



# **Ordinary Meeting of Council**

**28 February 2018**

**UNDER SEPARATE COVER  
ATTACHMENTS**

**ITEMS 9, 10, 12 AND 13**



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

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# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**28 FEBRUARY 2018**

ITEM 12.9            QUEENS BRIDGE APPROACH ENHANCEMENT

ATTACHMENT 1    CONCEPT PLAN SCALE 1\_1200 QUEENS BRIDGE  
   APPROACH 2





PERSPECTIVE DRAWING OF  
GATEWAY ENTRANCE



PERSPECTIVE DRAWING OF SISTER CITY PARK  
BUNGENDORE ROAD ENTRANCE



PERSPECTIVE AND PLAN OF ROUNDABOUT DESIGN



PLAN LEGEND

- 1 Sculpture attraction
- 2 Gateway bridge entrance
- 3 Remove existing Eucalyptus trees
- 4 Bench seating
- 5 New shrub plantings and turf
- 6 Wayfinding information mapping key locations
- 7 Roundabout planting
- 8 New pedestrian crossing with curb ramp
- 9 Screening of commercial and private properties
- 10 Formalise Sister City Park entrance
- 11 New footpath to Sister City Park
- 12 Open space and parkland
- 13 Embankment treatment
- 14 Remove existing trees to increase vista views
- 15 Existing path widened & shared path provided
- 16 Proposed Pyrus plantings
- 17 New petrol station

CONCEPT PLANTING SCHEDULE

- Cupressus torulosa
- Cupressus torulosa (remove)
- Eucalyptus globulus (remove)
- Existing trees
- Pyrus calleryana - Edgewood
- Zelkova serrata
- Mixed shrub plantings

SECTION ELEVATION

Shared Footpath & Road Edge Landscaping  
Scale 1:75 @ A1



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DRAWING TITLE			
Revised Bungendore Road Landscape Upgrade - Concept Plan			
CLIENT			
Queanbeyan Palerang Regional Council			
DATE	DRAWING NO.	SHEET NO.	SHEET SIZE
18 Dec 2017	003	1	A1
SCALE	1:1200	DRAWN BY	Kate O'Hara





# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

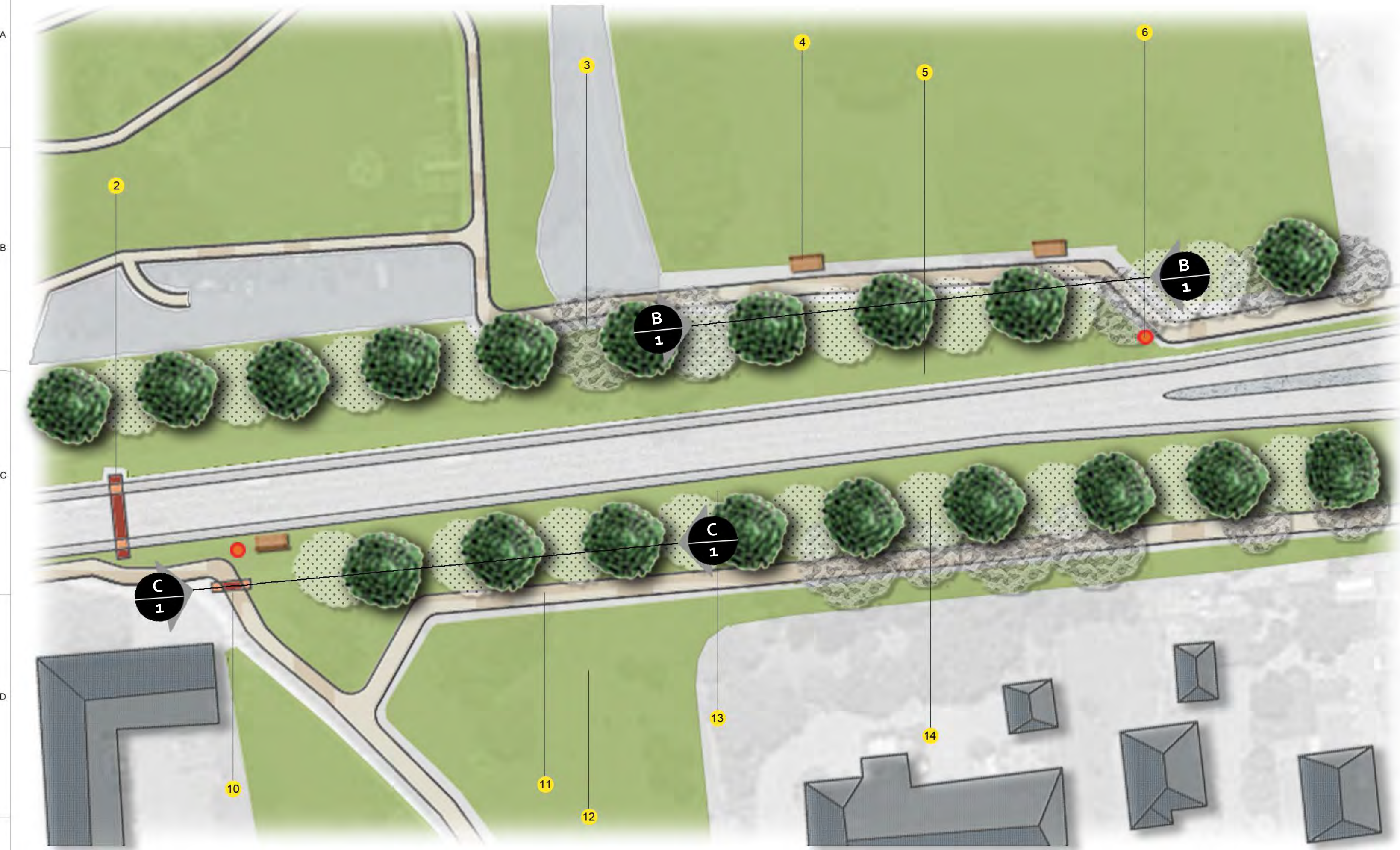
## **Council Meeting Attachment**

**28 FEBRUARY 2018**

ITEM 12.9            QUEENS BRIDGE APPROACH ENHANCEMENT

ATTACHMENT 2    DETAILED PLAN SCALE 1\_500 QUEENS BRIDGE APPROACH





CONCEPT PLANTING SCHEDULE

- Cupressus torulosa
- Cupressus torulosa (remove)
- Eucalyptus globulus (remove)

PLAN LEGEND

- 2 Gateway bridge entrance
- 3 Remove existing Eucalyptus trees
- 4 Bench seating
- 5 New shrub plantings and turf
- 6 Wayfinding information mapping key locations

- 10 Formalise Sister City Park entrance
- 11 New footpath to Sister City Park
- 12 Open space and parkland
- 13 Embankment treatment
- 14 Remove existing trees to increase vista views



CONTEXT MAP OF SITE AREA



SECTION PERSPECTIVE

VIEW FROM SISTER CITY PARK OUT TO BUNGENDORE RD WITH INCREASED VISTA VIEWS



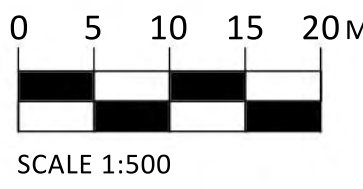
IMPROVED VIEW



EXISTING VIEW

DETAIL AREA

CONCENTRATED ASPECT OF BUNGENDORE ROAD DEMONSTRATING POTENTIAL VISTA VIEWS  
Scale 1:500 @ A1



SECTION ELEVATION

VISTA VIEWS FROM STREET LEVEL INTO RAY MORTON PARK & WANNASSA STREET PARK  
Scale 1:200 @ A1



Approx distance between tree centres

Vista view of park and public facilities

Increased pedestrian rest stops

Increased motorist vista opportunity

Embankment and verge shrub plantings

New wayfinding indicators



SISTER CITY PARK



WANNASSA STREET PARK



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Revised Bungendore Road Landscape Upgrade - Concept Plan			
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18 Dec 2017	004	2	A1
SCALE 1:500	DRAWN BY	Kate O'Hara	





# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**28 FEBRUARY 2018**

ITEM 12.9            QUEENS BRIDGE APPROACH ENHANCEMENT

ATTACHMENT 3    QUEENS BRIDGE APPROACH - ENGAGEMENT SUMMARY



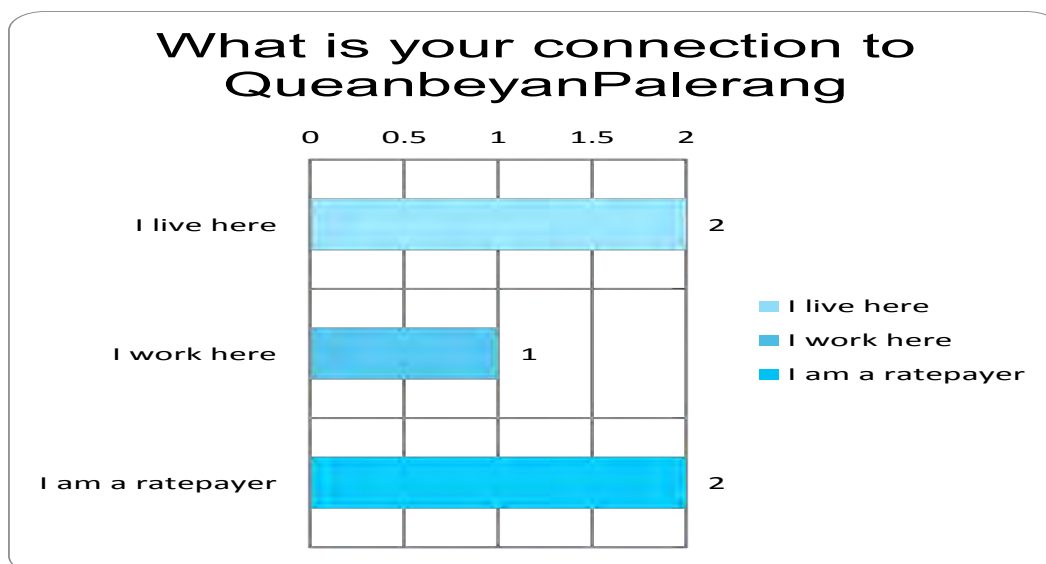
## Queens Bridge Approach – Engagement Summary

- **Your Voice:** Respondents were asked to make comments on the design. There were eight (8) visitors to the site, with only two (2) submissions received with comments, as detailed below.

	Survey Response	
	Do you have any feedback on our plans for the landscape upgrades to Bungendore Road?	Recommendation
1	<p>1) I like the idea to set the footpaths away from the road and the improvement to the footpaths near the Spotlight roundabout. However, I have concerns about providing a crossing near the Atkinson St roundabout - is a pedestrian island being installed? (it was difficult to see on the plan). This intersection is so very busy that I have concerns for people's safety.</p> <p>2) I don't think that having trees on a roundabout are a good idea ... this may limit the visibility.</p> <p>3) The Gateway sign is just ugly and unnecessary and will inhibit any future changes to the roadway ... get rid of this idea completely. There are nice new signs at the entrance to the city which are adequate and modern.</p>	<p>1. Contact RMS regarding pedestrian crossing.</p> <p>2. Low plantings on roundabouts.</p> <p>3. No Gateway signage</p>
2	<p>With regard to shrubs etc in roundabouts. Some of the plantings in Queanbeyan roundabouts are too high and block the view of approaching traffic signalling their intentions. I have noticed it at the entrance to North Terrace from Southbar Rd, it is difficult to see blinker lights until the approaching car is actually turning. Could you please make sure visibility is maintained in the new plans. Thank you.</p>	<p>Low plantings on roundabouts</p>

The respondents demographic analysis was listed as both living and working in QPRC, with both being ratepayers. View graph below.





The respondents listed their suburb of residence as Queanbeyan West and Karabar, respectively.

The respondents gender was one (1) female and one (1) male.

- Facebook** - The landscape concepts were placed on Council's Facebook page, for feedback. The comments received are listed in the "Submission" section of the table below. Council's response was to thank respondents for their comments and direct them to the "Your Voice" section of Council's web page, to provide any further comments. Recommendations as a result of the submissions are also listed in the table below. These recommendations include: plan to proceed with the project; new plantings be considered at the Yass Rd roundabout.

Submission:	Council response	Recommendation
Waste of taxpayers dollars, it will flood out around the end of every decade when lanina is going hard		Project to continue
Plants that stay low in the roundabouts so drivers can see approaching traffic and their indicators and know their intentions.	It's great to see the interest in the landscape upgrades and the comments on this post. We will keep an eye on Facebook comments, but so that we don't miss anything make sure your ideas and suggestions count by lodging them on the Your Voice site at: <a href="http://yourvoice.qprc.nsw.gov.au">yourvoice.qprc.nsw.gov.au</a>	Clear lines of sight be ensured with all plantings on round-a-bouts.
A safe crossing at round about like on Crawford street at the newsagent.		Crossing at the Round-a-bout not supported by staff or RMS. This matter requires further investigation.

- Council Workshop** - A workshop was held with Councillors on Wednesday 7 February, where the landscape concepts were presented. The comments received as a result of the workshop are detailed below.
  - Agreement to remove hazardous trees for safety.
  - That new paths be placed behind the tree lines.
  - Soften fence line at art gallery, with regard to the new extension.



- d. Manchurian Pears to be planted at the Caltex Service Station, opposite the new Shell Service Station, continuing plantings from Yass Road into Bungendore Street
- e. Retain existing plantings along Yass Road towards rail bridge



# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**28 FEBRUARY 2018**

ITEM 12.10      SIX MONTHLY UPDATE ON OPERATIONAL PLAN

ATTACHMENT 1      SIX-MONTHLY REPORT - JULY-DECEMBER 2017





## Queanbeyan-Palerang Regional Council

### Council Plan Progress Report

*Period: July-December 17/18*

#### **Strategic Pillar: 1 COMMUNITY**

#### **Strategic Direction: 1.1 A vibrant and active Queanbeyan-Palerang**

<i>Activity</i>	<i>RISK</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
<b>Strategy: 1.1.1 Local recreational and sporting facilities reflect the needs and interests of the community.</b>						
1.1.1.1 Stronger Communities \$9m – Wet play area Queanbeyan Aquatic	None	In Progress	90%	This project is on track to be delivered by the launch date of 20 January 2018.	Serv Man, Rec & Culture	20/01/2018
1.1.1.1 Fernleigh Park Community Hall refurbishment	None	In Progress	50%	The refurbishment works at Fernleigh Park Community Hall have been arranged but not yet completed.	Serv Man, Transport and Fac	31/12/2017
1.1.1.1 Goal Post renewal program	None	Not Started	0%		Service Manager, Urb Landscape	31/03/2018
1.1.1.2 Stronger Communities \$9m – Aquatic Centre paint and restore	None	Not Started	0%	This project has not yet commenced. Staff are waiting for the wet play area works to be completed to ensure the domes are not effected by building works.	Serv Man, Rec & Culture	30/06/2018
1.1.1.2 SRV-Ingleside Park-Upgrade softfall and shade	None	In Progress	16%	Currently out to community consultation	Service Manager, Urb Landscape	30/06/2018



**12.10 Six monthly update on Operational Plan**  
**Attachment 1 - Six-monthly report - July-December 2017 (Continued)**

1.1.1.3 Stronger Communities \$9m - Eastern Pools	None	In Progress	39%	Following the unsuccessful matching of state grant funding, a scope of works is now being prepared. The works will be undertaken in the eastern pool off-season.	Serv Man, Rec & Culture	30/06/2018
1.1.1.3 SRV- Hayley Park East - Replace furniture landscape upgrade	None	In Progress	16%	Currently out to community consultation	Service Manager, Urb Landscape	30/06/2018
1.1.1.4 SRV- Jane Hodgson Park- Upgrade equipment and softfall	None	In Progress	16%	Currently out to community consultation	Service Manager, Urb Landscape	30/06/2018
1.1.1.5 Stronger Communities \$9m - Dog Park Googong	None	Completed	100%	Construction of new dog park in Googong, known as Barkley Park, was completed and Landscape	Service Manager, Urb	20/11/2017
and opened in November 2017						
1.1.1.6 Stronger Communities \$9m – Refurbish netball courts Karabar	None	In Progress	50%	Quotations complete, work to progress in February 2018	Service Manager, Urb Landscape	30/06/2018
1.1.1.7 Stronger Communities \$9m – Seiffert Oval spectator entrance	None	In Progress	85%	New fencing, painting and concrete work complete.	Service Manager, Urb Landscape	30/06/2018
1.1.1.8 Stronger Communities \$9m – Braidwood Rec Ground Stage 2	None	In Progress	4%	Design work complete, approvals currently being sought.	Service Manager, Urb Landscape	30/06/2018
1.1.1.9 Stronger Communities \$9m – Bungendore Rec Ground Stage 1	None	In Progress	5%	Negotiations with property owner commenced.	Service Manager, Urb Landscape	30/06/2018
1.1.1.10 Stronger Communities \$9m – Queanbeyan Park central playground	None	In Progress	51%	Tenders adopted by Council, order placed. Playground due March 2018.	Service Manager, Urb Landscape	30/06/2018
1.1.1.11 Stronger Communities \$9m – Glebe Park Playground Queanbeyan	None	In Progress	75%	Contract let, playground under construction.	Service Manager, Urb Landscape	30/06/2018
1.1.1.12 Stronger Communities \$9m – Henderson Road Recreation Area	None	In Progress	18%	Quotations being sought	Service Manager, Urb Landscape	30/06/2018
1.1.1.13 Stronger Communities \$9m – Upgraded community facilities Captains Flat	None	In Progress	9%	Initial community engagement commenced, Council workshop due 7 Feb 2018.	Service Manager, Urb Landscape	30/06/2018



<i>Activity</i>	<i>RISK</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
<b>Strategy: 1.1.2 Build on and strengthen community, cultural life and heritage</b>						
1.1.2.1 Season shows – The Q	None	In Progress	51%	The Q 2017 season concluded, and the 2018 season was launched in November.	Serv Man, Rec & Culture	30/06/2018
1.1.2.1 Special Heritage Fund 2017-18	None	In Progress	60%	During the period a number of actions were undertaken. These include a report to Council to include in the guidelines a small part of any grant towards professional fees. This was considered by the Administrator and supported (Resolution No. 260/16 - 26 October 2016). As a result the guidelines and application form were reviewed and altered. Actions also included the standard conditions for these grants being reviewed, a notice inviting applications being prepared and exhibited during December 2017. In addition a response to a request to carry over funds was reviewed by the Queanbeyan Arts Society building and agreed to as well as resolution to include a 2017 project in this period (Minute No 122/17 - 26 April 2017).	Service Manager, Land-Use Plan	31/12/2017
1.1.2.1 Reconciliation Walk	None	In Progress	20%	Planning in progress - engaging with schools and community. Event to be held in May 2018	Serv Man, Comm & Education	30/06/2018
1.1.2.1 Arts Cafe - Outdoor Dining Enclosed	None	Completed	100%	Ongoing lease agreement managed through Legal and Risk	Service Manager, Urb Landscape	30/06/2018
1.1.2.2 Queanbeyan River Festival	None	Deferred		As per Council Resolution, the River Festival was postponed until the Events Strategy could be brought before Council. Events Strategy workshop planned for early March 2018.	Serv Man, Rec & Culture	30/06/2018
1.1.2.2 Special Heritage Fund – allocated in 2017	None	In Progress	72%	During the period a number of actions were undertaken. These included preparing and exhibiting a notice inviting applications, the receipt of three applications, the formation of an appraisal panel and the appraisal of these and the preparation of a report to the Administrator for consideration. As a result three applications were supported (Minute No.	Service Manager, Land-Use Plan	31/12/2017



				011/17 - 25 January 2017. Two of these were completed by September 2017 and one was further considered by the Administrator and as result was deemed to be an application for the 2017 -18 period (Minute No 122/17 - 26 April 2017)		
1.1.2.2 Youth projects	None	In Progress	60%	Youth Week and LiquidFest - planning underway - funding pending Early Intervention Participation Program achieving set targets from FACS Youth Beyond Blue - Young Parents Group meeting targets each week. School Holiday Programs - April still to be completed. School programs - 50% completed Drop in - meeting weekly targets Youth Interagency Network Meetings - held bi-monthly - meeting targets New programs - Boxing, Basketball, Girls Zone, Koori Boys Group underway.	Serv Man, Comm & Education	30/06/2018
1.1.2.2 Stronger Communities \$9m – Showground Grandstand Queanbeyan	None	In Progress	10%	Builder's report sought to assess extent of works.	Service Manager, Urb Landscape	30/06/2018
1.1.2.3 Carols in the Park	None	Completed	100%	The Carols in the Park event was merged with the QBN Christmas Party on the River.	Serv Man, Rec & Culture	5/12/2017
1.1.2.3 Braidwood Archaeological Study	None	In Progress	34%	Work on this project during the period included the development of a project plan, the formation of an internal committee, the procurement of a consultant commenced not complete, refinement of project method and plan. Discussions are continuing with the NSW Heritage Branch on the best way to proceed due to insufficient funds to prepare a Management Plan.	Service Manager, Land-Use Plan	31/12/2017
1.1.2.3 Rusten House Arts Centre	None	In Progress	15%	Funding in place, DA pending, Transport and Facilities to manage building component of project.	Serv Man, Comm & Education	30/06/2018
1.1.2.4 Australia Day Event	None	In Progress	69%	The Australia Day Events are planned and	Serv Man, Rec &	30/06/2018



**12.10 Six monthly update on Operational Plan**  
**Attachment 1 - Six-monthly report - July-December 2017 (Continued)**

1.1.2.4 Stronger Communities \$9m –Rusten House Queanbeyan	None	In Progress	15%	ready to be delivered on Australia Day. Funding in place, DA pending, Transport and Facilities to Project Manage	Culture Serv Man, Comm & Education	30/06/2018
1.1.2.5 Queanbeyan Gift	None	Completed	100%	The Queanbeyan Gift was run by external event organisers, and Council processed sponsorship commitment.	Serv Man, Rec & Culture	5/12/2017
1.1.2.5 Seniors Week	None	In Progress	50%	Collaboration with community groups continuing, program planned. Several planned events will be held during the week.	Serv Man, Comm & Education	30/06/2018
1.1.2.6 Multicultural Festival	None	Not Started	0%	Event planned for March 2018. Planning well advanced and promotion to commence in January 2018	Serv Man, Rec & Culture	30/06/2018
1.1.2.7 Oktoberfest	None	Completed	100%	Oktoberfest was run by external event organisers, and Council processed sponsorship commitment.	Serv Man, Rec & Culture	30/10/2017
1.1.2.8 Music By the River	None	In Progress	49%	Planning and event preparation is on track for delivery.	Serv Man, Rec & Culture	30/06/2018
1.1.2.9 Christmas in July	None	Completed	100%	This event was completed and delivered to the community.	Serv Man, Rec & Culture	30/07/2017
1.1.2.10 Christmas Party – Queanbeyan	None	Completed	100%	This event was completed and delivered.	Serv Man, Rec & Culture	5/12/2017
1.1.2.11 Christmas Party - Bungendore	None	Completed	100%	This event was prepared and ready, however, was cancelled due to forecast heavy rain.	Serv Man, Rec & Culture	30/11/2017
1.1.2.12 Christmas Party - Braidwood	None	Completed	100%	This event was prepared and ready, however, was cancelled due to forecast heavy rain.	Serv Man, Rec & Culture	30/11/2017
1.1.2.13 Kanga Cup	None	Completed	100%	This event was delivered by external providers with Council providing some support.	Serv Man, Rec & Culture	30/06/2018
1.1.2.14 Events brand creation	None	Completed	100%	Creation of Q-One Events created	Serv Man, Rec &	30/06/2017



Culture

<i>Activity</i>	<i>RISK</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
<b>Strategy: 1.1.4 Residents have access to education, training opportunities and health services</b>						
1.1.4.1 Purchase of E-Books	None	In Progress	60%	Monthly allocations are being met	Serv Man, Comm & Education	30/06/2018
1.1.4.2 Domestic Violence initiatives	None	In Progress	75%	Completed the White Ribbon School Event White Ribbon Sculpture in Braidwood in planning stage	Serv Man, Comm & Education	30/06/2018
<i>Activity</i>	<i>RISK</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
<b>Strategy: 1.1.5 Maintain long term planning approach that caters for diversity and choice in lifestyles</b>						
1.1.5.1 Googong LPA Review	None	In Progress	63%	Provisions of this local planning agreement need to be upgraded. These have been subject to a number of meetings with the developers GTPL as well as internally.	Service Manager, Land-Use Plan	30/06/2018



**Strategic Pillar: 2 CHOICE**

**Strategic Direction: 2.1 A prosperous Queanbeyan-Palerang**

<i>Activity</i>	<i>RISK</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
<b>Strategy: 2.1.1 Continous progress towards delivery of local economic development including local employment and training opportunities</b>						
2.1.1.1 Retail Strategy	None	Not Started	0%	Retail Plan is a component of the Building Better Regions Fund (BBRF) grant which is activated on 2 Feb 2018. RFQ and methodology is currently being developed	Serv Man, Bus & Innovation	30/06/2018
2.1.1.2 Economic Prospectus	None	Not Started	0%	Economic Prospectus is a component of the BBRF grant which is activated on 2 Feb 2018. RFQ and methodology is currently being developed	Serv Man, Bus & Innovation	30/06/2018
2.1.1.3 Economic Development Strategy	None	In Progress	75%	Regional Economic Development Strategy (REDS) community consultations complete. Draft REDS is expected by end of January 2018	Serv Man, Bus & Innovation	31/12/2017
2.1.1.4 QPop and Markets	None	Ongoing		The markets are up and running every Thursday in Crawford St. Pop up events are currently being planned to commence in April 2018.	Serv Man, Bus & Innovation	30/06/2018
<i>Activity</i>	<i>RISK</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
<b>Strategy: 2.1.2 Encourage local business and industry leadership</b>						
2.1.2.1 Business Awards	None	Ongoing		Business Awards are ongoing	Serv Man, Bus & Innovation	30/06/2018
2.1.2.2 Bungendore and Braidwood Connect	None	Ongoing		Bungendore Connect commenced in June 2016 and Braidwood Connect in March 2017. Both are ongoing each month. Queanbeyan Connect commencing in March 2018	Serv Man, Bus & Innovation	30/06/2018
2.1.2.3 Business Retention and Expansion Survey	None	Not Started	0%	CBRJO ED Working Group is considering a region wide BRE survey. Yet to be finalised.	Serv Man, Bus & Innovation	30/06/2018

some survey work was undertaken as part of the Regional Economic Development Strategy

**Strategy: 2.1.3 On-going revitalisation of the Queanbeyan CBD, suburban and rural town centres**

2.1.3.1 CBD Master Planning	None	In Progress	20%	CBD Community Values work complete. Draft RFQ and methodology for CBD MP Refresh complete	Serv Man, Bus & Innovation	30/06/2018
2.1.3.1 Stronger Communities \$9m – Town centre improvements Bungendore	None	In Progress	82%	Trees planted, gardens refurbished and paths underway. Furniture and signage ordered.	Service Manager, Urb Landscape	30/06/2018
2.1.3.2 Placemaking, Public Art and Laneways Plan and implementation	None	Not Started	0%	Elements to be included in the CBD Masterplan Renew commencing in February	Serv Man, Bus & Innovation	30/06/2018
2.1.3.2 Stronger Communities \$9m – Streetscape improvements, Karabar	None	Completed	100%	Works completed late 2017.	Service Manager, Urb Landscape	30/06/2018
2.1.3.3 Stronger Communities \$9m – Streetscape improvements, commercial	None	In Progress	85%	Funding complements grant received from NSW Government for works around Karabar commercial area, landscaping works largely complete, awaiting the installation of a light and bollards	Service Manager, Urb Landscape	30/06/2018
2.1.3.4 Stronger Communities \$9m – Lascelles street upgrade Braidwood	None	In Progress	10%	Reviewing design with engineers	Service Manager, Urb Landscape	30/06/2018

<i>Activity</i>	<i>RISK</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
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**Strategy: 2.1.4 Creating business opportunities for youth and seniors**

2.1.4.1 Incubator development	None	Not Started	0%	Grants unlikely to be available	Serv Man, Bus & Innovation	30/06/2018
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<i>Activity</i>	<i>RISK</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
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**Strategy: 2.1.5 Improve presentation of town centres entrances**

2.1.5.1 CBD Christmas Decorations	None	Completed	100%	Ongoing Christmas decoration activities covered for this FY include: QBN – Monaro St median sails and pole units; Decorated tree in QEII park Bungendore – a community-based project with the	Serv Man, Bus & Innovation	31/12/2017
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Lake George Men's Shed – ply wood cut out Christmas trees in three different sizes that were painted background colours of red and green. Community groups ,schools etc then decorated the 120 trees with QPRC staff then installing them in and around the village. Braidwood – New festoon lights for the traditional Christmas tree in Ryrie Park.

For 2018-19 plans – to introduce a similar community project as was trialled in Bungendore with the ply wood trees to QBN and Braidwood, working with the Men's Shed and community groups. For QBN, the current pole units and tree decorations will be renewed and a possible new tree similar to the QBN model will be purchased for Bungendore, budget permitting

<i>Activity</i>	<i>RISK</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
<b>Strategy: 2.1.5 Improve presentation of town centres entrances</b>						
2.1.5.1 Queanbeyan Town Approaches Projects	None	Not Started	0%		Service Manager, Urb Landscape	30/06/2018
2.1.5.2 Stronger communities \$9m - Town centre improvements Braidwood	None	In Progress	24%	Community Engagement commenced Council workshop 7 February 2018	Service Manager, Urb Landscape	30/06/2018
2.1.5.3 Stronger Communities \$9m – Queens Bridge approach enhancement	None	In Progress	32%	Design complete, on exhibition. Work to take place in autumn	Service Manager, Urb Landscape	30/06/2018

**Strategic Pillar:** **3 CHARACTER**

**Strategic Direction:** **3.1 A sustainability managed Queanbeyan-Palerang**

Activity	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 3.1.1 Consider the environmental impacts of future planning</b>						
3.1.1.1 Various planning proposals	None	In Progress	42%	This covers six projects other than the Queanbeyan-Palerang comprehensive LEP. These include some which have less than 10% work done on them to some which are close to notification (about 98% completed). Projects reported on include the planning proposal which updates clauses and schedules in Queanbeyan Local Environmental Plan 2012, the North Elmslea Planning Proposal, the Bungendore East Planning Proposal, the Planning Proposal for Lot 3 DP 1195030 Majara Street, the Sutton Planning Proposal and the Federal Highway Caravan Park Planning Proposal.	Service Manager, Land-Use Plan	30/06/2018
3.1.1.2 Various Section 94 Plan Reviews	None	In Progress	38%	This include three projects - the South Jerrabomberra Section 94 Plan (about 50% completed), review of the Queanbeyan Section 94 Contribution Plan (about 10% completed) and a new Section 94 A Plan for Queanbeyan CBD (about 10% completed). Work done so far includes preliminary work with staff reviewing the existing section 94 plans and the issues that need to be addressed in any review. Outside of nominated projects staff have also reviewed Palerang Section 94 Plan No. 11-Off-Street Car parking at Bungendore. This is about 90% completed and is shortly to be reported to Council in order to finalise it.	Service Manager, Land-Use Plan	30/06/2018



<i>Activity</i>	<i>RISK</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
3.1.1.3 Comprehensive LEP for QPRC	None	In Progress	27%	Work on this during the period included the preparation of an issues paper, the preparation of a draft local environmental plan (LEP), research into issues, the preparation of major background papers, the holding of two workshops with Councillors and the preparation of two reports and the reporting of them to Council's meeting of 13 December (Items 12.4 and 12.5). It also includes substantial work on the required LEP maps.	Service Manager, Land-Use Plan	30/06/2019
<i>Activity</i>	<i>RISK</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
<b>Strategy: 3.1.2 Promote and implement resource and energy conservation and good environmental practice</b>						
3.1.2.1 Alternate Energy Efficiency implementation under Climate Change Action Plan	None	In Progress	10%	This year's program is for the installation of solar panels at the depot. Tenders have been call and close in February 2018	Serv Man, Cont & Projects	30/06/2018
3.1.2.1 SRV-Riverside - Upgrade lights	None	In Progress	49%	Tender let, equipment ordered.	Service Manager, Urb Landscape	30/06/2018
3.1.2.2 Platypus Conservation projects	None	Not Started	0%	Project funds of over several years of have been put into reserve for the construction of a Platypus Viewing Platform and education deck. The idea is to incorporate an open burrow like entrance with 3d platypus and audio presentation. Total cost of project is estimated to be \$230,000. Total funds of \$112,849 has been saved in reserve for this project. Grants could be sought to assist in funding this project.	Serv Man, Nat Land & Health	30/06/2018
3.1.2.2 Trees for Cars/ National Tree Day	None	In Progress	50%	National Tree Day 2017 was held on Sunday 30 July and a small planting was undertaken in Braidwood with the school. Discussions are occurring with NPWS for a community planting in Queanbeyan Nature Reserve. This will involve some community engagement with local high school students to help promote the	Serv Man, Nat Land & Health	30/06/2018

				significant threatened species values of the area.		
3.1.2.2 Stronger Communities \$9m - Seiffert Oval Lights Queanbeyan	None	In Progress	50%	Tender let, equipment ordered.	Service Manager, Urb Landscape	30/06/2018
3.1.2.3 Biosecurity Weed Management contract - Crown Land	None	In Progress	50%	Grant-funded weed spraying on Crown Land continuing.	Serv Man, Nat Land & Health	30/06/2018
3.1.2.3 Stronger Communities \$9m – Upgrade lighting Margaret Donohue	None	In Progress	92%	Lights complete and in testing. Site to be cleaned up and lights to be commissioned and handed over.	Service Manager, Urb Landscape	30/06/2018
3.1.2.4 Biosecurity Weed Management Contract - LLS Land	None	In Progress	50%	Grant-funded weed spraying on LLS land continuing.	Serv Man, Nat Land & Health	30/06/2018
3.1.2.5 River Water Sampling Plan	None	In Progress	60%	Monthly sampling has been continuing. New sites at Beltana pond and Shoalhaven River to be added to the program.	Serv Man, Nat Land & Health	30/06/2018
3.1.2.6 Bushland Maintenance	None	In Progress	51%	Ongoing program restricting vehicle access and maintenance of tracks and walkways.	Serv Man, Nat Land & Health	30/06/2018
3.1.2.7 Jerrabomberra Lake Cleanout	None	In Progress	30%	There are three proposals we are currently looking at: 1. Quotes for a fountain or aeration device to provide a safe zone for fish 2. Hyperspectral Phytoplakton monitoring in partnership with CSIRO 3. Quotes from University of Canberra for sensitive monitoring. The reports will integrate and analyse weather, water quality and blue-green algal data to both identify the major drivers of water quality in the Lake and refine the evaluation of options included in the Reservoir Doctor's (2017) report. UC believe the issues at Lake Jerrabomberra provide an ideal opportunity to undertake a student project that would leverage the capacity of UC and CSIRO in improving our understanding of the processes leading to water quality issues	Serv Man, Nat Land & Health	30/06/2018



3.1.2.8 Native Fish Restocking of Queanbeyan River	None	Deferred	0%	at the lake. Advice in October 2017 that there was a shortfall in supply of murray cod and golden perch fingerlings this year. There were insufficient numbers to satisfy all orders. So the program has been set aside for this year.	Serv Man, Nat Land & Health	30/06/2018
3.1.2.9 River Rehab - River Drive	None	In Progress	20%	Natural Landscapes and Health Team will be undertaking maintenance work along the river ourselves rather than contractors. This will give Weed Sprayers variation in duties and progress ongoing regular activity.	Serv Man, Nat Land & Health	30/06/2018

<i>Activity</i>	<i>RISK</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
<b>Strategy: 3.1.3 Establish environmental programs for community and staff</b>						
3.1.3.1 Save our Scarlet Robin Weed Management project	None	In Progress	50%	Program of controlling blackberry and sweet briar in progress.	Serv Man, Nat Land & Health	30/06/2018
3.1.3.1 Community events	None	In Progress	33%	Enviro Expo appeared at Queanbeyan Show in 2017 and is scheduled for Braidwood and Bungendore Shows in 2018.	Serv Man, Customer & Comm	31/12/2017
3.1.3.2 Sustainability workshops (3)	None	In Progress	66%	Queanbeyan Show and Bungendore Show complete, Braidwood Show is on Saturday 3 March 2018.	Serv Man, Nat Land & Health	05/03/2018
3.1.3.3 Smarter Action Squad	None	In Progress	60%	Group has been expanded with new members from Bungendore and Braidwood office, meetings and activities progressing.	Serv Man, Nat Land & Health	30/06/2018
<i>Activity</i>	<i>RISK</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
<b>Strategy: 3.1.4 Provide strategic land supply for residential and economic activities</b>						
3.1.4.1 Bungendore Structure Plan review	None	In Progress	45%	Actions on this project include background research into economic, heritage and other matters and the development of a draft Structure Plan discussion paper which is well underway. In addition work had been done on organising internal workshop(s).	Service Manager, Land-Use Plan	31/12/2017

**Strategic Pillar: 4 CONNECTION**

**Strategic Direction: 4.1 A connected Queanbeyan-Palerang**

Activity	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.1.1 Undertake planning to ensure infrastructure is prepared for future growth</b>						
4.1.1.1 Main Admin Building - Redevelopment	None	In Progress	2%	Concept complete for the proposed joint building. Agreement yet to be reached with the major tenant. Options analysis currently underway to consider alternative business cases.	Serv Man, Cont & Projects	30/07/2020
4.1.1.1 New cemetery	None	In Progress	52%	Environmental assessment underway, "gateway" process commenced.	Service Manager, Urb Landscape	30/06/2018
4.1.1.2 Queanbeyan Sewage Treatment Plant Upgrade	None	In Progress	4%	Master planning complete. Agreement in place with Icon Water to explore a best for region approach. The design tender to be called in February 2018.	Serv Man, Cont & Projects	30/06/2018
Activity	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 4.1.3 Investigate sustainable transport options</b>						
4.1.3.1 Footpath to Suspension Bridge	None	Completed	100%	Project to be merged with river path project	Serv Man, Cont & Projects	30/12/2017
4.1.3.1 SRV - Footpath Gridding	None	In Progress	50%	Council's SRV footpath grinding is progressing in accordance with Council's Footpath Maintenance Policy.	Serv Man, Transport and Fac	30/06/2018
4.1.3.2 Stronger Communities \$9m – River path incl. low level footbridge	None	In Progress	5%	Community consultation complete. Currently finalising the concept design brief. Site investigations have been completed. REF still to be reviewed	Serv Man, Cont & Projects	30/06/2019



**12.10 Six monthly update on Operational Plan**  
**Attachment 1 - Six-monthly report - July-December 2017 (Continued)**

4.1.3.2 SRV - Footpath Replacement	None	In Progress	50%	Council's SRV footpath replacement program is progressing in accordance with Council's Footpath Maintenance Policy.	Serv Man, Transport and Fac	30/06/2018
4.1.3.3 Bicycle Paths - River Corridor Stage 1	None	In Progress	25%	The River Corridor Stage 1 project has been designed, with Council preparing to go to tender for the construction works in the coming month. Construction works are to be completed by June 2018.	Serv Man, Transport and Fac	30/06/2018
4.1.3.4 Fleet purchases	None	In Progress	90%	Purchases ongoing. Committals may extend into 18-19 financial year.	Service Manager, Utilities	30/06/2018

<i>Activity</i>	<i>RISK</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
<b>Strategy: 4.1.4 Continue to implement improvements to local road network</b>						
4.1.4.1 Ellerton Drive Extension	None	In Progress	20%	Construction contract has been awarded. Work has commenced onsite. In-house noise mitigation inspections have commenced with the first few draft reports submitted. Once agreement has been reached with property owners in works will commenced in noise catchment works.	Serv Man, Cont & Projects	31/12/2020
4.1.4.1 Local Roads Operations	None	In Progress	50%	Council's local roads operations are progressing within budget	Serv Man, Transport and Fac	30/06/2018
4.1.4.2 Roads to Recovery Program	None	In Progress	90%	The Roads to Recovery budget for the 2017-18 financial year has been spent on reconstruction projects on Nerriga Road (Black Bobs Project) and Captains Flat Road (Kearns Parade Project).	Serv Man, Transport and Fac	30/06/2018
4.1.4.3 Main road operations	None	In Progress	50%	Council's Main Road operations are progressing within budget.	Serv Man, Transport and Fac	30/06/2018
4.1.4.4 Regional road operations	None	In Progress	50%	Regional Road Operations are progressing within budget.	Serv Man, Transport and Fac	30/06/2018
4.1.4.5 State roads operations	None	In Progress	50%	Works on the RMCC contract are progressing well.	Serv Man, Transport and Fac	30/06/2018

4.1.4.6 Road Safety Projects	None	In Progress	75%	<p>Council is to undertake a couple of works orders for the RMS under the RMCC contract. These works will be undertaken in Feb - June 2018.</p> <ul style="list-style-type: none"> <li>• New Three-Year Road Safety Action Plan for QPRC written (including review of QPRC crash stats from 2012-2016) and approved by RMS in July 2017 for 2017-2020 (QPRC was the first Council in our region to have RS action plan and projects fully approved with feedback that it was excellent)</li> <li>• Review of road network resulting in identification of 12 sites that were investigated for black spot funding. Further investigation and work with engineers and targeted consultation resulted in lodging of three submissions for black spot funding in July 2017</li> <li>• Implementation and review of a new pedestrian zebra crossing at Bus Interchange as result of funding gained through Pedestrian Infrastructure Safety Around Schools Nominations</li> <li>• \$50k of funding obtained through CTPIGS Special Infrastructure projects for pedestrian safety upgrades at Bus Interchange. Working with access consultants on design and currently preparing for construction</li> <li>• Speed Project – trailer deployed to 7 sites including first sites in Bungendore, Braidwood and 90km/h country road in Wamboin with speed reductions achieved from 2-9km. Schedule updated for first half of 2018 with 8 sites. Budget for 2017/2018 spent for this project.</li> <li>• Fatigue Project – free travel cups campaign run for Christmas and Australia day supporting Braidwood Driver Reviver. Additional promotion of fatigue with banners (July for snow and Jan for summer traffic), electronic messages at VIC and social media</li> </ul>	Serv Man, Cont & Projects	30/06/2018
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for holiday periods. Budget for 2017/2018 spent for this project.

- Motorcycle Project – Joe Rider campaign conducted with local stakeholders in Queanbeyan and extended this year to Bungendore and Braidwood for Motorcycle Awareness Week. Initial discussion for Motorcycle Mapping Night with local stakeholders for first half of 2018. Budget for 2017/2018 spent for this project

- Drink Drive – new Plan B promotion run with Oktoberfest obtaining \$4000 worth of funding to give-away taxi vouchers to local resident to travel to and from the event. Breath Testing Trailer attended event in Bungendore and currently planning for Breath Testing Trailer and Plan B support messages for Braidwood event. Attended all liquor accord meetings and provided Plan B resources to local licencees. Some budget spent and some still to spend for this project

- Young Drivers – two workshops conducted with local schools, including first in Braidwood for Parents teaching learner drivers. Changes to Learner and P licencing conditions promoted in community and resources distributed to relevant stakeholders including Aboriginal Specific Road Safety Resources. Planning for 2018 workshop. Some budget spend and some still to spend for this project

- Older Drivers – two older driver presentations conducted with local groups, including first in Braidwood. First presentation for Bungendore organised for March 2018 (with CWA) and booked to run two presentation in Seniors Week April 2018.

- Schools Zone Safety – 700 road safety kindergarten packs distributed to all schools in LGA. 4 new banners created to be rolled out in schools in 2018 educating road rules for pick up/drop off in school zones. 2 banners



on loan were displayed at 4 schools sites in 2017 supported with educational messages in school community. School Speed zones promoted with banner, on webpage, electronic messages and social media. A number of engineering changes implemented in school zones – including 6 changes at Jerrabomberra Public school to improve safety, changes at Queanbeyan South and Googong. Budget for 2017/2018 spent for this project

- Kings Highway – coordinated summer campaign – the second year of new ‘Slow Down – your family is counting on it’ Partnership campaign which saw again banners on highway, posters on route and social media messaging. Campaign also extended into ACT and NSW region with petrol pump advertising, in-venue adverts and BOM website. Worked with Police on Media releases. Currently evaluating the summer campaign.
- Pedestrian Safety - 40 pedestrian ‘Look’ stickers reviewed and new schedule created for roll-out of phase 2 of ‘Look’ stickers. Identified event to run temporary ‘look’ chalk messaging for 2018.
- Bus Safety – supported NSW Bus Safety week in Nov 2017 working with local stakeholders distributing resources, displaying messages at schools, bus interchange and bus depot. Bus Safety messaging providing to all schools in region. Bus safety work including engineering changes worked on for Jerra Public School, Bungendore Public School, Googong and Bus Interchange.
- Banners – all banners rebadged with Council’s new logo and banner display time-tabled for projects
- Country Road Project – supported the NSW launch of this new campaign that occurred in Queanbeyan. Currently identifying roads for possible Country Road activation. In

				last 6 months ran coordinated effort on Macs Reef Road to address issues including collecting data, crash review, traffic data review, signage review, deployment of speed trailer, discussion with Police and RMS about enforcement strategies – have seen increased perception by locals on social media of police presence and enforcement on the road. Achieved 3km reduction in 85th speed percentile from speed trailer.			
4.1.4.7	MR92 - Nerriga Rd - resheeting	None	In Progress	80%	Council has undertaken the resheeting works on Nerriga Road.	Serv Man, Transport and Fac	30/06/2018
4.1.4.8	MR270 - Captains Flat Rd	None	In Progress	50%	The routine capital works on Captains Flat Road is progressing well.	Serv Man, Transport and Fac	30/06/2018
4.1.4.9	MR270 Regional Roads Repair Program Rehab Molonglo River Dr to Douglas Cl	None	Completed	100%	This project is now complete.	Serv Man, Transport and Fac	3011/2017
4.1.4.10	MR92 Roads to Recovery Construct and seal Nerriga Rd (Grants Rd toward Charleyong)	None	Completed	100%	The budget for this project was removed and reallocated to the Captains Flat Road reconstruction project, due to receiving Federal Government funding to reconstruct Nerriga Road.	Serv Man, Transport and Fac	30/07/2017
4.1.4.11	MR584 Regional Roads Repair Program Rehabilitation Old Cooma Rd	None	In Progress	10%	Funding for this project is from the RMS Regional Roads Repair Program, which has been split over the 2017-18 and 2018-19 financial years. Council has planned to commence construction in May/June 2018, with the completion to be in early 2018i19. Council is currently undertaking the survey and design for the reconstruction works.	Serv Man, Transport and Fac	01/10/2018
4.1.4.12	Back Creek Bridge replacement (MR270)	None	In Progress	25%	This project has commenced onsite. The existing bridge has been demolished with a side track being constructed to divert the traffic around during the construction of the new bridge. Council has awarded the tender	Serv Man, Transport and Fac	30/06/2018

to Bridge and Civil.

<i>Activity</i>	<i>RISK</i>	<i>STATUS</i>	<i>% COMP</i>	<i>PROGRESS COMMENTS</i>	<i>RESP. OFFICER</i>	<i>COMP DATE</i>
<b>Strategy: 4.1.5 Develop sustainable and integrated water and waste management</b>						
4.1.5.1 WAMI Community Recycling Facility Shed	None	In Progress	80%	Shed is erected. Only stormwater drainage and cabinetry to be completed plus some other minor modifications. Forklift yet to be purchased.	Service Manager, Utilities	30/06/2018
4.1.5.2 Googong Development Project – Water Recycling Plant	None	In Progress	50%	This project relates to engagement of owner's consultant (GHD) for stage C development of the Googong WRP. The project is progressing as expected.	Service Manager, Utilities	30/06/2018
4.1.5.4 Water and sewer telemetry upgrade	None	In Progress	5%	These works are yet to get underway in earnest. Some preliminaries have been undertaken.	Service Manager, Utilities	31/03/2018
4.1.5.4 Sewer Mains Rehabilitation	None	In Progress	90%	This is an ongoing project conducted over multiple financial years through specialised contractor. The 17-18 tranche of works are nearing completion.	Service Manager, Utilities	30/06/2018
4.1.5.6 Network capital	None	In Progress	6%	First major works in this program (McKeahnie St water main replacement) is due to commence in February.	Service Manager, Utilities	30/06/2018
4.1.5.6 Bayside Sewer Pump Station Mechanical Repairs	None	Deferred	0%	The works have been deferred pending a stocktake of priorities.	Service Manager, Utilities	30/06/2018
4.1.5.8 Braidwood Sewer – Manhole upgrades	None	Not Started	0%	These works are dependent on results of Interflow's inflow study.	Service Manager, Utilities	31/03/2018
4.1.5.8 Jerrabomberra Reservoir Cathodic Protection and Internal Painting	None	Deferred	0%	These works are up for review. The Jerrabomberra reservoir does not enjoy any redundancy and serves to operate as the principal supply point for much of the city of Queanbeyan. Any proposal to temporarily take this reservoir off line for repairs will need a comprehensive plan for maintaining supply. A detailed review is proposed which will be undertaken in the 18-19 year.	Service Manager, Utilities	31/03/2018
4.1.5.10 Braidwood SPS#1 – Upgrade	None	Not Started	0%	These works involve purchase and installation	Service Manager,	29/06/2018



pump set				of upgraded pumpsets and will be undertaken by day labour. Expect works to be undertaken in April	Utilities	
4.1.5.10 Braidwood Water Services Replacement	None	Completed	100%	These are works that are packaged in sections each year. A similar program is planned for 18-19. 17-18 tranche are now complete	Service Manager, Utilities	30/12/2017
4.1.5.11 Upgrade of Shoalhaven Pump building (Braidwood)	None	In Progress	10%	Public Works engaged to design and prepare specification. Site earthworks design complete with Council to undertake shortly. Expect external engagement by April and completion by 30 June	Service Manager, Utilities	31/03/2018
4.1.5.12 Queanbeyan Stormwater Network Maintenance	None	In Progress	20%	Works are ongoing as required	Service Manager, Utilities	30/06/2018
4.1.5.13 Stormwater Improvements	None	In Progress	17%	Works being undertaken by contractor as per program.	Service Manager, Utilities	30/06/2018
4.1.5.14 Googong Surface and Ground water monitoring	None	In Progress	65%	Works continuing although program has been modified downward as an interim measure in response to delayed commissioning of the recycled water system.	Service Manager, Utilities	30/06/2018
4.1.5.15 Ground Water Monitoring	None	Completed	100%	The 2017 study has been completed. The consultant has issued the draft report and Council comment have been returned	Service Manager, Utilities	30/06/2018
4.1.5.16 Water and Sewerage Recovery Action Plans	None	Deferred	0%		Service Manager, Utilities	30/06/2018
4.1.5.17 Water Supply Operations	None	In Progress	50%	These are the routine works associated with managing	Service Manager, Utilities	30/06/2018
4.1.5.18 Water/sewer connections	None	In Progress	50%	Works progressing as application come in	Service Manager, Utilities	30/06/2018
4.1.5.19 Bungendore Recycled Water s60 management	None	Not Started	0%	Project expected to commence with Public Works engagement in second half of 17-18	Service Manager, Utilities	31/12/2017
4.1.5.20 Braidwood Waste Transfer	None	In Progress	10%	Design documents delivered from consultant	Service Manager,	31/12/2017

Station Construction					late December 2017. Meeting with project management consultant 8 February with target of getting RFT out by March/April. Expect commencement in 17/18 with carryover vote in 18/19	Utilities	
4.1.5.21	Captains Flat STP augmentation	None	In Progress	10%	Full design complete. Full specifications and commercial clauses complete. Public Works engaged to tender and project manage contract over 2 financial years.	Service Manager, Utilities	31/12/2017
4.1.5.22	Water/Sewer Pricing and Section 64 policy review/development	None	In Progress	85%	Relates to Palerang systems IWCM study. Issues paper complete. Final two PRGs to be conducted. Expected to be held concurrently	Service Manager, Utilities	30/06/2018
4.1.5.23	Recycled Water Audit	None	In Progress	35%	Consultant engaged to secure s60 approval. second risk audit conducted in December 2017	Service Manager, Utilities	30/06/2018
4.1.5.24	Braidwood Inflow/Infiltration Study	None	In Progress	90%	Field work part of study complete. Results of smoke testing and manhole inspection delivered. Pipe camera report remains outstanding	Service Manager, Utilities	31/12/2017
4.1.5.25	Bungendore Sewer - SPS#5 refurbishment	None	Not Started	0%	Field survey complete. Design required. Works to be undertaken by day labour staff	Service Manager, Utilities	31/03/2018
4.1.5.26	Googong Surface and Ground water monitoring	None	In Progress	50%	Ongoing engagement. Program relaxed somewhat in light of delay to recycled system implementation.	Service Manager, Utilities	30/06/2018

**Strategic Pillar: 5 CAPABILITY**

**Strategic Direction: 5.1 A well governed Queanbeyan-Palerang**

Activity	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.1.1 Raise the local profile</b>						
5.1.1.1 Tourism website	None	In Progress	10%	Commenced development of technical brief	Serv Man, Bus & Innovation	30/06/2018
5.1.1.2 Visitor guide	None	Not Started	0%	Grant funding unlikely to be available	Serv Man, Bus & Innovation	30/06/2018
5.1.1.3 Tourism promotion	None	In Progress	40%	Ongoing activity	Serv Man, Bus & Innovation	30/06/2018

Activity	RISK	STATUS	% COMP	PROGRESS COMMENTS	RESP. OFFICER	COMP DATE
<b>Strategy: 5.1.4 Provide strong local democracy and civic governance</b>						
5.1.4.1 IT Tablet and Phone Purchases	None	In Progress	50%	Project had stalled due to the lack of Windows 10 SOE (Standard Operating Environment over the last three months, a solid SOE has been developed, which is now in Key UAT phase.) 10 Surface Pros are waiting to be deployed and another 20+ units to be procured. The remainder of this project will pick up speed soon.	Serv Manager, Digital	30/06/2018
5.1.4.1 Corporate Development Plan	None	In Progress	61%	This activity has been renamed as the Organisational Development Strategy (ODS), is the key component of the Resourcing Strategy and includes two subset plans (Workforce Development Plan and Workforce Management Plan). During this reporting period the ODS conceptual document has been endorsed and the draft Workforce Management Plan has been prepared in a web based project management tool to ensure	Serv Man, Culture and Perf	30/06/2018



				collaboration. Work continues on the development ODS, subsequent plans and interrelated frameworks.		
5.1.4.1 State of the City – End of Term Report	None	In Progress	86%	Draft documents largely complete, some minor adjustments to be made before being finalised.	Ser Man, Customer & Comm	30/06/2018
5.1.4.1 Office Renovation	None	Completed	100%	This project was completed during the last financial year.	Service Manager, Land-Use Plan	31/12/2017
5.1.4.2 Hardware Refresh – IT equipment-Budget Income	None	In Progress	25%	Citrix server farm design is completed. End user devices (thin clients) evaluation has been progressing well, and the Windows 10 SOE build has entered key UAT phase. Negotiating with the thin client supplier (IGEL) and Dell (for servers/infrastructure) for a better price. Unfortunately, the post domain migration issues have caused some unexpected delays to this most important project.	Serv Manager, Digital	30/06/2018

# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**28 FEBRUARY 2018**

ITEM 12.12      INVESTMENT REPORT - JANUARY 2018

ATTACHMENT 1      INVESTMENT REPORT - JANUARY 2018 - ATTACHMENT 1 -  
28 FEBRUARY 2018

**Attachment 1**  
**Ordinary Meeting of Council: 28 February 2018**  
**Investment Report – January 2018**

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<b>Graph 2</b>	Investment portfolio performance against the benchmark AusBond Bank Bill Index (BBI)
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<b>Table 3</b>	Investment percentage split
<b>Table 4</b>	Market value of tradeable investments
<b>Table 5</b>	Budgeted interest allocation by entity



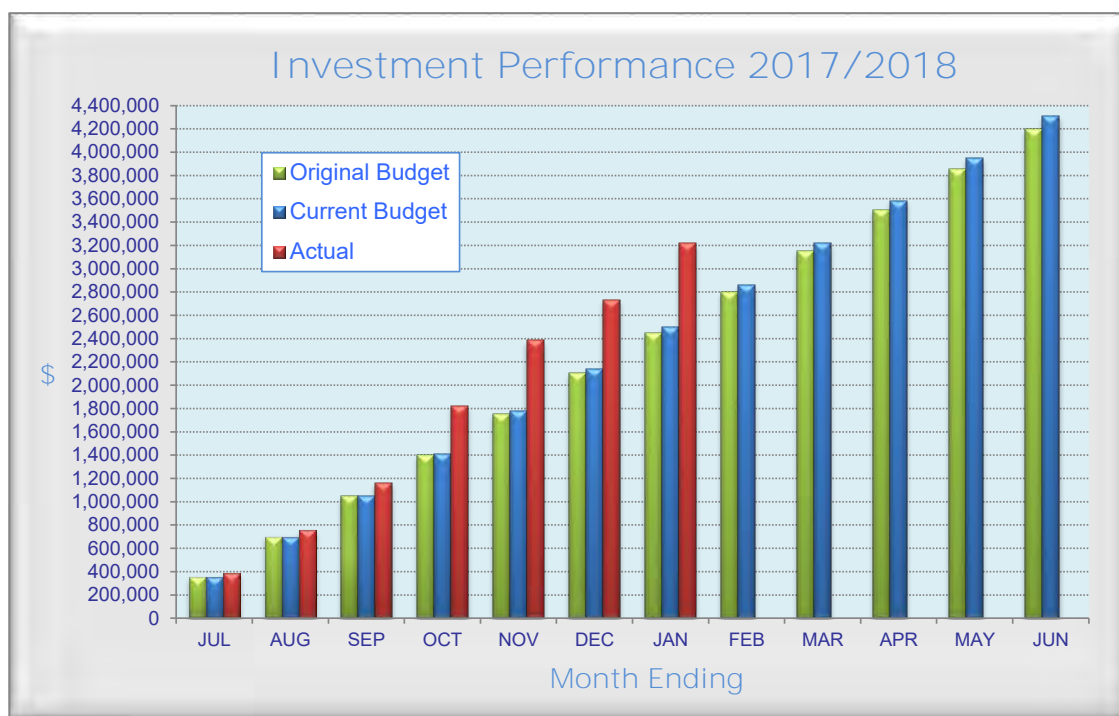
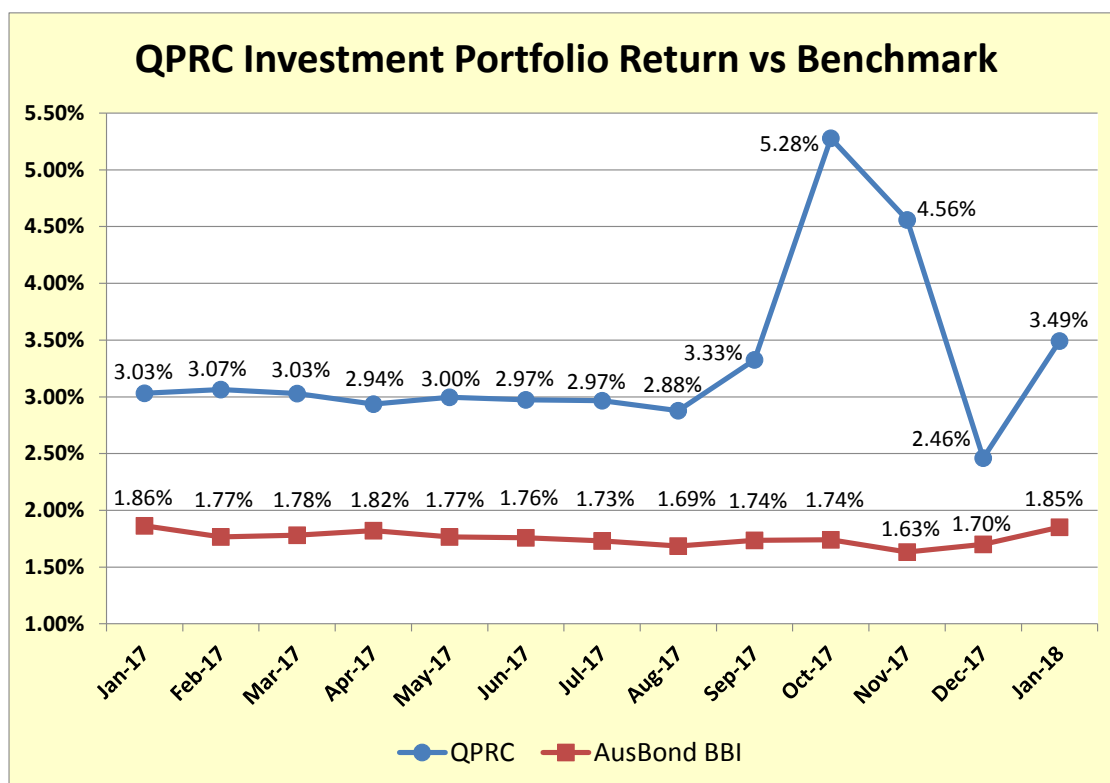
**Graph 1 – Actual return against budget****Graph 2 - Investment portfolio performance against the benchmark AusBond Bank Bill Index (BBI)**

Table 1 - Cash and cash equivalent investments

Table 1									
Purchase Date	Maturity Date	Full Term	Institution	Credit Rating	Principal Amount \$	Return on Investments			
						Month		Year to Date	
						Return \$	Yield p.a %	Return Accrued/Paid \$	Yield p.a %
Cash Deposit Accounts									
			Westpac - General	AA-	1,164,445	1,193		8,474	
			NAB - General	AA-	828,907	2,664	1.50	19,641.41	1.50
			NAB - Main	AA-	450,725	2,641	1.50	16,487.02	1.50
			NAB - High Interest	AA-	9,830,493.83	17,966	1.80	80,493.83	1.80
			CBA Cash Management	AA-	595,951.23	0	1.65	1,508.64	1.65
			ANZ Premium Business	AA-	335,072.86	540	1.90	62,891	1.90
			Bendigo-Adelaide Bank	BBB+	16,615.18	0	1.50	166	1.50
			AMP Bank	A	830,859.95	1,444	2.05	12,189	2.05
			Sub Total		14,053,069	26,449		201,851	
Pooled Managed Investment Group									
			NSW Treasury Corporation	NA	12,671,100	111,276	10.94	671,100	10.79
			Henderson	AA	11,853,087	27,463	2.77	175,470	2.56
			Sub Total		24,524,187	138,739		846,570	
Floating Rate Note Investment Group									
17/04/14	17/04/18	4 yr	ME Bank <sup>3</sup>	BBB	1,000,000	1,189	3.10	1,189	3.01
07/05/15	07/05/18	3 yr	Heritage Bank <sup>15</sup>	BBB+	1,000,000	2,421	2.85	6,559	2.85
24/08/15	24/08/18	3 yr	Credit Suisse <sup>17</sup>	A	1,000,000	2,361	2.78	5,179	2.77
14/11/13	14/11/18	5 yr	Bendigo-Adelaide Bank <sup>6</sup>	BBB+	1,000,000	2,531	2.98	6,368	2.97
07/06/16	07/06/19	3 yr	Greater Bank <sup>5</sup>	BBB	2,000,000	5,707	3.36	10,126	3.34
11/12/15	11/06/19	3.5 yr	AMP Bank <sup>2</sup>	A	750,000	1,822	2.86	2,997	2.84
18/07/16	18/07/19	3 yr	ME Bank <sup>24</sup>	BBB	3,000,000	3,478	3.26	3,478	3.15
17/09/14	17/09/19	5 yr	Bendigo-Adelaide Bank <sup>8</sup>	BBB+	1,000,000	2,306	2.72	3,273	2.67
28/10/16	28/10/19	3 yr	Teachers Mutual Bank <sup>27</sup>	BBB	1,500,000	261	3.18	261	3.10
21/11/16	21/02/20	3.25 yr	Bendigo-Adelaide Bank <sup>28</sup>	BBB+	2,000,000	4,790	2.82	10,971	2.81
24/02/17	24/02/20	3 yr	Greater Bank <sup>30</sup>	BBB	1,000,000	2,701	3.18	5,924	3.17
03/03/15	03/03/20	5 yr	Macquarie <sup>13</sup>	A	1,000,000	2,421	2.85	4,529	2.84
20/03/17	20/03/20	3 yr	CUA <sup>1</sup>	BBB	2,000,000	5,257	3.10	7,123	3.04
07/04/15	07/04/20	5 yr	Newcastle Permanent <sup>14</sup>	BBB	1,000,000	1,988	3.16	1,988	3.07
25/07/16	07/04/20	5 yr	Newcastle Permanent <sup>25</sup>	BBB	2,000,000	3,976	3.16	3,976	3.07
18/08/15	18/08/20	5 yr	Bendigo-Adelaide Bank <sup>16</sup>	BBB+	2,000,000	4,790	2.82	11,125	2.81
20/10/15	20/10/20	5 yr	Suncorp Metway <sup>18</sup>	A +	2,000,000	1,502	3.05	1,502	2.95
26/10/16	26/10/20	4 yr	BOQ <sup>26</sup>	BBB+	2,000,000	323	2.95	323	2.86
18/01/16	18/01/21	5 yr	CBA <sup>19</sup>	AA-	2,000,000	2,105	2.96	2,105	2.86
04/03/16	04/03/21	5 yr	RaboBank <sup>20</sup>	A +	1,000,000	2,760	3.25	5,164	3.24
09/03/16	09/03/21	5 yr	Credit Suisse <sup>21</sup>	A	1,000,000	3,151	3.71	5,184	3.69
20/04/16	20/04/21	5 yr	Bendigo-Adelaide Bank <sup>4</sup>	BBB+	1,000,000	803	3.26	803	3.17
12/05/16	12/05/21	5 yr	NAB <sup>7</sup>	AA-	5,000,000	12,209	2.88	31,113	2.88
18/05/16	18/05/21	5 yr	BOQ <sup>22</sup>	BBB+	2,000,000	5,436	3.20	12,625	3.19
03/06/16	03/06/21	5 yr	Westpac <sup>23</sup>	AA-	2,000,000	4,960	2.92	9,280	2.91
17/01/17	17/01/22	5 yr	CBA <sup>29</sup>	AA-	2,000,000	2,232	2.91	2,232	2.82
03/03/17	03/03/22	5 yr	RaboBank <sup>31</sup>	A +	1,000,000	2,404	2.83	4,497	2.82
30/03/17	30/03/22	5 yr	AMP Bank <sup>12</sup>	A	2,000,000	4,833	2.85	5,144	2.78
05/07/17	05/07/22	5 yr	NAB <sup>11</sup>	AA-	5,000,000	9,634	2.71	9,634	2.62
25/07/17	25/07/22	5 yr	CBA <sup>9</sup>	AA-	2,000,000	876	2.67	876	2.59
25/01/18	25/01/23	5 yr	Bendigo-Adelaide Bank <sup>32</sup>	BBB+	1,500,000	699	2.84	699	2.84
			Sub Total		54,750,000	101,925		176,249	

Table 1 - Cash and cash equivalent investments (Continued)

Term Investments									
14/12/17	14/03/18	3 mth	NAB	AA-	9,000,000	18,804	2.46	29,116	2.46
08/09/16	15/03/18	18 mth	Defence Bank	BBB	2,000,000	4,841	2.85	33,419	2.85
16/03/17	21/03/18	1 yr	CBA	AA-	2,000,000	4,455	2.71	4,455	2.71
08/05/14	08/05/18	4 yr	ME Bank	BBB	1,250,000	4,884	4.60	33,712	4.60
17/05/17	17/05/18	1 yr	ME Bank	BBB	2,000,000	4,671	2.75	32,247	2.75
24/05/17	24/05/18	1 yr	CBA	AA-	1,000,000	2,200	2.59	15,185	2.59
08/06/17	06/06/18	1 yr	CBA	AA-	4,000,000	8,697	2.56	60,037	2.56
06/12/17	06/06/18	6 mth	NAB	AA-	3,000,000	6,293	2.47	11,369	2.47
08/09/17	13/06/18	9 mth	NAB	AA-	2,000,000	4,349	2.56	20,340	2.56
16/03/17	19/09/18	18 mth	Police CU SA	NR	2,000,000	5,096	3.00	35,178	3.00
20/12/17	17/10/18	10 mth	Auswide Bank	BBB-	5,000,000	11,253	2.65	15,247	2.65
21/12/16	19/12/18	2 yr	BOQ	BBB+	3,000,000	7,771	3.05	10,779	3.05
22/01/14	22/01/19	5 yr	ME Bank	BBB	2,000,000	2,490	5.05	2,490	5.05
26/02/16	27/02/19	3 yr	Newcastle Permanent	BBB	1,000,000	2,888	3.40	6,055	3.40
02/03/17	27/02/19	2 yr	BOQ	BBB+	2,000,000	4,926	2.90	34,005	2.90
02/03/17	27/02/19	2 yr	Defence Bank	BBB	2,000,000	5,096	3.00	35,178	3.00
06/09/17	04/09/19	2 yr	AMP Bank	A	5,000,000	10,829	2.55	51,349	2.55
24/12/14	11/12/19	5 yr	RaboDirect	A+	2,000,000	6,879	4.05	7,767	4.05
23/12/14	18/12/19	5 yr	RaboDirect	A+	2,000,000	6,879	4.05	7,767	4.05
15/03/17	18/03/20	3 yr	BOQ	BBB+	1,000,000	2,718	3.20	18,762	3.20
08/06/17	03/06/20	3 yr	Westpac	AA-	3,000,000	7,058	2.77	13,205	2.77
06/12/17	09/12/20	3 yr	Westpac	AA-	3,000,000	7,389	2.90	13,348	2.90
02/02/17	03/02/21	4 yr	BOQ	BBB+	3,000,000	9,173	3.60	63,321	3.60
08/03/17	03/03/21	4 yr	BOQ	BBB+	4,000,000	12,230	3.60	84,427	3.60
07/03/16	03/03/21	5 yr	Newcastle Permanent	BBB	1,000,000	3,142	3.70	5,575	3.70
25/10/17	25/10/22	5 yr	Westpac	AA-	2,000,000	973	2.96	973	2.96
06/12/17	07/12/22	5 yr	Westpac	AA-	3,000,000	7,364	2.89	13,302	2.89
Sub Total					72,250,000	173,348		658,609	
Interest Paid on Investments									
Total						43,816		1,331,394	
Grand Total					165,577,256	484,277	3.49	3,214,673	3.56

Table 1 – Notes

Notes
1 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+130
2 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+110
3 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+130
4 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+146
5 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+160
6 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+127
7 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+117
8 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+93
9 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+88
11 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+90
12 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+105
13 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+110
14 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+135
15 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+115
16 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+110
17 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+105
18 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+125
19 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+115
20 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+150
21 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+195
22 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+148
23 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+117
24 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+145
25 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+135
26 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+117
27 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+140
28 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+110
29 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+111
30 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+145
31 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+108
32 Floating Rate Note (FRN) - subject to a 90 day floating rate. Coupon BBSW+105

**Table 2 – Individual institution or counterparty limits**

Table 2	
Long Term Credit Rating	Maximum Limit
AAA Category	40%
AA Category	30%
A Category*	15%
BBB Category*	10%
Unrated Category	5%

*\* Investments with counterparties below AA Category are to be restricted to licensed banks, building societies and credit unions.*

**Table 3 – Investment percentage split**

Table 3		
Managed Funds		
NSW Treasury Corporation	NA	7.65%
Henderson	AA	7.16%
Direct Investments		
AMP Bank	A	5.18%
ANZ	AA-	0.20%
Auswide Bank	BBB-	3.02%
Bendigo-Adelaide Bank	BBB+	5.14%
BOQ	BBB+	10.27%
CBA	AA-	8.21%
Credit Suisse	A	1.21%
CUA	BBB	1.21%
Defence Bank	BBB	2.42%
Greater Bank	BBB	1.81%
Heritage Bank	BBB+	0.60%
Macquarie	A	0.60%
ME Bank	BBB	5.59%
NAB	AA-	21.20%
Newcastle Permanent	BBB	3.02%
Police CU SA	NR	1.21%
RaboBank	A+	1.21%
RaboDirect	A+	2.42%
Suncorp Metway	A+	1.21%
Teachers Mutual Bank	BBB	0.91%
Westpac	AA-	8.55%
		100.00%



**Table 4 – Market value of tradeable investments**

Table 4			
As at Date	Borrower	Purchase Price \$	Market Price \$
31/01/18	AMP Bank <sup>2</sup>	750,000	756,218
31/01/18	AMP Bank <sup>12</sup>	2,000,000	2,019,620
31/01/18	Bendigo-Adelaide Bank <sup>4</sup>	1,000,000	1,018,070
31/01/18	Bendigo-Adelaide Bank <sup>6</sup>	1,000,000	1,006,390
31/01/18	Bendigo-Adelaide Bank <sup>8</sup>	1,000,000	1,004,040
31/01/18	Bendigo-Adelaide Bank <sup>16</sup>	2,000,000	2,016,000
31/01/18	Bendigo-Adelaide Bank <sup>28</sup>	2,000,000	2,014,800
31/01/18	Bendigo-Adelaide Bank <sup>32</sup>	1,500,000	1,502,130
31/01/18	BOQ <sup>22</sup>	2,000,000	2,035,640
31/01/18	BOQ <sup>26</sup>	2,000,000	2,024,400
31/01/18	CBA <sup>19</sup>	2,000,000	2,033,360
31/01/18	CBA <sup>29</sup>	2,000,000	2,032,160
31/01/18	CBA <sup>9</sup>	2,000,000	2,014,300
31/01/18	Credit Suisse <sup>17</sup>	1,000,000	1,004,090
31/01/18	Credit Suisse <sup>21</sup>	1,000,000	1,036,340
31/01/18	CUA <sup>1</sup>	2,000,000	2,013,760
31/01/18	Greater Bank <sup>5</sup>	2,000,000	2,006,640
31/01/18	Greater Bank <sup>30</sup>	1,000,000	1,000,040
31/01/18	Heritage Bank <sup>15</sup>	1,000,000	1,001,640
31/01/18	Macquarie <sup>13</sup>	1,000,000	1,010,200
31/01/18	ME Bank <sup>3</sup>	1,000,000	1,001,720
31/01/18	ME Bank <sup>24</sup>	3,000,000	3,020,100
31/01/18	NAB <sup>7</sup>	5,000,000	5,078,000
31/01/18	NAB <sup>11</sup>	5,000,000	5,031,500
31/01/18	Newcastle Permanent <sup>14</sup>	1,000,000	1,006,520
31/01/18	Newcastle Permanent <sup>25</sup>	2,000,000	2,013,040
31/01/18	Rabobank <sup>20</sup>	1,000,000	1,026,260
31/01/18	Rabobank <sup>31</sup>	1,000,000	1,014,210
31/01/18	Suncorp Metway <sup>18</sup>	2,000,000	2,032,480
31/01/18	Teachers Mutual Bank <sup>27</sup>	1,500,000	1,503,825
31/01/18	Westpac <sup>23</sup>	2,000,000	2,034,580
		54,750,000	55,312,073

**Table 5 – Budgeted interest allocation by entity**

Table 5			
Fund	Original Budget	Quarter 1 Budget	Movement
General	2,326,352	2,433,352	107,000
Developer Contributions - General	56,000	56,000	0
Water	296,735	296,735	0
Sewer	1,374,914	1,374,914	0
Domestic Waste Management	105,000	105,000	0
Business Waste Management	16,000	16,000	0
Stormwater Management	25,000	25,000	0
Total	4,200,001	4,307,001	107,000

# **QUEANBEYAN-PALERANG REGIONAL COUNCIL**

## **Council Meeting Attachment**

**28 FEBRUARY 2018**

ITEM 12.13      SUBMISSION ON CONSULTATION DRAFT - NEW MODEL  
CODE OF MEETING PRACTICE

ATTACHMENT 1      QPRC DRAFT SUBMISSION AS ORIGINALLY CIRCULATED ON  
THE OLG'S CONSULTATION DRAFT OF NEW MODEL  
CODE OF MEETING PRACTICE



## Queanbeyan-Palerang Regional Council Submission – Model code of Meeting Practice – Consultation Draft

### 1.0 Introduction

Queanbeyan-Palerang Regional Council (QPRC) welcomes the opportunity to provide feedback on the Consultation Draft for the Model Code of Meeting Practice. Council's submission is divided into two parts consisting of:

- Part 1 – General comments on the overall process for developing the Model Code, and
- Part 2 – Specific comments relating to the proposed provisions. In this section, Council sets out whether it “agrees” with the provisions proposed and also whether certain provisions should remain guidance or be made mandatory. Also, this section raises “Issues for consideration” which it would like the Office of Local Government (OLG) to consider.

### 2.0 Part 1 – General Comments

Council strongly supports the development of a Model Code of Meeting Practice as it sees value in having a common set of standards which apply uniformly across the State in respect of how meetings should be run. This will greatly assist the community in their understanding of local government meeting process.

An important aspect of the development of a common standard meeting process is setting out clearly what a Council meeting “is” and “is not”. Over the years, a great deal of confusion has crept into the public's (and also some councillors') mind that a council meeting is part of the community engagement process operating as a public forum or town hall meeting. Members of the public quite often come to council meetings believing they have the right to actively participate in debate or argue with councillors. It is important to recognise that council meetings form part of the nation's governmental structure, much like the federal and state parliaments. Members of the public understand they can't participate and interject within those governmental forums and as such, the same needs to apply to local government meetings.

Council welcomes the OLG's recognition of this important point on p.16 of the Consultation Draft where it states, *“Council or committee meetings should be reserved for decision-making by the council or committee of council...”*. At present, this comment is made only as an explanatory note at the end of the section dealing with Public Forums. Council believes this comment should be elevated to a Preamble within the Model Code, making council meetings' primary purpose quite clear. If this is done, then it would clearly set out for the public and elected officials that the role of a council meeting is *“to make decisions”* and that councils have in place other mechanisms to engage their communities allowing residents to put their points of view before their elected officials.

Council welcomes the development of an option for public forums (which are separate from the council meeting process). Council notes that the intention for this option is to provide a forum for public addresses on items listed on the agenda of a council meeting. QPRC currently allows participants in this public forum to raise “any matter” because the forum precedes its meeting and as such is not subject to the provisions of S240(2) of the *Local Government (General) Regulation 2005*. Council would advocate the continuation of this process as it provides a formal forum where residents can raise matters of importance to them with their elected representatives. Restricting the public forum to items only on the agenda could be perceived as trying to restrict or stifle community feedback.



### 3.0 Part 2 – Specific Comments on the Consultation Draft

Set out below is a Table outlining QPRC's views on the specific provisions proposed in the Consultation Draft. This section sets out whether Council *"Agrees"* or *"Disagrees"* with the proposed provisions and also whether it believes they should be *"Mandatory"* or *"Non-Mandatory"*. Council sets out *"Issues for Consideration"* which it would like the OLG to consider as it moves towards finalisation of the Model Code.

Section 2	Meeting Principles	Comment
2.1 Meeting Principles	<p>Council and committee meetings should be:</p> <p><b>Transparent</b> Decisions are made in a way that is open and accountable.</p> <p><b>Informed</b> Decisions are made based on relevant, quality information.</p> <p><b>Inclusive</b> Decisions respect the diverse needs and interests of the local community.</p> <p><b>Principled</b> Decisions are informed by the principles prescribed under Chapter 3 of the Act.</p> <p><b>Trusted</b> The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.</p> <p><b>Respectful</b> Councillors, staff and meeting attendees treat each other with respect.</p> <p><b>Effective</b> Meetings are well organised, effectively run and skilfully chaired.</p> <p><b>Orderly</b> Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.</p>	<p>Council <b>Agrees</b> with the principles as outlined. Council further asks that a new Point 2.2 be added as per blow:</p> <p><b>2.2 Purpose of Council Meetings</b> <i>Council and committee meetings are for effective decision-making to provide for the good management of a local government area.</i></p> <p><u>Reason</u> Council believes it is important to have a statement in this section which clearly sets out the purpose of council meetings viz <i>"to make decisions"</i>. The Consultation Draft currently notes this principle within an Explanatory Note at the end of p.16.</p>
		<p><b>Issue for Consideration</b> Council asks if <i>Practice Note No.16</i> will be updated once the Model Code is in place? The <i>Practice Note</i> is a very useful resource in helping to explain the intent of meeting provisions and as such is a good reference resource for chairs, councillors and staff. Consideration should be given to make it a Section 23 Guideline to give it administrative weight in respect of its application.</p>
Section 3	Before the Meeting	Comment
3.1	The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings	<b>Agree</b> – Council supports the continuation of it having the ability to set the frequency of its meetings by resolution.
3.2	If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of 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.	<b>Agree</b> – Council supports the provisions for calling an extraordinary meeting.





3.3	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.	Agree
3.4	For the purpose of clause 3.3, 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.	Agree – Council supports the definition of what would constitute urgent business.
3.5	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.	Agree – Council supports the public notification requirements.
3.6	For the purposes of clause 3.5, 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: a) published on the council's website, and b) published: i) where practicable, in a local newspaper or in a newspaper circulating throughout the state (or both), as determined by the council, or ii) in such other manner as is determined by the council, with the object of bringing notice of the meeting to the attention of as many people as possible.	<b>Partially Agree</b> – Council supports Clause 3.6 but queries whether 3.6b(i) needs to be included which requires “where practicable” for the notice to be published in a local newspaper. Council notes that the publishing schedules of many local newspapers have declined dramatically in recent times as they have been superseded by social media platforms. Many newspapers no longer publish on a daily basis with some even becoming monthly publications. Council believes the most important notification mechanisms are via websites and social media which is adequately covered by Cl.3.6(a) and 3.6(b)(ii). Council suggests that 3.6(b)(ii) could be expanded by adding “...in such manner as is determined by the council, <b>including social media...</b> ”
3.7	For the purposes of clause 3.5, notice of more than one (1) meeting may be given in the same notice.	Agree
3.8	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.	Agree
3.9	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.	Agree
3.10	Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.	Agree
3.11	A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting.	Agree – Council supports having the ability to set the notice period for notices of motion (NoM),



	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 <b>[council to specify notice period required]</b> business days before the meeting is to be held.	and include a background and purpose in those notices.
3.12	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.	<b>Agree</b>
3.13	A councillor may submit no more than <b>[number to be specified by the council]</b> notices of motion to be considered at each ordinary meeting of the council.	<b>Agree</b> - Council supports this provision and believes that individual councillors should be restricted to no more than <b>two</b> NoMs per meeting. Council believes that this provision should be made <b>mandatory</b> .
3.14	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 either: (a) 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, 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.	<b>Agree</b> – Council supports this provisions and believes it should be made <b>mandatory</b> because:  1. it will ensure that NoMs tie directly into the Integrated Planning & Reporting Framework which has now been elevated to a more central role within the <i>Local Government Act 1993</i> , and 2. it will ensure that NoMs which are advocating expenditure of unbudgeted funds are properly addressed within a council's Delivery Program, Operational Plan and Long Term Financial Plan, and in accordance with a Decision-Making Framework Policy (if adopted).
3.15	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, or (b) by written notice sent to all councillors with the business	<b>Agree</b> – this should be a <b>mandatory</b> clause.



	papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.	
3.16	A councillor may, by way of a notice submitted under clause 3.11, ask a question for response by the general manager about the performance or operations of the council.	Agree
3.17	A councillor is not permitted to ask a question with notice under clause 3.16 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.	Agree
3.18	The general manager or their nominee may respond to a question with notice submitted under clause 3.16 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.	Agree
3.19	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.	Agree
3.20	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 3.11.	Agree
3.21	Nothing in clause 3.20 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.	Agree
3.22	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	Agree





	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.	
3.23	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: <ul style="list-style-type: none"> <li>(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</li> <li>(b) states the grounds under section 10A(2) of the Act relevant to the item of business.</li> </ul>	Agree
3.24	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.	Agree
3.25	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.	Agree
3.26	Clause 3.25 does not apply to the business papers for items of business that the general manager has identified under clause 3.23 as being likely to be considered when the meeting is closed to the public.	Agree
3.27	For the purposes of clause 3.25, 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.	Agree





3.28	A copy of an agenda, or of an associated business paper made available under clause 3.25, may in addition be given or made available in electronic form	Agree
3.29	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.	Agree
3.30	Despite clause 3.29, 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.	Agree
3.31	A motion moved under clause 3.30(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.	Agree
3.32	Despite clauses 10.19–10.27, only the mover of a motion moved under clause 3.30(a) can speak to the motion before it is put	Agree
3.33	A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.30(b) on whether a matter is of great urgency.	Agree
3.34	Prior to each ordinary meeting of the council, the general manager will arrange a pre-meeting briefing session to brief councillors on the items of 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.	Agree – Council believes these provisions (Clauses 3.34 – 3.39) should remain <b>non-mandatory</b> as it should be left up to individual councils to decide how they wish to brief their councillors on upcoming meetings. For example, it may be necessary to provide a briefing via email if an extraordinary meeting has been called at very short notice.
3.35	Pre-meeting briefing sessions are to be held in the absence of the public	Agree – see comment above
3.36	The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.	Agree – see comment above
3.37	Councillors (including the mayor) are to make all reasonable efforts to attend premeeting briefing sessions.	Agree – see comment above
3.38	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.	Agree – see comment above



3.39	Councillors (including the mayor) must disclose 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 at a council or committee meeting.	Agree – see comment above
<b>Section 4 Public Forums</b>		<b>Comment</b>
4.1	The council will hold a public forum prior to each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public forums may also be held prior to extraordinary council meetings and meetings of committees of the council.	<p><b>Agree</b> – Council supports the non-mandatory provisions set out in Clauses 4.1 – 4.23 and believes these provisions should be left <b>non-mandatory</b> so that individual councils could decide how their public forum process will operate. As the public forum falls outside the Council meeting and as such will not be subject to the provisions of the Act and Regulation, individual councils should be given flexibility to determine how their public forum will run.</p> <p>Council believes all these provisions could be adequately addressed by a <b>Public Forum Policy</b> and/or <b>Guideline</b>. This would allow each council to clearly set out what expectations would apply to anyone wanting to use the public forum to address Council prior to a meeting. Accordingly Council recommends that Clauses 4.1 – 4.23 should be supplemented by an additional <b>Clause 4.24</b> which states:</p> <p><b>4.24 Councils which implement a Public Forum option are required to develop a Public Forum Policy and Guideline setting out how their Public Forum will operate.</b></p>
4.2	Public forums are to be chaired by the mayor or their nominee.	Agree – see comment above
4.3	To speak at a public forum, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by [date and time to be specified by the council] before the date on which the public forum is to be held, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item	Agree – see comment above
4.4	A person may apply to speak on no more than [number to be specified by the council] items of business on the agenda of the council meeting.	Agree – see comment above
4.5	Nominated candidates at federal, state or local government elections and	Agree – see comment above



	serving councillors are not permitted to speak at a public forum	
4.6	Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum	Agree – see comment above
4.7	The general manager or their delegate may refuse an application to speak at a public forum.	Agree – see comment above
4.8	No more than [number to be specified by the council] speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting.	Agree – see comment above
4.9	If more than the permitted number of speakers applies to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public forum.	Agree – see comment above
4.10	Approved speakers at the public forum are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs no more than [number to be specified by the council] days before the public forum. The general manager or their delegate may refuse to allow such material to be presented.	Agree – see comment above
4.11	The general manager or their delegate is to determine the order of speakers at the public forum.	Agree – see comment above
4.12	Each speaker will be allowed [number to be specified by the council] minutes to address the council. This time is to be strictly enforced by the chairperson.	Agree – see comment above Suggest that time may be extended by resolution of council
4.13	Speakers at public forums must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to so digress. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.	Agree – see comment above
4.14	A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions	Agree – see comment above





	put to a speaker must be direct, succinct and without argument.	
4.15	Speakers are under no obligation to answer a question put under clause 4.14. Answers by the speaker, to each question are to be limited to [number to be specified by the council] minutes.	Agree – see comment above
4.16	Speakers at public forums cannot ask questions of the council, councillors or council staff.	Agree – see comment above
4.17	The general manager or his or her nominee may, with the concurrence of the chairperson, address the council for up to [number to be specified by the council] minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.	Agree – see comment above
4.18	Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.	Agree – see comment above
4.19	When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.	Agree – see comment above Add the words "or abusive" after "potentially defamatory statements."
4.20	If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.19, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.	Agree – see comment above
4.21	Clause 4.20 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.	Agree – see comment above
4.22	Where a speaker engages in conduct of the type referred to in clause 4.19, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a	Agree – see comment above





	period as the general manager or their delegate considers appropriate.	
4.23	Councillors (including the mayor) must disclose and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do at a council or committee meeting.	Agree – see comment above
<b>Section 5</b>	<b>Coming Together</b>	<b>Comment</b>
5.1	All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.	Agree
5.2	A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting.	<p>Agree – but raise an <b>Issue for Consideration</b>. During the Local Government Reform process, there was a move to allow for remote participation in Council meetings under certain circumstances by councillors. Has this now been permanently removed?</p> <p>Remote attendance is a matter of great importance for those councils which cover significantly large areas such as in Regional and Remote Council areas. Circumstances can arise (e.g. flood, bushfire etc) where councillors may be restricted in their ability to physically be present at a meeting, but they could potentially participate by electronic means (eg Skype etc).</p> <p>Council believes this option still needs to be seriously considered and would request that Clause 5.2 be expanded to cater for this by acknowledging that “in certain circumstances, remote participation should be considered as an option for Regional and Remote councils”.</p>
5.3	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.	Agree
5.4	A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds	Agree



	upon which the leave of absence is being sought	
5.5	The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.	Agree
5.6	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 he or she has 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.	Agree
5.7	A councillor who intends to attend a meeting of the council despite having been granted leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.	Agree
5.8	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.	Agree
5.9	Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.	Agree
5.10	A meeting of the council must be adjourned if a quorum is not present: (a) within half an hour after the time designated for the holding of the meeting, or (b) at any time during the meeting.	Agree
5.11	In either case, the meeting must be adjourned to a time, date and place fixed: (a) by the chairperson, or (b) in his or her absence, by the majority of the councillors present, or (c) failing that, by the general manager.	Agree
5.12	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.	Agree



5.13	Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the safety and welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster (such as, but not limited to flood or bushfire), 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 using such other means as will bring notice of the cancellation to the attention of as many people as possible.	<b>Agree</b> – Council believes this provision should be made <b>mandatory</b> as it is particularly relevant to Councils which cover large areas where both councillors and staff have to travel significant distances to attend meetings.
5.14	Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered at an extraordinary meeting called under clause 3.3.	<b>Agree</b> – Council believes this provision should be made <b>mandatory</b> as it works in concert with CI 5.13.
5.15	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.	<b>Agree</b>
5.16	Clause 5.15 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.	<b>Agree</b>
5.17	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.	<b>Agree</b>
5.18	All meetings of the council and committees of the council are to be webcast	<b>Agree</b> – Council strongly supports the introduction of the webcasting of council, standing committee and committee of whole meetings and sees this as an important means of keeping the community informed on a council's decisions and its decision-making process
5.19	Clause 5.18 does not apply to parts of a meeting that have been closed to the public under section 10A of the Act.	<b>Agree</b>
5.20	At the start of each meeting the chairperson is to make a statement informing those in attendance that the meeting is being webcast and that those in attendance should refrain from making any defamatory statements.	<b>Agree</b>





5.21	Audio recordings are to be made of all meetings of the council and committees of the council for the dominant purpose of assisting with the preparation of the minutes for meetings.	<p><b>Agree</b> - Council strongly supports this provision being made <b>mandatory</b>. Council advocates that the following additions should be made to Clause 5.21 consisting of:</p> <p><b>5.21 (i) Parts of audio recordings may be reviewed by councillors or members of the public upon written application to the General Manager.</b></p> <p><b>5.21(ii) Once the formal minutes are adopted Council may dispose of audio recordings in line with State Records Act requirements.</b></p> <p><u>Reason</u> The addition of these clauses reinforces the role of audio recordings in assisting with the development of the official record of a meeting and also makes it clear that they are not seen as a permanent record.</p>
5.22	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.	<b>Agree</b>
5.23	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.	<b>Agree</b>
5.24	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	<b>Agree</b>
5.25	The attendance of other council staff at a meeting, (other than as members of public) shall be with the approval of the general manager	<b>Agree</b>
<b>Section 6</b>	<b>The Chairperson</b>	<b>Comment</b>
6.1	The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council	<b>Agree</b>
6.2	If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.	<b>Agree</b>
6.3	If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the	<b>Agree</b>





	meeting.	
6.4	The election of 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.	Agree
6.5	If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.	Agree
6.6	For the purposes of clause 6.5, the person conducting the election must: (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.	Agree
6.7	The candidate whose name is on the drawn slip is the candidate who is to be the chairperson	Agree
6.8	Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting	Agree
6.9	6.9 When the chairperson rises or speaks during a meeting of the council: (a) any councillor then speaking or seeking to speak must, if standing, immediately resume their seat, and (b) every councillor present must be silent to enable the chairperson to be heard without interruption.	Agree – Council suggests that Clause 6.9 could be strengthened by adding to (a): “(a) any councillor then speaking must <u>cease speaking and</u> , if standing, immediately resume their seat, and...”  <u>Reason</u> This ensures that the Chair has absolute authority.
<b>Section 7</b>	<b>Mode of Address</b>	<b>Comment</b>
7.1	If the chairperson is the mayor, they are to be addressed as ‘Mr Mayor’ or ‘Madam Mayor’.	Agree
7.2	Where the chairperson is not the mayor, they are to be addressed as either ‘Mr Chairperson’ or ‘Madam Chairperson’.	Agree
7.3	A councillor is to be addressed as ‘Councillor [surname]’.	Agree
7.4	A council officer is to be addressed by their official designation.	Agree



Section 8	Order of Business for Ordinary Council Meetings	Comment
8.1	At a meeting of the council, the general order of business is as fixed by resolution of the council.	<b>Agree</b> – Council believes that Clauses 8.1 and 8.2 should be made <b>mandatory</b> and that the Note should also be included which specifies that 'Councils must use <i>either Clause 8.1 or Clause 8.2</i> '
8.2	The general order of business for an ordinary meeting of the council shall be: [councils may adapt the following order of business to meet their needs] 01 Opening meeting 02 Acknowledgement of country 03 Prayer 04 Apologies and applications for leave of absence by councillors 05 Confirmation of minutes 06 Disclosures of interests 07 Mayoral minute(s) 08 Reports of committees 09 Reports to council 10 Notices of motions/questions with notice 11 Confidential matters 12 Conclusion of the meeting	<b>Partially Agree</b> – Consideration may be given to include: - Notices of Rescission - Questions with Notice
8.3	The order of business as fixed under clause [8.1/8.2] [delete whichever is not applicable] 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.	<b>Agree</b> – Council believes this important as it maintains the ability for councils to move business forward on the business paper. This is quite often done to allow items which have a high public interest (in which there is normally a high public attendance) to be dealt with early in the meeting.
8.4	Despite clauses 10.19–10.27, only the mover of a motion referred to in clause 8.3 may speak to the motion before it is put.	<b>Agree</b>
Section 9	Consideration of Business at Council Meetings	Comment
9.1	The council must not consider business at a meeting of the council: (a) unless a councillor has given notice of the business, as required by clause 3.11, and (b) unless notice of the business has been sent to the councillors in accordance with clause 3.8 in the case of an ordinary meeting and clause 3.10 in the case of an extraordinary meeting.	<b>Agree</b>
9.2	Clause 9.1 does not apply to the consideration of business at a meeting, if the business: (a) is already before, or directly relates to, a matter that is already before the council, or (b) is the election of a chairperson to preside at the meeting, or	<b>Agree</b>



	<p>(c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or</p> <p>(d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.</p>	
9.3	<p>Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:</p> <p>(a) a motion is passed to have the business considered at the meeting, and</p> <p>(b) the business to be considered is ruled by the chairperson to be of great urgency.</p>	Agree
9.4	A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.19–10.27, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.	Agree
9.5	A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).	Agree
9.6	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 council, or of which the council has official knowledge.	Agree
9.7	A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.	Agree
9.8	A recommendation made in a mayoral minute put by the mayor is, insofar as it is adopted by the council, a resolution of the council.	Agree
9.9	A mayoral minute must not be used to put without notice matters that are routine and not urgent, or matters for which proper notice should be given because of their complexity.	<p>Agree</p> <p><b>[Issue for Consideration]</b></p> <p>Council suggests Mayoral Minutes that are proposing unbudgeted expenditure should have the same provisions which apply to Notices of Motion under Clause 3.15 and motions/amendments under Cl.10.9.</p>
9.10	A recommendation made in a staff report is, insofar as it is adopted by the council, a resolution of the council.	Agree
9.11	The recommendations of a committee of the council are, insofar as they are	Agree





	adopted by the council, resolutions of the council.	
9.12	If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.	Agree
9.13	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 3.11 and 3.16.	Agree
9.14	A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.	Agree
9.15	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.	Agree
9.16	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 documents. 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.	Agree
9.17	The councillor must put every such question directly, succinctly and without argument.	Agree Add the word "respectfully" after "succinctly"
9.18	The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.	Agree
<b>Section 10</b>	<b>Rules of Debate</b>	<b>Comment</b>
10.1	Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.	Agree  Add a new clause 10.2 as follows (and renumber subsequent clauses): "A motion moved from the Chair does not need to be seconded."
10.2	A councillor who has submitted a notice of motion under clause 3.11 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.	Agree Add the words "Notwithstanding Cl.10.4(a)..."
10.3	If a councillor who has submitted a notice of motion under clause 3.11 wishes to withdraw it after the agenda and business paper for the meeting at	Agree





	which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.	
10.4	In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council: (a) any other councillor may move the motion at the meeting, or (b) the chairperson may defer the motion until the next meeting of the council at which the motion can be considered.	Agree
10.5	It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.	Agree
10.6	The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.	Agree
10.7	Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment	Agree
10.8	Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been rejected.	Agree
10.9	A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted	Agree – and Council supports this Clause being made <b>mandatory</b> as Council believes this will reinforce the strategic importance of the adopted Delivery Program and Operational Plan and not allow the diversion of funds towards unbudgeted activities which have not gone through a rigorous community engagement process as occurs with the development of the Integrated Plans
10.10	An amendment to a motion must be moved and seconded before it can be debated.	Agree
10.11	An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson	Agree
10.12	The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed	Agree



	amendment before a seconder is called for.	
10.13	If an amendment has been rejected, a further amendment can be moved to the motion to which the rejected 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.	<b>Agree</b>
10.14	While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.	<b>Agree</b>
10.15	If the amendment is carried, it becomes the motion and is to be debated. If the amendment is rejected, debate is to resume on the original motion.	<b>Agree</b>
10.16	A councillor may propose a foreshadowed motion 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.	<b>Agree</b>
10.17	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.	<b>Agree</b>
10.18	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.	<b>Agree</b>
10.19	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 to any amendment to it at the	<b>Agree</b>



	conclusion of the debate before the motion (whether amended or not) is finally put.	
10.20	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.	Agree
10.21	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. However, 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.	Agree
10.22	Despite clauses 10.19 and 10.20, 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.	Agree
10.23	The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.22. A seconder is not required for such a motion.	Agree
10.24	If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.19.	Agree
10.25	If a motion that the original motion or an amendment be now put is rejected, the chairperson must allow the debate on the original motion or the amendment to be resumed.	Agree
10.26	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.	Agree
10.27	Once the debate on a matter is closed and a matter has been dealt with, the chairperson must not allow further debate on the matter.	Agree





Section 11	Voting	Comment
11.1	Each councillor is entitled to one (1) vote.	Agree
11.2	The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.	Agree
11.3	Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.	Agree
11.4	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.	Agree
11.5	If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.	Agree - unless Cl.11.10 is carried into the Code (i.e. all votes for and against must be recorded)
11.6	The decision of the chairperson as to the result of a vote is final, unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.	Agree
11.7	When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.	Agree
11.8	When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.4 of this code.	Agree
11.9	Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.	Agree
11.10	All voting at council meetings must be recorded in the minutes of the meeting with the names of councillors who voted for or against a motion or amendment being recorded as if a division had been called under clause 11.6.	Agree – Council believes this Clause should be made <b>mandatory</b> as it provides for transparency to the public by highlighting within the public record on how decisions are voted on.
11.11	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	Agree





	committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.	
11.12	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.	Agree
11.13	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.	Agree
11.14	Clauses 11.11–11.13 apply also to meetings that are closed to the public.	Agree
<b>Section 12</b>	<b>Committee of the Whole</b>	<b>Comment</b>
12.1	The council may resolve itself into a committee to consider any matter before the council.	Agree
12.2	All the provisions of this code relating to meetings of the council, insofar 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.	Agree
12.3	The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full but any recommendations of the committee must be reported.	Agree
12.4	The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.	Agree
<b>Section 13</b>	<b>Dealing with Items by Exception</b>	<b>Comment</b>
13.1	<i>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.</i>	<b>Agree</b> - Council supports these Clauses (13.1 – 13.7) being left as <b>non-mandatory</b> so that individual councils can decide whether they wish to include within their Code the ability to vote for agenda items en masse.
13.2	<i>Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson is to list the items of business to be adopted and ask councillors to identify any of</i>	<b>Agree</b>



	the individual items of business listed by the chairperson that they wish to speak on.	
13.3	The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they wish to speak on.	Agree
13.4	Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.3.	Agree
13.5	A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.	Agree
13.6	Items of business adopted under clause 13.1 are to be taken as having been unanimously adopted.	Agree
13.7	Councillors must ensure that they disclose and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct	Agree
<b>Section 14</b>	<b>Closure of Council Meetings to the Public</b>	<b>Comment</b>
14.1	<p>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:</p> <ul style="list-style-type: none"> <li>(a) personnel matters concerning particular individuals (other than councillors),</li> <li>(b) the personal hardship of any resident or ratepayer,</li> <li>(c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,</li> <li>(d) commercial information of a confidential nature that would, if disclosed: <ul style="list-style-type: none"> <li>(i) prejudice the commercial position of the person who supplied it, or</li> <li>(ii) confer a commercial advantage on a competitor of the council, or</li> <li>(iii) reveal a trade secret,</li> </ul> </li> </ul>	Agree



	<ul style="list-style-type: none"> <li>(e) information that would, if disclosed, prejudice the maintenance of law,</li> <li>(f) matters affecting the security of the council, councillors, council staff or council property,</li> <li>(g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,</li> <li>(h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,</li> <li>(i) alleged contraventions of the council's code of conduct.</li> </ul>	
14.2	The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.	Agree
14.3	<p>A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:</p> <ul style="list-style-type: none"> <li>(a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and</li> <li>(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.</li> </ul>	Agree
14.4	<p>A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:</p> <ul style="list-style-type: none"> <li>(a) are substantial issues relating to a matter in which the council or committee is involved, and</li> <li>(b) are clearly identified in the advice, and</li> <li>(c) are fully discussed in that advice.</li> </ul>	Agree
14.5	If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other	Agree



	than consideration of whether the matter concerned is a matter referred to in clause 14.1.	
14.6	For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that: <ul style="list-style-type: none"> <li>(a) a person may misinterpret or misunderstand the discussion, or</li> <li>(b) the discussion of the matter may:             <ul style="list-style-type: none"> <li>(i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or</li> <li>(ii) cause a loss of confidence in the council or committee.</li> </ul> </li> </ul>	Agree
14.7	In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Chief Executive of the Office of Local Government.	Agree
14.8	Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.23 as a matter that is likely to be considered when the meeting is closed, but only if: <ul style="list-style-type: none"> <li>(a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and</li> <li>(b) the council or committee, after considering any representations made under section 14.9, resolves that further discussion of the matter:             <ul style="list-style-type: none"> <li>(i) should not be deferred (because of the urgency of the matter), and</li> <li>(ii) should take place in a part of the meeting that is closed to the public.</li> </ul> </li> </ul>	Agree
14.9	The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.	Agree – Council recommends that the word ‘may’ be replaced with ‘must’ in this Clause as this would ensure that members of the public could make representations to a meeting on whether items should be dealt with in public rather than in Closed Session. The use of the term ‘may’ implies that receiving representations from the public gallery is optional for councils.
14.10	A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.	Agree





14.11	Where the matter has been identified in the agenda of the meeting under clause 3.23 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by [date and time to be specified by the council] before the meeting at which the matter is to be considered.	Agree
14.12	The general manager (or their delegate) may refuse an application made under clause 14.11.	Agree
14.13	No more than [number to be specified by the council] speakers are to be permitted to make representations under clause 14.9.	Agree
14.14	If more than the permitted number of speakers applies to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.	Agree
14.15	The general manager (or their delegate) is to determine the order of speakers.	Agree
14.16	Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.23 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than [number to be specified by the council] speakers to make representations in such order as determined by the chairperson.	Agree
14.17	Each speaker will be allowed [number to be specified by the council] minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers are to confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant	Agree



	matters, the chairperson is to direct the speaker not to so digress. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.	
14.18	If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.	Agree
14.19	If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the person from that place and, if necessary restrain that person from re-entering that place.	Agree
14.20	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.	Agree
14.21	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.	Agree
14.22	Resolutions passed during a meeting, or a part of a meeting that is closed to	Agree



	the public must be made public by the chairperson under clause 14.21 during a part of the meeting that is webcast.	
<b>Section 15</b>	<b>Keeping Order at Meetings</b>	<b>Comment</b>
15.1	A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.	Agree
15.2	A point of order must be taken immediately it is raised. The chairperson must suspend 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.	Agree
15.3	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.	Agree
15.4	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.	Agree
15.5	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.	Agree
15.6	The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.	Agree
15.7	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.	Agree
15.8	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 discharged as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.	Agree
15.9	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.	Agree



15.10	<p>A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:</p> <ul style="list-style-type: none"> <li>(a) contravenes the Act or any regulation in force under the Act or this code, or</li> <li>(b) assaults or threatens to assault another councillor or person present at the meeting, or</li> <li>(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</li> <li>(d) insults or makes personal reflections on or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or</li> <li>(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 contempt.</li> </ul>	Agree
15.11	<p>The chairperson may require a councillor:</p> <ul style="list-style-type: none"> <li>(a) to apologise without reservation for an act of disorder referred to in clauses 15.10(a) or (b), or</li> <li>(b) to withdraw a motion or an amendment referred to in clause 15.10(c) and, where appropriate, to apologise without reservation, or</li> <li>(c) to retract and apologise without reservation for an act of disorder referred to in clauses 15.10(d) and (e).</li> </ul>	Agree
15.12	<p>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.</p>	Agree





15.13	All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.	<b>Agree</b> – Council believes both Clauses 15.13 and 15.14 should be made <b>mandatory</b> in order to give councils a choice in deciding which method they will adopt to expel disorderly individuals from meetings.
15.14	All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person 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.  <b>Note: Councils may use either clause 15.13 or clause 15.14.</b>	<b>Agree</b> – see comment above.
15.15	Clause [15.13/5.14] <b>[delete whichever is not applicable]</b> , 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.	<b>Agree</b> – Council believes this Clause should be made <b>mandatory</b> to accompany Clauses 15.13 and 15.14.
15.16	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 15.11. 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.	<b>Agree</b> - Council believes there needs to be an explanatory note attached to this Clause explaining the implications of being expelled from a Council or Committee meeting as set out in the Model Code of Conduct. It should be made clear that expulsion potentially sets in place the path for a councillor to be suspended for up to 3 months as per S440 of the Local Government Act.
15.17	A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.	<b>Agree</b>
15.18	Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.	<b>Agree</b>
15.19	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.	<b>Agree</b>



15.20	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.	Agree
15.21	A person must not use a tape 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.	Agree
15.22	Any person who makes a recording or attempts to make a recording of a meeting of the council or a committee of the council in contravention of clause 15.21, may be expelled from the meeting as provided for under section 10(2) of the Act.	Agree
15.23	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.	Agree
<b>Section 16</b>	<b>Conflicts of Interest</b>	<b>Comment</b>
16.1	All councillors and, where applicable, all other persons, must disclose 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.	Agree
<b>Section 17</b>	<b>Decisions of Council</b>	<b>Comment</b>
17.1	A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.	Agree
17.2	Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.	Agree
17.3	A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.11.	Agree
17.4	If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.	Agree



17.5	If a motion has been rejected by the council, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.11.	Agree
17.6	A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been rejected by the council, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was rejected.	Agree
17.7	If a motion to alter or rescind a resolution has been rejected, or if a motion which has the same effect as a previously rejected motion is rejected, no similar motion may be brought forward within three (3) months of the meeting at which it was rejected. This clause may not be evaded by substituting a motion differently worded, but in principle the same.	Agree
17.8	The provisions of clauses 17.5–17.7 concerning rejected motions do not apply to motions of adjournment	Agree
17.9	A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.12 with the consent of all signatories to the notice of motion.	Agree
17.10	A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than [council to specify the period of time] after the meeting at which the resolution was adopted.	Agree – Council supports this Clause being made <b>mandatory</b> with councils being given the ability to decide the period of time which will apply to this type of rescission motion.
17.11	A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council	Agree
17.12	Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where: (a) a notice of motion signed by three councillors is submitted to the chairperson, and (b) a motion to have the motion considered at the meeting is passed, and (c) the chairperson rules the business that is the subject of the motion is of great urgency.	Agree – Council supports Clauses 17.12 – 17.14 being made <b>mandatory</b> .





17.13	A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.19–10.27, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.	<b>Agree</b> – see comment on Cl.17.12
17.14	A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).	<b>Agree</b> – see comment on Cl.17.12
17.15	Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting to correct any error, ambiguity or imprecision in the council's resolution.	<b>Agree</b> – Council supports Clauses 17.15 – 17.20 being left as <b>non-mandatory</b> . Council is taking this approach because if a council decides to include these provisions in its Code of Meeting Practice then it will need to add a new section to its Order of Business called – ' <i>Recommitment of Resolutions</i> '.  Also, if a Council decides on implementation of these clauses, it will need to make clear in an Explanatory Note that these provisions can only be exercised to " <i>correct errors, ambiguity or imprecision of a resolution</i> ". It is not there to reopen debate on an item.
17.16	In seeking the leave of the chairperson under clause 17.15 to move to recommit a resolution adopted at the same meeting, the councillor is to propose alternative wording for the resolution.	<b>Agree</b> – see comment on Cl.17.15
17.17	The chairperson must not grant leave under clause 17.15, unless he or she is satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.	<b>Agree</b> – see comment on Cl.17.15
17.18	A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.19–10.27, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.	<b>Agree</b> – see comment on Cl.17.15
17.19	A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.	<b>Agree</b> – see comment on Cl.17.15
17.20	A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded	<b>Agree</b> – see comment on Cl.17.15
<b>Section 18</b>	<b>Time Limits on Council Meetings</b>	<b>Comment</b>
18.1	Meetings of the council and committees of the council are to conclude no later than [council to specify the time].	<b>Agree</b> – Council believes it is important for councils to set time limits on their meetings and believe therefore that Clauses 18.1 – 18.5 should be <b>mandatory</b> . Council takes this approach because:





		<p>(1) if you are to attain 'quality decisions' you need to ensure that your elected officials are not tired and</p> <p>(2) there needs to be consideration given to Workplace Health and Safety implications for meetings running for hours late into the evening.</p> <p>The period of the meeting should take into account a meal or supper break of up to 30 minutes after two hours' duration in a meeting.</p>
18.2	If the business of the meeting is unfinished at [council to specify the time], the council or the committee may, by resolution, extend the time of the meeting.	<b>Agree</b> – see comment on Cl.18.1
18.3	If the business of the meeting is unfinished at [council to specify the time], and the council does not resolve to extend the meeting, the chairperson must adjourn the meeting to a time, date and place fixed by the chairperson.	<b>Agree</b> – see comment on Cl.18.1
18.4	Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.	<b>Agree</b> – see comment on Cl.18.1
18.5	Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must: <ul style="list-style-type: none"> <li>(a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and</li> <li>(b) publish the time, date and place at which the meeting will reconvene:                             <ul style="list-style-type: none"> <li>(i) on the council's website, and</li> <li>(ii) by using such other means that will bring notice of the time, date and place at which the meeting will reconvene to the attention of as many people as possible.</li> </ul> </li> </ul>	<b>Agree</b> – see comment on Cl.18.1
		<p><b>Add new clause 18.6 as follows:</b></p> <p>"Letters, submissions or petitions must not be presented to Councillors at a meeting if they relate to items on that meeting's business which require a decision to be made."</p> <p><b>Add new clause 18.7 as follows:</b></p> <p>"Letters, submissions or petitions may be presented to Councillors at the meeting if they</p>



		<p>relate to items that are not on that meeting's business."</p> <p>Add new clause 18.8 as follows: "Any letters, submissions or petitions presented in accordance with Cl.18.7 will be registered and assigned, if required, to staff to respond or report further to Council."</p> <p>Council may establish a threshold of signatures on petitions to activate a report.</p>
<b>Section 19</b>	<b>After the Meeting</b>	<b>Comment</b>
19.1	The council is to keep full and accurate minutes of the proceedings of meetings of the council.	<b>Agree</b>
19.2	<p>At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:</p> <p>(a) details of each motion moved at a council meeting and of any amendments moved to it,</p> <p>(b) the names of the mover and seconder of the motion or amendment,</p> <p>(c) whether the motion or amendment was passed or lost, and</p> <p>(d) such other matters specifically required under this code.</p>	<p><b>Agree</b></p> <p>Add to Cl.19.2(d) the words "including points of order and their ruling" after "matters".</p>
19.3	The minutes of a council meeting must be confirmed at a subsequent meeting of the council.	<b>Agree</b>
19.4	Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.	<b>Agree</b>
19.5	When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.	<b>Agree</b>
19.6	The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed.	<p><b>Agree</b></p> <p><b>[Issue for Consideration]</b></p> <p>Council believes there needs to be an Explanatory Note attached at the end of Clauses 19.1 – 19.7 clarifying the "status of minutes" which says: 'Minutes constitute the <u>only</u> official record of a Council or committee meeting. Audio recordings and webcasts are ancillary tools with the former providing a role in assisting with the compiling of the minutes and the latter providing for greater public access to meeting proceedings.'</p>



		<b>Reason</b> This approach is advocated as it clarifies the role of minutes in relation to audio recordings and webcasts. Adopted minutes are the only legally recognised official records of council meetings and are recognised as such by the State Records legislation and guidelines.
19.7	The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.	Agree
19.8	The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.	Agree
19.9	Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.	Agree
19.10	Clause 19.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.	Agree
19.11	Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.	Agree
19.12	The general manager is to implement, without undue delay, lawful decisions of the council.	Agree
<b>Section 20</b>	<b>Council Committees</b>	<b>Comment</b>
20.1	This Part only applies to committees of the council whose members are all councillors.	Agree
20.2	The council may, by resolution, establish such committees as it considers necessary.	Agree
20.3	A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.	Agree
20.4	The quorum for a meeting of a committee of the council is to be: (a) such number of members as the council decides, or	Agree





	(b) if the council has not decided a number – a majority of the members of the committee	
20.5	The council must specify the functions of each of its committees when the committee is established, but may from time to time amend those functions.	Agree
20.6	The general manager must send to each councillor regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying: (a) the time, date and place of the meeting, and (b) the business proposed to be considered at the meeting.	Agree
20.7	Notice of less than three (3) days may be given of a committee meeting called in an emergency.	Agree
20.8	A committee member (other than the mayor) ceases to be a member of a committee if the committee member: (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.	Agree
20.9	Clause 20.8 does not apply if all of the members of the council are members of the committee.	Agree
20.10	A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled: (a) to give notice of business for inclusion in the agenda for the meeting, or (b) to move or second a motion at the meeting, or (c) to vote at the meeting.	Agree
20.11	The chairperson of each committee of the council must be: (a) the mayor, or (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or (c) if the council does not elect such a member, a member of	Agree





	the committee elected by the committee.	
20.12	The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.	Agree
20.13	If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.	Agree
20.14	The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.	Agree
20.15	Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise.	Agree
20.16	Without limiting clause 20.15, 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.	Agree
20.17	Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).	Agree
20.18	The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.	Agree
20.19	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	Agree



	resolution or recommendation must also be recorded in the publicly available minutes of the meeting.	
20.20	Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.19 during a part of the meeting that is webcast.	Agree
20.21	The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.	Agree
20.22	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) details of each motion moved at a meeting and of any amendments moved to it, (b) the names of the mover and seconder of the motion or amendment, (c) whether the motion or amendment was passed or lost, and (d) such other matters specifically required under this code.	Agree
20.23	All voting at meetings of committees of the council must be recorded in the minutes of the meetings with the names of councillors who voted for or against a motion or amendment being recorded as if a division had been called under clause 11.6.	Agree – Council believes that in the interests of consistency this /clause should be made mandatory.
20.24	The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.	Agree
20.25	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.	Agree
20.26	When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting	Agree
20.27	The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed.	Agree
20.28	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	Agree



	council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation	
<b>Section 21</b>	<b>Irregularities</b>	<b>Comment</b>
21.1	<p>Proceedings at a meeting of a council or a council committee are not invalidated because of:</p> <ul style="list-style-type: none"> <li>(a) a vacancy in a civic office, or</li> <li>(b) a failure to give notice of the meeting to any councillor or committee member, or</li> <li>(c) any defect in the election or appointment of a councillor or committee member, or</li> <li>(d) a failure of a councillor or a committee member to disclose 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</li> <li>(e) a failure to comply with this code.</li> </ul>	<p><b>Agree</b></p>
<b>Section 21</b>	<b>Definitions</b>	<b>Comment</b>
		<p>Definitions <b>noted</b>.  <b>[Issue for Consideration]</b>  Council suggests that there should be a definition of 'Minutes' added in this section which states:</p> <p><b>Minutes:</b></p> <p><i>Minutes are the only official record of decisions arising from Council and Committee meetings. They set out the detail of each motion moved including amendments; the names of the mover and seconder; and whether the motion or amendment was passed or lost. Minutes are officially confirmed at subsequent meetings.</i></p>