the meeting.

## ORDINARY COUNCIL MEETING MINUTES

28 JUNE 2022

Mr Bruce Lyle President of the All Breeds Sale addressed Council in relation to Item 15.1 Draft Operational Plan 2022/2023 (including Draft Financial Estimates 2022/2026), Draft Revenue Policy 2022/2023 and Draft Long Term Financial Plan 2022/2032.

Mr Lyle thanked Council for the opportunity to speak and highlighted that the "All Breeds Sale Committee" was operated as a not for profit entity, with any excess funds being donated to community charities such as Windara, Rescue Helicopter and Casino VRA. However if additional fees were applied to the sale, this may affect the funds available to be donated.

Mr Lyle pointed out that there were many beneficiaries from the sale, with Council being able to promote the NRLX facility, local breeders showcasing their cattle and worthy community organisations receiving donations.

He said the sale had been able to accommodate increased fees over the past two years, such as the requirement to use StockLive, but the proposed 0.03% Agents fee, if it were to be passed on to the committee, was not considered to be fair.

The Mayor thanked Mr Lyle for his attendance and presentation to the meeting.

Mr John McFadden of the lower river area addressed Council in relation to Item 14.1 Floods 2022 Recovery Update and thanked Council on behalf of all the lower river towns for the quick response to road maintenance work since the floods.

He brought to Council's attention the dip in the Coraki/Woodburn Road, 1km on the Woodburn side of the Bungawalbin bridge. This section is the first part of the road to be cut by rising flood waters and remains the last section when the flood waters recede. i.e. cut two days before the rest of the roads get cut and sometimes it is cut a further three days after other sections are free from water.

Mr McFadden requested that Council redesign this section of road so that it could remain open longer. Lower river residents needed this escape route open for as long as possible during flood times, so they could make decisions about evacuating their properties.

The Mayor thanked Mr McFadden for his attendance and presentation to the meeting and advised during the course of the meeting a response would be provided in relation to his address.

Dr Richard Gates, Executive Member of Evans Head Residents for Sustainable Development Inc. addressed Council in relation to Item 14.1 Floods 2022 Recovery Update and referred to the executive summary of Council's submission to the 2022 NSW Flood Inquiry that *"we can no longer simply expect communities to pick up the pieces after an ever-increasing number of natural disasters. Our climate is changing and the way we prepare for, respond to and recover from future disasters of this scale must also change"*.

Dr Gates also referred to the summary of recommendations, specifically those on Land Use Planning, where the need to improve consistency of flood modelling and risk management is raised. He expressed concerns about previous flood planning for the Evans River and suggested that independent scrutiny should be undertaken of future flood modelling.

Dr Gates expressed concern about further development in the Northern Rivers and voiced the view that the region was already past its population carrying capacity. He encouraged Council to consider future generations in its planning.

The Mayor thanked Dr Gates for his attendance and presentation to the meeting.

Ms Deborah Johnston of Bungawalbin addressed Council in relation to 14.1 Floods 2022 Recovery Update, 16.1 Pacific Highway – Local Road Handover and Item 19.5 Grant Application Information Report – May 2022

Ms Johnston provided a powerpoint of pictures to the meeting supporting her address.

## ORDINARY COUNCIL MEETING MINUTES

28 JUNE 2022

She outlined concerns with a lack of warning systems in relation to the rising floodwaters and residents are again seeking additional flood gauges to be installed in the lower river/Bungawalbin area.

Ms Johnston expressed concerns that the Pacific Highway upgrade from Ballina to Woodburn had effectively created a dam, stretching across the floodplain and preventing waters from escaping to the ocean. She believed design changes to the road during construction had affected the capacity of the water to escape and called for action to resolve this issue.

Ms Johnston raised concerns about damage to the Bungawalbin Levee and ongoing failures of the structure. She called for improved maintenance of the levee to ensure the safety of local residents.

Ms Johnston also called for restoration of local wetlands as part of the flood recovery process.

The Mayor thanked Ms Johnston for her attendance and presentation to the meeting.

A full recording of the addresses to the meeting is available at:

<https://richmondvalley.nsw.gov.au/council/council-meetings/council-meeting-videos/>

**4 APOLOGIES**

Nil

**5 MAYORAL MINUTES**

Nil

**6 CONFIRMATION OF MINUTES****6.1 MINUTES ORDINARY MEETING HELD ON 17 MAY 2022****RESOLUTION 280622/1**

Moved: Cr Stephen Morrissey

Seconded: Cr Sam Cornish

That Council confirms the Minutes of the Ordinary Meeting held on 17 May 2022.

**CARRIED**

**7 MATTERS ARISING OUT OF THE MINUTES**

Nil

**8 DECLARATION OF INTERESTS**

Nil

**9 PETITIONS**

Nil

## ORDINARY COUNCIL MEETING MINUTES

28 JUNE 2022

**10 NOTICE OF MOTION****10.1 NOTICE OF MOTION - CR ROBERT HAYES; FLOOD RELIEF****RESOLUTION 280622/2**

Moved: Cr Robert Hayes

Seconded: Cr Stephen Morrissey

That the General Manager prepares a report for the July Ordinary meeting, addressing the following items:

- Council's ability to reduce or waive development and construction certificate fees and charges for any property rebuilds from flood damage;
- The financial impact on Council of any support program;
- The program that was offered to residents impacted by the 2019 Black Summer Bushfires and the financial impact on Council;
- Information on what neighbouring flood affected Councils are offering their residents to support their property rebuilds.

**CARRIED****11 MAYOR'S REPORT****11.1 MAYORAL ATTENDANCES 11 MAY - 20 JUNE 2022****RESOLUTION 280622/3**

Moved: Cr Robert Mustow

Seconded: Cr Stephen Morrissey

That Council receives and notes the Mayor's attendance report from 11 May – 20 June 2022.

**CARRIED****12 DELEGATES' REPORTS****12.1 DELEGATES' REPORT JUNE 2022****RESOLUTION 280622/4**

Moved: Cr Sandra Humphrys

Seconded: Cr Robert Mustow

That Council receives and notes the Delegates' Report for the month of June 2022.

**CARRIED**

## ORDINARY COUNCIL MEETING MINUTES

28 JUNE 2022

**13 MATTERS DETERMINED WITHOUT DEBATE****13.1 MATTERS TO BE DETERMINED WITHOUT DEBATE****RESOLUTION 280622/5**

Moved: Cr Sandra Humphrys

Seconded: Cr Stephen Morrissey

That items 15.2, 15.3, 15.5, 17.1, 17.2, 17.3, 17.4 identified be determined without debate.

**CARRIED****14 GENERAL MANAGER****14.1 FLOODS 2022 - RECOVERY UPDATE****EXECUTIVE SUMMARY**

Following the catastrophic Northern Rivers floods, Council continues to advocate for essential support and funding for flood affected communities in the Richmond Valley. This has included securing a commitment from the NSW Government to provide rating relief for flood affected residents for 2022-23 and to raise the tendering threshold to allow flood recovery projects to proceed more quickly. Council has also successfully advocated for temporary accommodation options for Woodburn and continues to work with the NSW Government to establish temporary housing in Coraki and Evans Head.

Other advocacy has included preparing a Flood Impact Report, which was circulated to NSW Ministers and key State agencies to highlight the extent of flood damage in the Richmond Valley and seek funding support for the recovery process. Council also commissioned an economic impact statement, to help support advocacy for business assistance, and has provided a comprehensive submission to the NSW Government Flood Inquiry. The submission, included 17 key recommendations for improving the way that NSW communities plan for, respond to and recover from natural disasters in the future.

**RESOLUTION 280622/6**

Moved: Cr Robert Mustow

Seconded: Cr Stephen Morrissey

That Council:

1. Receives and notes the report;
2. Continues to advocate strongly to all levels of government for flood recovery support for the Richmond Valley;
3. Continues to raise community concerns with the NSW Flood Inquiry and any subsequent government inquiries or reviews;
4. Writes to CivicRisk Mutual to acknowledge its support in expediting insurance claims for repairs to community facilities and infrastructure.

**CARRIED**

Page 8

## ORDINARY COUNCIL MEETING MINUTES

28 JUNE 2022

**14.2 REBUILDING THE RICHMOND VALLEY RECOVERY PLAN****EXECUTIVE SUMMARY**

Following the catastrophic floods of February-March 2022, Council has implemented a revised IP&R program, delaying the preparation of its new Community Strategic Plan until 2023 and preparing a comprehensive Recovery Plan to guide its operations for 2022-23. The Plan sets out Council's vision to help restore the Richmond Valley and 'build back better' over the next three years, in partnership with the community, disaster support agencies and state and federal governments.

The Rebuilding the Richmond Valley Recovery Plan was endorsed for public exhibition at Council's May meeting and exhibited for the required 28-day period. No public submissions were received. Should Council resolve to adopt the Plan, it will replace the Delivery Program for the 2022-23 period. Following preparation of the new Community Strategic Plan, a revised Delivery Program will be presented to Council in June 2023.

**RESOLUTION 280622/7**

Moved: Cr Robert Mustow

Seconded: Cr Sam Cornish

That Council:

1. Adopts the Rebuilding the Richmond Valley Recovery Plan and implements this Plan as its Delivery Program for 2022-23.
2. Notes that a further review of the Community Strategic Plan will be completed in 2022, and a new Community Strategic Plan and Delivery Program presented to Council in June 2023.

**CARRIED**

**15 ORGANISATIONAL SERVICES****15.1 DRAFT OPERATIONAL PLAN 2022/2023 (INCLUDING DRAFT FINANCIAL ESTIMATES 2022/2026), DRAFT REVENUE POLICY 2022/2023 AND DRAFT LONG TERM FINANCIAL PLAN 2022/2032****EXECUTIVE SUMMARY**

At its Ordinary Meeting held 17 May 2022, Council resolved to place the Draft Delivery Program, Draft Operational Plan (including Financial Estimates), Draft Revenue Policy and Draft Long-Term Financial Plan on public exhibition.

This report provides information regarding public submissions received by Council during the exhibition period and details minor amendments that have been made to the Draft Financial Estimates.

**RESOLUTION 280622/8**

Moved: Cr Robert Hayes

Seconded: Cr Sandra Humphrys

That:

1. Council adopts the Draft Operational Plan 2022/2023 (including Financial Estimates 2022/2026), Revenue Policy 2022/2023 and Long-Term Financial Plan 2022/2032 the

Page 9



## ORDINARY COUNCIL MEETING MINUTES

28 JUNE 2022

subject of this report and the advertised NRLX fee structure be maintained to ensure the community continues to receive a return on its investment in the NRLX upgrade.

2. In respect to the general land rates contained in the 2022/2023 Draft Revenue Policy, Council in accordance with Sections 535 and 537 of the *Local Government Act 1993* makes the following General Rates for the 2022/2023 financial year:

Rating Category	Base amount	% yield from base amount	Rate in dollar (ad valorem)
Residential	\$310.00	25.83%	\$0.00591
Rural Residential (sub-category)	\$310.00	29.11%	\$0.00402
Business	\$360.00	10.06%	\$0.01621
Farmland	\$360.00	18.54%	\$0.00437

3. In relation to interest on overdue rates and charges, Council makes and imposes the maximum charge for interest, as determined by the Minister for Local Government and in accordance with Section 566 (3) of the *Local Government Act 1993*, as follows:
- i.e. for the period 1 January 2023 to 30 June 2023; 6.0% per annum
4. In respect of annual charges and user charges for Waste Management, Water, Sewerage and Stormwater Management Service Charges, in accordance with Section 535 of the *Local Government Act 1993*, Council makes these charges as detailed in the 2022/2023 Draft Revenue Policy to apply to the 2022/2023 financial year.

**CARRIED****15.2 RICHMOND VALLEY WORKFORCE PLAN****EXECUTIVE SUMMARY**

Under the Integrated Planning and Reporting process, Council is required to prepare a Workforce Plan as part of its Resourcing Strategy. The Workforce Plan outlines how Council will continue to develop its workforce and ensure it has the necessary staff and skills to deliver its strategic goals.

Council's Workforce Plan has had a complete review, to support the Recovery Plan and consider the domestic and global workplace changes that have been prompted by the COVID pandemic.

**RESOLUTION 280622/9**

Moved: Cr Sandra Humphrys

Seconded: Cr Stephen Morrissey

That Council adopts the Workforce Plan July 2022 – June 2025.

**CARRIED**

## ORDINARY COUNCIL MEETING MINUTES

28 JUNE 2022

**15.3 FINANCIAL ANALYSIS REPORT - MAY 2022****EXECUTIVE SUMMARY**

The purpose of this report is to inform Council of the status and performance of its cash and investment portfolio in accordance with the *Local Government Act 1993* s.625, Local Government (General) Regulation 2021 cl.212, Australian Accounting Standard (AASB 9) and Council's Investment Policy.

The value of Council's cash and investments at 31 May 2022 is shown below:

Bank Accounts	Term Deposits	Floating Rate Notes	Fixed Rate Bonds	TCorp IM Funds	Total
\$21,853,146	\$34,000,000	\$4,750,390	\$2,000,000	\$14,677,450	\$77,280,986

The weighted average rate of return on Council's cash and investments for May 2022 was negative (1.12%) which was below the Bloomberg AusBond Bank Bill Index for May of 0.03%, which is Council's benchmark.

**RESOLUTION 280622/10**

Moved: Cr Sandra Humphrys

Seconded: Cr Stephen Morrissey

That Council adopts the Financial Analysis Report detailing the performance of its cash and investments for the month of May 2022.

**CARRIED****15.4 TENDER THRESHOLD CHANGES****EXECUTIVE SUMMARY**

In response to the natural disaster occurring in February and March 2022, the Local Government (General) Regulation 2021 has been amended, with the tendering threshold being increased from \$250,000 to \$500,000 for flood related recovery works. Council will continue to follow its Procurement Policies to ensure value for money for our community.

**RESOLUTION 280622/11**

Moved: Cr Robert Mustow

Seconded: Cr Stephen Morrissey

That Council receives and notes the information provided in the Tender Threshold Changes report.

**CARRIED**

## ORDINARY COUNCIL MEETING MINUTES

28 JUNE 2022

**15.5 COUNCILLOR REMUNERATION****EXECUTIVE SUMMARY**

Each financial year, the Local Government Remuneration Tribunal determines the minimum and maximum remuneration payable to Mayors and Councillors for carrying out their duties. The determination by the Local Government Remuneration Tribunal is pursuant to Sections 239 and 241 of the *Local Government Act 1993*.

Council has received notification that the Local Government Remuneration Tribunal has determined that the Mayoral and Councillor Fees are to increase approximately 2% for the 2022/2023 financial year.

**RESOLUTION 280622/12**

Moved: Cr Sandra Humphrys

Seconded: Cr Stephen Morrissey

That Council:

1. Sets the Mayoral Allowance for the 2022/2023 financial year effective from 1 July 2022 at \$46,040.00 per annum or \$3,836.67 per month.
2. Sets the Councillor Fee for the 2022/2023 financial year effective from 1 July 2022 at \$21,100.00 per annum or \$1,758.33 per month.

**CARRIED****16 COMMUNITY SERVICE DELIVERY****16.1 PACIFIC HIGHWAY - LOCAL ROAD HANDOVER****EXECUTIVE SUMMARY**

Following the upgrade of the Pacific Highway in Richmond Valley Council's Local Government Area, some local roads were required to be modified and/or upgraded to ensure safe future access to and around the new motorway. Council staff have been involved in assessing the standards to which these works have been completed prior to acceptance. Transport for NSW is seeking formal acceptance from Council for these road and drainage assets as part of the Local Road Handover process.

**RESOLUTION 280622/13**

Moved: Cr Robert Hayes

Seconded: Cr Stephen Morrissey

That Council:

1. Accepts the following road and drainage works in the asset handover from Transport for NSW:
  - Antoniolli Road
  - Serendipity Road
  - Minyumai Road
  - Nardi Road
  - McLaren Road
  - Redgate Road

Page 12

## ORDINARY COUNCIL MEETING MINUTES

28 JUNE 2022

- Whites Road
  - Trustums Hill Road
  - Watson Street
  - Broadwater Evans Head Road
  - Woodburn Broadwater Service Road
  - Swan Bay New Italy Road
  - Marozin Road
  - Roder Road
  - Wondawee Way
2. Excludes the following road and drainage works in the asset handover from Transport for NSW:
- Woodburn Interchange Roundabouts x 2
  - Broadwater Interchange Roundabouts x 2
  - Woodburn Evans Head Road (overpass approach ramps)
3. Writes to the Minister for Regional Transport and Roads and the Secretary of Transport for NSW advising them of Council's objection to taking on the maintenance responsibility for the interchange roundabouts and the reasons for this objection.

**CARRIED****17 PROJECTS & BUSINESS DEVELOPMENT****17.1 PROPOSED ROAD NAMING****EXECUTIVE SUMMARY**

Council is a Roads Authority, under Section 7 of the *Roads Act 1993*, and is responsible for formally naming public roads in accordance with the Act and Regulation.

Council has undertaken public exhibition of proposed road names in accordance with Section 162 of the *Roads Act 1993* and Part 2 of the *Roads Regulation 2018*.

Council received two submissions with alternate name suggestions for the proposed name Patch Lane. The alternative road names were rejected by the NSW Geographical Names Board due to duplication. No other suggestions were presented for consideration.

**RESOLUTION 280622/14**

Moved: Cr Sandra Humphrys

Seconded: Cr Stephen Morrissey

That Council formally adopts the following road names:

- (a) Paddon Street, Essex Street and York Lane within the locality of Broadwater,
- (b) Ginibi Drive, Minjehla Road and Yelgun Road within the locality of Swan Bay and,
- (c) Patch Lane within the locality of Swan Bay and Bungawalbin.

**CARRIED**

## ORDINARY COUNCIL MEETING MINUTES

28 JUNE 2022

**17.2 LEEVILLE HALL FLOOD DAMAGE ASSESSMENT****EXECUTIVE SUMMARY**

The Leeville Hall was inundated by flood water during the February 2022 flood and was severely damaged. The hall has been shifted off alignment and footings. Prior to the flood, the use of the hall had diminished with very limited demand and bookings. Works to restore the hall to an operational condition are estimated at between \$200,000 to \$250,000. Considering the low usage of the facility, and the expense of repairs and maintenance, Council may wish to consider decommissioning the hall.

**RESOLUTION 280622/15**

Moved: Cr Sandra Humphrys

Seconded: Cr Stephen Morrissey

That Council:

1. Consults with relevant community stakeholders on the option of decommissioning the Leeville Hall, given
  - (a) the significant cost of restoration of the facility and
  - (b) the lack of demand/use for this building in this locality.
2. Receives a further report on the matter at the August 2022 Ordinary Meeting.

**CARRIED****17.3 ASSET PLANNING POLICIES****EXECUTIVE SUMMARY**

As part of Council's ongoing policy review process, three policies have been developed for Asset Planning. The review included the development of new policies relating to the administration tasks required by Council in accordance with an overarching legal framework and guidelines including the *Local Government Act 1993*, *Roads Act 1993* and *Crown Land Management Act 2016*. The policies outline Council's direction, limits, principles and guidance for decision making and providing clarity for the benefit of the community.

**RESOLUTION 280622/16**

Moved: Cr Sandra Humphrys

Seconded: Cr Stephen Morrissey

That Council adopts the following Asset Planning policies:

1. CPOL 11.12 Lease of Road Reserve
2. CPOL 11.14 Naming of Roads and Bridges
3. CPOL 11.15 Permanent Road Closures

**CARRIED**

## ORDINARY COUNCIL MEETING MINUTES

28 JUNE 2022

**17.4 RICHMOND PARK PLAN OF MANAGEMENT****EXECUTIVE SUMMARY**

The draft Plan of Management for Richmond Park was developed to provide a clear direction for future management of the facility in accordance with the *Crown Land Management Act 2016* (CLM Act) and the *Local Government Act 1993* (LG Act).

Crown Lands provided confirmation on 18 February 2022 that the draft Plan of Management satisfies the requirements under section 3.23(6) of the CLM Act and the plan can be publicly exhibited in accordance with section 38 of the LG Act.

The draft plan was placed on public exhibition and four submissions were received. After considering all submissions received Council may decide to amend the draft plan or to adopt it without amendment.

Minor amendments have been recommended that modify the publicly exhibited draft Plan of Management for clarity, alignment with legislative changes and alignment with other Council plans.

Council is required to obtain NSW Department of Planning and Environment – Crown Lands Minister's consent to adopt the draft Plan of Management if any amendments are made after the public exhibition. This is a requirement on Council as Crown Lands is the owner of the land.

**RESOLUTION 280622/17**

Moved: Cr Sandra Humphrys

Seconded: Cr Stephen Morrissey

That Council:

1. Amends the publicly exhibited Richmond Park Plan of Management, with the minor, non-substantial changes outlined in this report.
2. Endorses the amended draft Plan of Management and requests the Department of Planning and Environment – Crown Lands Minister's consent to adopt the Plan of Management.
3. Adopts the amended draft Plan of Management upon Minister's consent in accordance with Section 40 of the *Local Government Act 1993*.
4. Gives public notice of that adoption, and of the terms of the amended plan of management, as soon as practicable after the adoption.

**CARRIED****18 GENERAL BUSINESS**

Nil

**19 MATTERS FOR INFORMATION****RESOLUTION 280622/18**

Moved: Cr Stephen Morrissey

Seconded: Cr Sandra Humphrys

Recommended that the following reports submitted for information be received and noted.

**CARRIED**

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Page 15

## ORDINARY COUNCIL MEETING MINUTES

28 JUNE 2022

**19.1 COMMUNITY FINANCIAL ASSISTANCE PROGRAM 2021/2022 ROUND TWO UPDATE****RESOLUTION 280622/19**

Moved: Cr Stephen Morrissey

Seconded: Cr Sandra Humphrys

That Council receives and notes the allocations under the Community Financial Assistance Program 2021/2022 Round Two.

**CARRIED****19.2 EVENT SUPPORT SCHEME ALLOCATION 2022/2023****RESOLUTION 280622/20**

Moved: Cr Stephen Morrissey

Seconded: Cr Sandra Humphrys

That Council receives and notes the allocations under the Event Support Scheme 2022/2023.

**CARRIED****19.3 COST OF LOCAL GOVERNMENT ELECTION 2021****RESOLUTION 280622/21**

Moved: Cr Stephen Morrissey

Seconded: Cr Sandra Humphrys

That Council receives and notes the report, detailing the final costs of the Local Government Election held in December 2021.

**CARRIED****19.4 CASINO SHOWGROUND UPGRADE****RESOLUTION 280622/22**

Moved: Cr Stephen Morrissey

Seconded: Cr Sandra Humphrys

That Council receives and notes the report on the Casino Showground upgrade.

**CARRIED****19.5 GRANT APPLICATION INFORMATION REPORT - MAY 2022****RESOLUTION 280622/23**

Moved: Cr Stephen Morrissey

Seconded: Cr Sandra Humphrys

That Council receives and notes the Grant Application Information Report for the month of May 2022.

Page 16

## ORDINARY COUNCIL MEETING MINUTES

28 JUNE 2022

**CARRIED****19.6 DEVELOPMENT APPLICATIONS DETERMINED UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT FOR THE PERIOD 1 MAY 2022 TO 31 MAY 2022****RESOLUTION 280622/24**

Moved: Cr Stephen Morrissey

Seconded: Cr Sandra Humphrys

That Council receives and notes the Development Application report for the period 1 May 2022 to 31 May 2022.

**CARRIED****19.7 CORRESPONDENCE - IPART 2022-2023 RATE PEG****RESOLUTION 280622/25**

Moved: Cr Stephen Morrissey

Seconded: Cr Sandra Humphrys

That Council receives and notes the correspondence forwarded to the Premier of NSW, the Hon Dominic Perrottet and response received from the Minister for Local Government, the Hon Wendy Tuckerman MP, regarding the IPART 2023-23 rate peg.

**CARRIED****19.8 CORRESPONDENCE - PREMIER OF NSW - VOLUNTARY HOUSE RAISING SCHEME****RESOLUTION 280622/26**

Moved: Cr Stephen Morrissey

Seconded: Cr Sandra Humphrys

That Council receives and notes the correspondence forwarded to the Premier of NSW, the Hon Dominic Perrottet, following Cr Patrick Deegan's Notice of Motion regarding the Voluntary House Raising Scheme.

**CARRIED****20 QUESTIONS ON NOTICE**

Nil

**21 QUESTIONS FOR NEXT MEETING (IN WRITING)**

Nil



## ORDINARY COUNCIL MEETING MINUTES

28 JUNE 2022

**22 MATTERS REFERRED TO CLOSED COUNCIL**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 10A(2) of the Local Government Act 1993:

**22.1 Transport and Disposal of Mixed Waste Contract**

This matter relates to:-

- (d)(i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it
- (d)(ii) information that would, if disclosed, confer a commercial advantage on a competitor of the council.

This matter is considered to be confidential under Section 10A(2) - (d)(i) and (d)(ii) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and information that would, if disclosed, confer a commercial advantage on a competitor of the council.

The General Manager reported that no written representations had been received in respect of the item listed for consideration in Closed Council.

The Chair called for verbal representations from the gallery.

There were no representations from the gallery.

The Chair advised that under section 10A *Local Government Act 1993*, the media and public are to be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of section 10(2) as outlined above.

**RESOLUTION 280622/27**

Moved: Cr Stephen Morrissey

Seconded: Cr Sam Cornish

That:

1. Council resolves to enter Closed Council to consider the business identified in Item 20.1, together with any late reports tabled at the meeting.
2. Pursuant to section 10A(2) – (c) of the *Local Government Act 1993*, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of section 10A(2) as outlined above.
3. The correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the *Local Government Act 1993*

**.CARRIED**

Council closed its meeting at 7.42 pm.

The Open Council meeting resumed at 7.44 pm.

## ORDINARY COUNCIL MEETING MINUTES

28 JUNE 2022

The resolutions of Closed Council were read by the Director Projects & Business Development.

**23 RESOLUTIONS OF CLOSED COUNCIL****22.1 Transport and Disposal of Mixed Waste Contract**

That Council notes the outcomes of the direct negotiation for the Transport and Disposal of Mixed Waste Contract, which has been awarded to a consortium of Richmond Waste and Solo for a first year value in the order of \$2,150,000, with it being a 3 x 1 year contract at Council's discretion.

The Meeting closed at 7.45 pm.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 19 July 2022.

.....  
**CHAIRPERSON**



# **RICHMOND VALLEY COUNCIL CODE OF MEETING PRACTICE**

## **2022**

<b>Adopted</b>	XX/XX/XXXX
<b>Resolution No.</b>	XXXXXX/XX

## TABLE OF CONTENTS

1	INTRODUCTION .....	3
2	MEETING PRINCIPLES .....	4
3	BEFORE THE MEETING.....	5
4	COMING TOGETHER.....	10
5	THE CHAIRPERSON .....	16
6	MODES OF ADDRESS.....	17
7	ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS .....	18
8	CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS.....	19
9	RULES OF DEBATE.....	22
10	VOTING .....	25
11	COMMITTEE OF THE WHOLE.....	26
12	DEALING WITH ITEMS BY EXCEPTION.....	27
13	CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC .....	28
14	KEEPING ORDER AT MEETINGS.....	32
15	CONFLICTS OF INTEREST.....	35
16	DECISIONS OF THE COUNCIL .....	36
17	TIME LIMITS ON COUNCIL MEETINGS.....	38
18	AFTER THE MEETING.....	39
19	COUNCIL COMMITTEES.....	41
20	IRREGULARITIES .....	44
21	DEFINITIONS .....	45

## 1 INTRODUCTION

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

The 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 the Model Meeting Code.

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

Further information on meeting procedures at Richmond Valley Council can be obtained by contacting Council's Governance Department on (02) 6660 0300.

*Notes in the Code of Meeting Practice are explanatory notes only and do not form part of the Code of Meeting Practice. The notes are provided to assist with the understanding of the Code.*

## 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 **third Tuesday of each month at 6.00pm at the Council Chambers, with the exception of the June meeting, which will be held on the fourth Tuesday of the month. No meeting will be held in January of each year.**
- 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.

#### Extraordinary meetings

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

Note: Clause 3.3 reflects section 366 of the Act.

- 3.3A The mayor or the general manager, in consultation with the mayor, may call an extraordinary meeting without the need to obtain the signature of two councillors to consider urgent business.
- 3.3B For the purposes of Clause 3.3A, urgent business is any matter that, in the opinion of the mayor or the general manager, requires a decision by the council before the next scheduled ordinary meeting of the council.

#### Notice to the public of council meetings

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

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

- 3.5 For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.
- 3.6 For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

#### Notice to councillors of ordinary council meetings

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

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

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

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

Notice to councillors of extraordinary meetings

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

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

Giving notice of business to be considered at council meetings

- 3.10 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted **by 4.30pm on the Monday of the week prior** to the meeting being held.
- 3.11 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.12 If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.
- 3.13 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:
- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or
  - (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

Questions with notice

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



Agenda and business papers for ordinary meetings

- 3.17 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.18 The general manager must ensure that the agenda for an ordinary meeting of the council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
  - (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
  - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
  - (d) any business of which due notice has been given under clause 3.10.
- 3.19 Nothing in clause 3.18 limits the powers of the mayor to put a mayoral minute to a meeting under clause 8.6.
- 3.20 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.21 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
  - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.
- Note: Clause 3.21 reflects section 9(2A)(a) of the Act.
- 3.22 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Statement of ethical obligations

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

Availability of the agenda and business papers to the public

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

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

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

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

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

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

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

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

Agenda and business papers for extraordinary meetings

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

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

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

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

- 3.31 Despite clauses 9.20–9.30, only the mover of a motion moved under clause 3.29(a) can speak to the motion before it is put.

- 3.32 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.29(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

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

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

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

## 4 COMING TOGETHER

### Attendance by councillors at meetings

- 4.1 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.

- 4.2 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.

- 4.3 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.

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

- 4.5 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.

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

Note: Clause 5.7 reflects section 234(1)(d) of the Act.

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

### The quorum for a meeting

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

Note: Clause 4.8 reflects section 368(1) of the Act.

- 4.9 Clause 4.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 4.9 reflects section 368(2) of the Act.

- 4.10 A meeting of the council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
  - (b) within half an hour after the time designated for the holding of the meeting, or
  - (c) at any time during the meeting.
- 4.11 In either case, the meeting must be adjourned to a time, date, and place fixed:
- (a) by the chairperson, or
  - (b) in the chairperson's absence, by the majority of the councillors present, or
  - (c) failing that, by the general manager.
- 4.12 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.
- 4.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 4.14 Where a meeting is cancelled under clause 4.13, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.3.

Meetings held by audio-visual link

- 4.15 A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each councillor.
- 4.16 Where the mayor determines under clause 4.15 that a meeting is to be held by audio-visual link, the general manager must:
- (a) give written notice to all councillors that the meeting is to be held by audio-visual link, and
  - (b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
  - (c) cause a notice to be published on 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.
- 4.17 This code applies to a meeting held by audio-visual link under clause 4.15 in the same way it would if the meeting was held in person.

Note: Where a council holds a meeting by audio-visual link under clause 4.15, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

Attendance by councillors at meetings by audio-visual link

- 4.18 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee.
- 4.19 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.
- 4.20 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 4.19.
- 4.21 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.
- 4.22 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 4.23 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:
- (a) the meetings the resolution applies to, and
  - (b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.
- 4.24 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 4.25 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.
- 4.26 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.

- 4.27 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.
- 4.28 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.
- 4.29 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

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

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

Note: Clause 4.30 reflects section 10(1) of the Act.

- 4.31 Clause 4.30 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

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

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

Note: Clause 4.32 reflects section 10(2) of the Act.

Note: Clauses 14.14 and 14.15 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. Clause 14.14 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Clause 14.15 authorises chairpersons to expel persons other than councillors from a council or committee meeting.

#### Public Access

- 4.33 The Council Meeting Business Paper will include a section titled 'Public Access'.

The procedure for the conduct of the **Public Access Sessions** will be as follows:

- 1) The Public Access Sessions will be held in conjunction with Ordinary Council Meetings on agenda items only.
- 2) The Public Access Sessions will be conducted at the commencement of the meeting on the scheduled days or during meeting time at the discretion of the Mayor/General Manager.
- 3) A time limit of five (5) minutes per address will be applied with a maximum of six (6) time slots allocated at any one session. Each time slot shall be for one (1) item on the agenda.

- 4) Prior appointment for addressing Council must be made through Council's Governance Department with advice as to agenda item. Applications for allocation of access must be made **by 4.30pm on the Monday prior to the scheduled meeting** with details to be provided to Councillors by midday on the day of the meeting.
- 5) Public access shall only be granted on matters for determination, unless prior approval is granted for matters for information, which shall be approved by the General Manager on a case-by-case basis.
- 6) The General Manager reserves the right to view any proposed presentations to be included in a public access session prior to the meeting. Presentations are to be forwarded to Council for review by 2.00pm on the Tuesday prior to the scheduled meeting. Permission to include a presentation is at the General Manager's discretion.
- 7) The General Manager reserves the right to determine what level of detail shall be included in the Minutes, with regard to public access presentations. The Minutes will acknowledge the speaker and the general nature of the address, however, will not capture the presentation verbatim.
- 8) Council's response to an address (if any) will not necessarily be given at the time of the address. Should an answer not be provided at the Council Meeting, a written response will be forwarded to the person raising the question within seven (7) days of the meeting. A copy of the response is to be provided to Councillors and recorded in the minutes of the following meeting.
- 9) At all times during the address, participants will respect the right of the Chairperson to terminate the session. There is to be no debate on a response provided by Council.
- 10) Addresses are not to be directed to any specific individual.
- 11) Councillors will have the right to question the speaker on the topic outside the presentation time.
- 12) Applications for public access made by individuals, on behalf of an organisation, prior to commencing their address to Council, are to provide proof that they have the organisation's authority to address Council on the organisation's behalf.



Webcasting of meetings

- 4.34 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.
- 4.35 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:
- (a) the meeting is being recorded and made publicly available on the council's website, and
  - (b) persons attending the meeting should refrain from making any defamatory statements.
- 4.36 The recording of a meeting is to be made publicly available on the council's website:
- (a) at the same time as the meeting is taking place, or
  - (b) as soon as practicable after the meeting.
- 4.37 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.
- 4.38 Clauses 4.36 and 4.37 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.
- Note: Clauses 4.34 – 4.38 reflect section 236 of the Regulation.
- 4.39 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Attendance of the general manager and other staff at meetings

- 4.40 The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.
- Note: Clause 4.40 reflects section 376(1) of the Act.
- 4.41 The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.
- Note: Clause 4.41 reflects section 376(2) of the Act.
- 4.42 The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.
- Note: Clause 4.42 reflects section 376(3) of the Act.
- 4.43 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.
- 4.44 The general manager and other council staff may attend meetings of the council and committees of the council by audio-visual-link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the general manager.

## 5 THE CHAIRPERSON

### The chairperson at meetings

- 5.1 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 5.1 reflects section 369(1) of the Act.

- 5.2 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 5.2 reflects section 369(2) of the Act.

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

- 5.3 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.

- 5.4 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.

- 5.5 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.

- 5.6 For the purposes of clause 5.5, 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.

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

- 5.8 Any election conducted under clause 5.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

### Chairperson to have precedence

- 5.9 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.

## **6 MODES OF ADDRESS**

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

## **7 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS**

- 7.1 The general order of business for an ordinary meeting of the council shall be:
- 01 Acknowledgement of Country
  - 02 Prayer
  - 03 Public Access and Question Time
  - 04 Apologies and applications for a leave of absence or attendance by audio-visual link by councillors
  - 05 Mayoral Minutes
  - 06 Confirmation of Minutes
  - 07 Matters Arising out of the Minutes
  - 08 Declarations of Interests
  - 09 Petitions
  - 10 Notice of Motion
  - 11 Mayor's Report
  - 12 Delegates' Reports
  - 13 Matters Determined without debate
  - 14 General Manager's Reports
  - 15 Organisational Services Reports
  - 16 Community Service Delivery Reports
  - 17 Projects & Business Development Reports
  - 18 General Business
  - 19 Matters for Information
  - 20 Questions on Notice
  - 21 Questions for Next Meeting (in writing)
  - 22 Matters referred to Closed Council
  - 23 Resolutions of Closed Council
- 7.2 The order of business as fixed under clause 7.1 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 12 allows council to deal with items of business by exception.
- 7.3 Despite clauses 9.20-9.30, only the mover of a motion referred to in clause 7.2 may speak to the motion before it is put.

## **8 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS**

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

- 8.1 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.
- 8.2 Clause 8.1 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 8.9, 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.
- 8.3 Despite clause 8.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
- (a) a motion is passed to have the business considered at the meeting, and
  - (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 8.4 A motion moved under clause 8.3(a) can be moved without notice. Despite clauses 9.20-9.30, only the mover of a motion referred to in clause 8.3(a) can speak to the motion before it is put.
- 8.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 8.3(b).

### Mayoral minutes

- 8.6 Subject to clause 8.9, 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.
- 8.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.
- 8.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.

- 8.9 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.
- 8.10 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

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

#### Reports of committees of council

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

#### Delegates' Reports

- 8.14 Reports are to be provided in writing by the Mayor and Delegates (preferably for dispatch with the meeting agenda). The delegates' reports are to relate to attendances the delegates undertake on behalf of Council and should include the following:
- (a) Date, location and subject matter of attendance
  - (b) Precis/summary of issues discussed/considered
  - (c) Outcomes and/or actions required from attendance.

#### Late Correspondence

- 8.15 That the deadline be 4.30pm seven (7) days prior to a scheduled Council Meeting to allow ample time for staff to digest and comment, if appropriate, on the contents of the late correspondence. Items received after that time will only be included on the agenda at the discretion of the General Manager or Mayor.

#### Questions

- 8.16 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.14.
- 8.17 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 8.18 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.

- 8.19 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.
- 8.20 Councillors must put questions directly, succinctly, respectfully and without argument.
- 8.21 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

## 9 RULES OF DEBATE

### Motions to be seconded

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

### Notices of motion

- 9.2 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.
- 9.3 If a councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.
- 9.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:
- (a) any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
  - (b) the chairperson may defer consideration of the motion until the next meeting of the council.

### Chairperson's duties with respect to motions

- 9.5 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.
- 9.6 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.
- 9.7 Before ruling out of order a motion or an amendment to a motion under clause 9.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.
- 9.8 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

- 9.9 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

- 9.10 An amendment to a motion must be moved and seconded before it can be debated.



- 9.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 9.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 9.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 9.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 9.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 9.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

#### Foreshadowed motions

- 9.17 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.
- 9.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 9.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

#### Limitations on the number and duration of speeches

- 9.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 9.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 9.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.

- 9.23 Despite clause 9.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 9.24 Despite clause 9.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 9.25 Despite clauses 9.20 and 9.21, a councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
  - (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 9.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 9.25. A seconder is not required for such a motion.
- 9.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 9.20.
- 9.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 9.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 9.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

## 10 VOTING

### Voting entitlements of councillors

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

Note: Clause 10.1 reflects section 370(1) of the Act.

- 10.2 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 10.2 reflects section 370(2) of the Act.

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

### Voting at council meetings

- 10.4 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.

- 10.5 Voting at a meeting, including voting in an election at a meeting, is to be by opens (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.

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

### Voting on planning decisions

- 10.7 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.

- 10.8 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.

- 10.9 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.

- 10.10 Clauses 10.7-10.9 apply also to meetings that are closed to the public.

Note: Clauses 10.7-10.10 reflect section 375A of the Act.

Note: The requirements of clause 10.8 may be satisfied by maintaining a register of the minutes of each planning decision.

## **11 COMMITTEE OF THE WHOLE**

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

Note: Clause 11.1 reflects section 373 of the Act.

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

Note: Clauses 9.20-9.30 limit the number and duration of speeches.

- 11.3 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.

- 11.4 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.

## **12 DEALING WITH ITEMS BY EXCEPTION**

- 12.1 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.
- 12.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 12.1, 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.
- 12.3 The council or committee must not resolve to adopt any item of business under clause 12.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 12.4 Where the consideration of multiple items of business together under clause 12.1 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 7.2.
- 12.5 A motion to adopt multiple items of business together under clause 12.1 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.
- 12.6 Items of business adopted under clause 12.1 are to be taken to have been adopted unanimously.
- 12.7 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 12.1 in accordance with the requirements of the council's code of conduct.

## 13 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

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

13.1 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 13.1 reflects section 10A(1) and (2) of the Act.

13.2 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 13.2 reflects section 10A(3) of the Act.

### Matters to be considered when closing meetings to the public

13.3 A meeting is not to remain closed during the discussion of anything referred to in clause 13.1:

- (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 13.3 reflects section 10B(1) of the Act.

13.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 13.1(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 13.4 reflects section 10B(2) of the Act.

- 13.5 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 13.2), 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 13.1.

Note: Clause 13.5 reflects section 10B(3) of the Act.

- 13.6 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 13.6 reflects section 10B(4) of the Act.

- 13.7 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 13.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

- 13.8 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 13.1, and
  - (b) the council or committee, after considering any representations made under clause 13.9, 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

- 13.9 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 13.9 reflects section 10A(4) of the Act.

- 13.10 A representation under clause 13.9 is to be made after the motion to close the part of the meeting is moved and seconded.

- 13.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 13.9, members of the public must first make an application to the council in the approved form. Applications must be received by **4.30pm on the Monday prior** to the meeting at which the matter is to be considered.

- 13.12 The general manager (or their delegate) may refuse an application made under clause 13.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 13.13 No more than **six** speakers are to be permitted to make representations under clause 13.9.
- 13.14 If more than the permitted number of speakers apply to make representations under clause 13.9, 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 13.9, the general manager or their delegate is to determine who will make representations to the council.
- 13.15 The general manager (or their delegate) is to determine the order of speakers.
- 13.16 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 13.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than **six** speakers to make representations in such order as determined by the chairperson.
- 13.17 Each speaker will be allowed **five** 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

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

#### Obligations of councillors attending meetings by audio-visual link

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

#### Information to be disclosed in resolutions closing meetings to the public

- 13.21 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:



- (a) the relevant provision of section 10A(2) of the Act,
- (b) the matter that is to be discussed during the closed part of the meeting,
- (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 13.21 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

- 13.22 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 13.23 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 13.22 during a part of the meeting that is webcast.

## 14 KEEPING ORDER AT MEETINGS

### Points of order

- 14.1 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.
- 14.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 14.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

### Questions of order

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

### Motions of dissent

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

### Acts of disorder

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

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

Note: Clause 14.11 reflects section 182 of the Regulation.

14.12 The chairperson may require a councillor:

- (a) to apologise without reservation for an act of disorder referred to in clauses 14.11(a), (b), or (e), or
- (b) to withdraw a motion or an amendment referred to in clause 14.11(c) and, where appropriate, to apologise without reservation, or
- (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 14.11(d) and (e).

Note: Clause 14.12 reflects section 233 of the Regulation.

How disorder at a meeting may be dealt with

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

Expulsion from meetings

- 14.14 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.
- 14.15 Clause 14.14 does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.
- 14.16 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 14.11. 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 14.16 reflects section 233(2) of the Regulation.

- 14.17 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.
- 14.18 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

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

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

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

Use of mobile phones and the unauthorised recording of meetings

- 14.22 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 14.23 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 14.24 Without limiting clause 14.17, a contravention of clause 14.23 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 14.17. Any person who contravenes or attempts to contravene clause 14.23, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 14.25 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

## **15 CONFLICTS OF INTEREST**

- 15.1 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.
- 15.2 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.

## 16 DECISIONS OF THE COUNCIL

### Council decisions

- 16.1 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 16.1 reflects section 371 of the Act.

- 16.2 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

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

Note: Clause 16.3 reflects section 372(1) of the Act.

- 16.4 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 16.4 reflects section 372(2) of the Act.

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

Note: Clause 16.5 reflects section 372(3) of the Act.

- 16.6 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 16.6 reflects section 372(4) of the Act.

- 16.7 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 16.7 reflects section 372(5) of the Act.

- 16.8 The provisions of clauses 16.5–16.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 16.8 reflects section 372(7) of the Act.

- 16.9 A notice of motion submitted in accordance with clause 16.6 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

- 16.10 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 **two working days** after the meeting at which the resolution was adopted.

- 16.11 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 16.11 reflects section 372(6) of the Act.

- 16.12 Subject to clause 16.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

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

- 16.13 A motion moved under clause 16.12(b) can be moved without notice. Despite clauses 9.20–9.30, only the mover of a motion referred to in clause 16.12(b) can speak to the motion before it is put.

- 16.14 A motion of dissent cannot be moved against a ruling by the chairperson under clause 16.12(c).

Recommitting resolutions to correct an error

- 16.15 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.

- 16.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 16.15(a), the councillor is to propose alternative wording for the resolution.

- 16.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 16.15(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.

- 16.18 A motion moved under clause 16.15 can be moved without notice. Despite clauses 9.20–9.30, only the mover of a motion referred to in clause 16.15 can speak to the motion before it is put.

- 16.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 16.15.

- 16.20 A motion moved under clause 16.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

## 17 TIME LIMITS ON COUNCIL MEETINGS

- 17.1 Meetings of the council and committees of the council are to conclude no later than four hours after commencement of the meeting.
- 17.2 If the business of the meeting is unfinished after four hours from the commencement of the meeting, the council or the committee may, by resolution, extend the time of the meeting.
- 17.3 If the business of the meeting is unfinished after four hours from the commencement of the meeting, 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.
- 17.4 Clause 17.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 17.5 Where a meeting is adjourned under clause 17.3 or 17.4, the general manager must:
- (a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
  - (b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.



## 18 AFTER THE MEETING

### Minutes of meetings

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

Note: Clause 18.1 reflects section 375(1) of the Act.

- 18.2 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.

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

Note: Clause 18.3 reflects section 375(2) of the Act.

- 18.4 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.

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

Note: Clause 18.5 reflects section 375(2) of the Act.

- 18.6 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.

- 18.7 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

- 18.8 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 18.8 reflects section 11(1) of the Act.

- 18.9 Clause 18.8 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 18.9 reflects section 11(2) of the Act.

- 18.10 Clause 18.8 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 18.10 reflects section 11(3) of the Act.

- 18.11 Correspondence or reports to which clauses 18.9 and 18.10 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

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

Note: Clause 18.12 reflects section 335(b) of the Act.

## 19 COUNCIL COMMITTEES

### Application of this Part

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

### Council committees whose members are all councillors

- 19.2 The council may, by resolution, establish such committees as it considers necessary.
- 19.3 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.
- 19.4 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

- 19.5 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

- 19.6 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.
- 19.7 Notice of less than three (3) days may be given of a committee meeting called in an emergency.

### Attendance at committee meetings

- 19.8 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.
- 19.9 Clause 19.8 does not apply if all of the members of the council are members of the committee.

### Non-members entitled to attend committee meetings

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

- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

#### Chairperson and deputy chairperson of council committees

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

#### Procedure in committee meetings

- 19.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.
- 19.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 19.15.
- 19.17 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

#### Closure of committee meetings to the public

- 19.18 The provisions of the Act and Part 13 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.
- 19.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 19.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 19.19 during a part of the meeting that is webcast.

Disorder in committee meetings

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

Minutes of council committee meetings

- 19.23 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.
- 19.24 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.
- 19.25 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.
- 19.26 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.
- 19.27 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 19.28 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.
- 19.29 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.

## 20 IRREGULARITIES

20.1 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 20.1 reflects section 374 of the Act.

## 21 DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 14.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 5.1 and 5.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 19.11 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 19.2 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 11.1
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 10.6 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 9.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 9.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2021</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June



# Concise Investment Report Pack

Richmond Valley Council

1 June 2022 to 30 June 2022





## Contents

1. Portfolio Valuation As At 30 June 2022
2. Portfolio Valuation By Categories As At 30 June 2022
3. Investment Revenue Received For 1 June 2022 to 30 June 2022
4. Comparison of Investment Revenue Earned to Original Budget and Investment Portfolio by Month 2021 - 2022 YTD
5. Environmentally Sustainable Investment Performance Report for the Period Ending 30 June 2022 Relative To 31 May 2022



## 1. Portfolio Valuation As At 30 June 2022

	Fixed Interest Security	Security Rating	ISIN	Face Value Original	Face Value Current	Market Value	% Total Value	Running Yield	Weighted Running Yield
<b>At Call Deposit</b>									
	CBA Business Online Saver Acct RVC At Call	S&P ST A1+		7,635,000.00	7,635,000.00	<b>7,635,000.00</b>	9.70%	0.45%	
	CBA General Fund Bk Acct RVC At Call	S&P ST A1+		936,095.76	936,095.76	<b>936,095.76</b>	1.19%	0.15%	
	CBA Trust Acct RVC At Call	S&P ST A1+		87,050.17	87,050.17	<b>87,050.17</b>	0.11%	0.00%	
	MACQ 940323454 At Call	Moody's A2		10,006,465.66	10,006,465.66	<b>10,006,465.66</b>	12.71%	0.55%	
	NAB Business Cheque Acct RVC At Call	S&P ST A1+		25.45	25.45	<b>25.45</b>	0.00%	0.00%	
				<b>18,664,637.04</b>	<b>18,664,637.04</b>	<b>18,664,637.04</b>	<b>23.70%</b>		<b>0.11%</b>
<b>Floating Rate Note</b>									
	Auswide 0.9 06 Nov 2023 FRN	Moody's Baa2	AU3FN0057352	750,000.00	750,000.00	<b>750,000.00</b>	0.95%	0.94%	
	Auswide 0.6 22 Mar 2024 FRN	Moody's Baa2	AU3FN0059317	1,500,000.00	1,500,000.00	<b>1,500,000.00</b>	1.90%	0.62%	
	MACQ 0.48 09 Dec 2025 FRN	Moody's A2	AU3FN0057709	1,000,000.00	1,000,000.00	<b>1,000,390.00</b>	1.27%	0.50%	
	MYS 0.65 16 Jun 2025 FRN	Moody's Baa2	AU3FN0061024	1,500,000.00	1,500,000.00	<b>1,500,000.00</b>	1.90%	0.67%	
				<b>4,750,000.00</b>	<b>4,750,000.00</b>	<b>4,750,390.00</b>	<b>6.03%</b>		<b>0.16%</b>
<b>Fixed Rate Bond</b>									
	NTTC 1.1 15 Dec 2025 - Issued 10 September 2021 - Richmond Council Fixed	Moody's Aa3		2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.54%	1.10%	
				<b>2,000,000.00</b>	<b>2,000,000.00</b>	<b>2,000,000.00</b>	<b>2.54%</b>		<b>0.03%</b>
<b>Unit Trust</b>									
	NSWTC Long Term Growth Fund UT			3,000,000.00	3,000,000.00	<b>11,544,346.38</b>	14.66%		
	NSWTC Medium Term Growth Fund UT			11,005,029.35	11,005,029.35	<b>2,784,747.83</b>	3.54%		
				<b>14,005,029.35</b>	<b>14,005,029.35</b>	<b>14,329,094.21</b>	<b>18.20%</b>		<b>-6.18%</b>



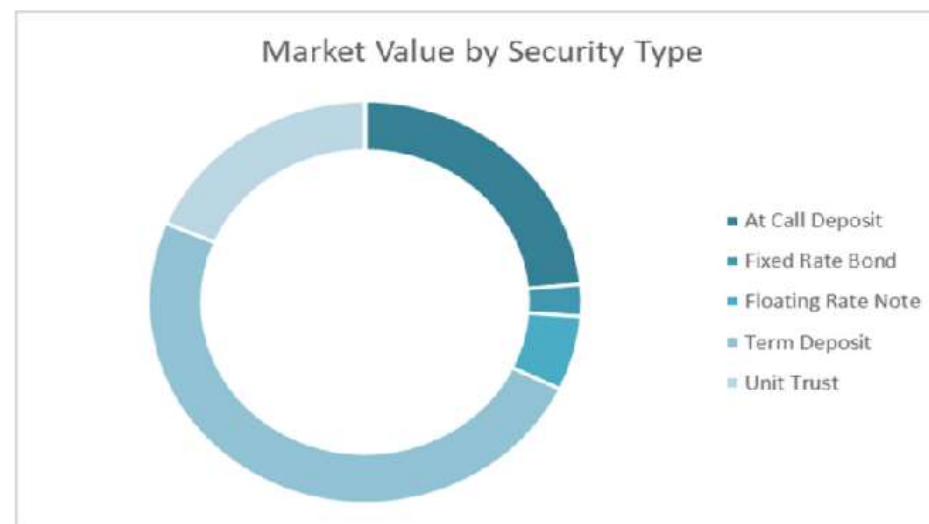
## 1. Portfolio Valuation As At 30 June 2022

Term Deposit							
AMP 1 11 Jul 2022 180DAY TD	S&P ST A2	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.54%	1.00%	
AUBANK 1 20 Jul 2022 90DAY TD	S&P ST A2	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.54%	1.00%	
AUBANK 2.25 11 Nov 2022 184DAY TD	S&P ST A2	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.54%	2.25%	
Auswide 0.7 30 Aug 2022 180DAY TD	Moodys ST P-2	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.27%	0.70%	
Auswide 1.85 31 Aug 2022 92DAY TD	Moodys ST P-2	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.54%	1.85%	
CCU 1.65 29 Aug 2022 91DAY TD	Unrated ST UR	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.27%	1.65%	
CCU 2 05 Sep 2022 90DAY TD	Unrated ST UR	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.54%	2.00%	
CCU 2.45 14 Sep 2022 90DAY TD	Unrated ST UR	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.54%	2.45%	
CACU 1.65 22 Aug 2022 91DAY TD	Unrated ST UR	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.27%	1.65%	
CACU 1.65 22 Aug 2022 91DAY TD	Unrated ST UR	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.27%	1.65%	
CACU 2.15 07 Sep 2022 90DAY TD	Unrated ST UR	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.27%	2.15%	
CACU 2.35 17 Nov 2022 184DAY TD	Unrated ST UR	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.27%	2.35%	
JUDO 1.05 26 Jul 2022 90DAY TD	S&P ST A3	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.27%	1.05%	
JUDO 0.8 09 Aug 2022 180DAY TD	S&P ST A3	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.27%	0.80%	
JUDO 0.8 01 Sep 2022 365DAY TD	S&P ST A3	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.27%	0.80%	
JUDO 0.85 05 Sep 2022 181DAY TD	S&P ST A3	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.27%	0.85%	
JUDO 2.35 08 Nov 2022 180DAY TD	S&P ST A3	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.54%	2.35%	
ME Bank 1 27 Jul 2022 90DAY TD	Moodys ST P-2	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.54%	1.00%	
ME Bank 0.6 29 Aug 2022 182DAY TD	Moodys ST P-2	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.54%	0.60%	
ME Bank 0.6 30 Aug 2022 180DAY TD	Moodys ST P-2	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.27%	0.60%	
ME Bank 0.75 12 Sep 2022 182DAY TD	Moodys ST P-2	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.27%	0.75%	
ME Bank 1.75 24 Oct 2022 180DAY TD	Moodys ST P-2	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.27%	1.75%	
ME Bank 2.45 05 Dec 2022 181DAY TD	Moodys ST P-2	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.27%	2.45%	
MYS 2.5 28 Nov 2022 182DAY TD	Moodys ST P-2	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.27%	2.50%	
SCC 1.8 29 Aug 2022 91DAY TD	Unrated ST UR	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.27%	1.80%	
SCC 1.9 01 Sep 2022 90DAY TD	Unrated ST UR	2,000,000.00	2,000,000.00	<b>2,000,000.00</b>	2.54%	1.90%	
SCC 2.6 19 Sep 2022 90DAY TD	Unrated ST UR	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.27%	2.60%	
TMC 3 27 Sep 2022 91DAY TD	Unrated ST UR	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.27%	3.00%	
Westpac 0.99 26 Sep 2022 182DAY TD	S&P ST A1+	1,000,000.00	1,000,000.00	<b>1,000,000.00</b>	1.27%	0.99%	
		39,000,000.00	39,000,000.00	<b>39,000,000.00</b>	49.53%	0.79%	
<b>Portfolio Total</b>		<b>78,419,666.39</b>	<b>78,419,666.39</b>	<b>78,744,121.25</b>	<b>100%</b>	<b>-5.08%</b>	



## 2. Portfolio Valuation By Categories As At 30 June 2022

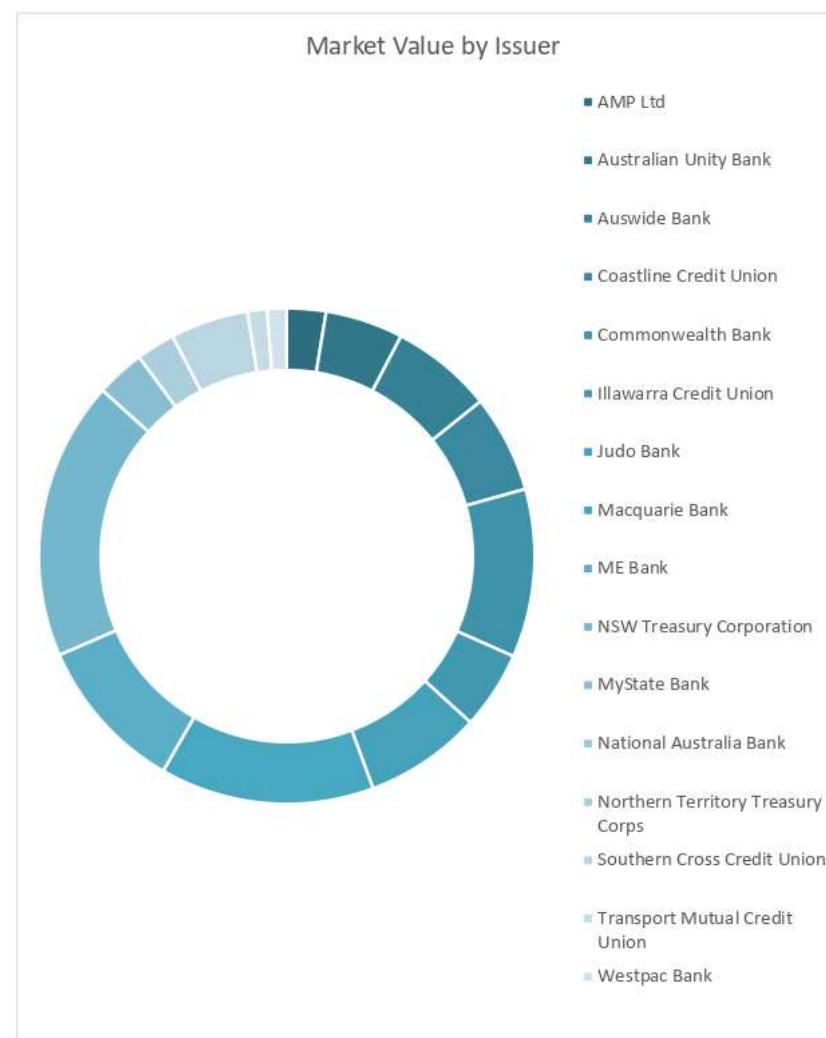
Security Type	Market Value	% Total Value
Fixed Rate Bond	2,000,000.00	2.54%
At Call Deposit	18,664,637.04	23.70%
Term Deposit	39,000,000.00	49.53%
Floating Rate Note	4,750,390.00	6.03%
Unit Trust	14,329,094.21	18.20%
Portfolio Total	78,744,121.25	100.00%





## 2. Portfolio Valuation By Categories As At 30 June 2022

Issuer	Market Value	% Total Value
AMP Bank Ltd	2,000,000.00	2.54%
Australian Unity Bank	4,000,000.00	5.08%
Auswide Bank Limited	5,250,000.00	6.67%
Coastline Credit Union Ltd	5,000,000.00	6.35%
Commonwealth Bank of Australia Ltd	8,658,145.93	11.00%
Illawarra Credit Union Ltd	4,000,000.00	5.08%
Judo Bank	6,000,000.00	7.62%
Macquarie Bank	11,006,855.66	13.98%
Members Equity Bank Ltd	8,000,000.00	10.16%
MyState Bank Ltd	2,500,000.00	3.17%
National Australia Bank Ltd	25.45	0.00%
Northern Territory Treasury Corporation	2,000,000.00	2.54%
NSW Treasury Corporation	14,329,094.21	18.20%
Southern Cross CU	4,000,000.00	5.08%
Transport Mutual Credit Union Limited	1,000,000.00	1.27%
Westpac Banking Corporation Ltd	1,000,000.00	1.27%
Portfolio Total	78,744,121.25	100.00%







### 3. Investment Revenue Received For 1 June 2022 to 30 June 2022

Security	Issuer	Settlement Date	Face Value (Basis of Interest Calculation)	Consideration Notional	Income Type
JUDO 0.8 02 Jun 2022 90DAY TD	Judo Bank	2 Jun 2022	1,000,000.00	<b>1,972.60</b>	Security Coupon Interest
JUDO 0.8 09 Jun 2022 90DAY TD	Judo Bank	9 Jun 2022	1,000,000.00	<b>1,972.60</b>	Security Coupon Interest
MACQ 0.48 09 Dec 2025 FRN	Macquarie Bank	9 Jun 2022	1,000,000.00	<b>1,577.36</b>	Security Coupon Interest
NTTC 1.1 15 Dec 2025 - Issued 10 September 2021 - Richmond Council Fixed	Northern Territory Treasury Corporation	15 Jun 2022	2,000,000.00	<b>11,000.00</b>	Security Coupon Interest
CCU 0.9 16 Jun 2022 92DAY TD	Coastline Credit Union Ltd	16 Jun 2022	2,000,000.00	<b>4,536.99</b>	Security Coupon Interest
MYS 0.65 16 Jun 2025 FRN	MyState Bank Ltd	16 Jun 2022	1,500,000.00	<b>3,039.40</b>	Security Coupon Interest
SCC 0.9 21 Jun 2022 90DAY TD	Southern Cross CU	21 Jun 2022	1,000,000.00	<b>2,219.18</b>	Security Coupon Interest
Auswide 0.6 22 Mar 2024 FRN	Auswide Bank Limited	22 Jun 2022	1,500,000.00	<b>2,955.09</b>	Security Coupon Interest
Other		30 Jun 2022		<b>6,465.66</b>	Bank Interest
Other		30 Jun 2022		<b>5,405.27</b>	Bank Interest
Other		30 Jun 2022		<b>146.81</b>	Bank Interest
				<b>41,290.96</b>	
Medium Term Growth Fund	NSW Treasury Corporation			<b>(297,189.05)</b>	Fair Value Gain/(Loss)
Long Term Growth Fund	NSW Treasury Corporation			<b>(121,097.48)</b>	Fair Value Gain/(Loss)
				<b>(418,286.53)</b>	
<b>TOTAL</b>				<b>-376,995.57</b>	



4. Comparison of Investment Revenue Earned to Original Budget and Investment Portfolio by Month 2021 - 2022 YTD





## 5. Environmentally Sustainable Investment Performance Report for the Period Ending 30 June 2022 Relative To 31 May 2022

### Portfolio Summary by Fossil Fuel Lending ADIs

ADI Lending Status	% Total	Current Period	% Total	Prior Period
<b>Fossil Fuel Lending ADIs</b>				
AMP Bank Ltd	2.5%	2,000,000.00	2.6%	2,000,000.00
Commonwealth Bank of Australia Ltd	11.0%	8,658,145.93	15.3%	11,847,859.87
Macquarie Bank	14.0%	11,006,855.66	14.2%	11,005,650.28
National Australia Bank Ltd	0.0%	25.45	0.0%	25.45
Westpac Banking Corporation Ltd	1.3%	1,000,000.00	1.3%	1,000,000.00
	<b>28.8%</b>	<b>22,665,027.04</b>	<b>33.4%</b>	<b>25,853,535.60</b>
<b>Non Fossil Fuel Lending ADIs</b>				
Australian Unity Bank	5.1%	4,000,000.00	5.2%	4,000,000.00
Auswide Bank Limited	6.7%	5,250,000.00	6.8%	5,250,000.00
Coastline Credit Union Ltd	6.3%	5,000,000.00	3.9%	3,000,000.00
Illawarra Credit Union Ltd	5.1%	4,000,000.00	3.9%	3,000,000.00
Judo Bank	7.6%	6,000,000.00	10.3%	8,000,000.00
Members Equity Bank Ltd	10.2%	8,000,000.00	9.0%	7,000,000.00
MyState Bank Ltd	3.2%	2,500,000.00	3.2%	2,500,000.00
Northern Territory Treasury Corporation	2.5%	2,000,000.00	2.6%	2,000,000.00
NSW Treasury Corporation	18.2%	14,329,094.21	19.1%	14,747,380.74
Southern Cross CU	5.1%	4,000,000.00	2.6%	2,000,000.00
Transport Mutual Credit Union Limited	1.3%	1,000,000.00	0.0%	0.00
	<b>71.2%</b>	<b>56,079,094.21</b>	<b>66.6%</b>	<b>51,497,380.74</b>
<b>Total Portfolio</b>		<b>78,744,121.25</b>		<b>77,350,916.34</b>

All amounts shown in the table and charts are Current Face Values.

The above percentages are relative to the portfolio total and may be affected by rounding.

A fossil fuel lending ADI appearing in the non-fossil fuel related table will indicate that the portfolio contains a "green bond" issued by that ADI.

Fossil Fuel vs Non Fossil Fuel Lending ADI







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