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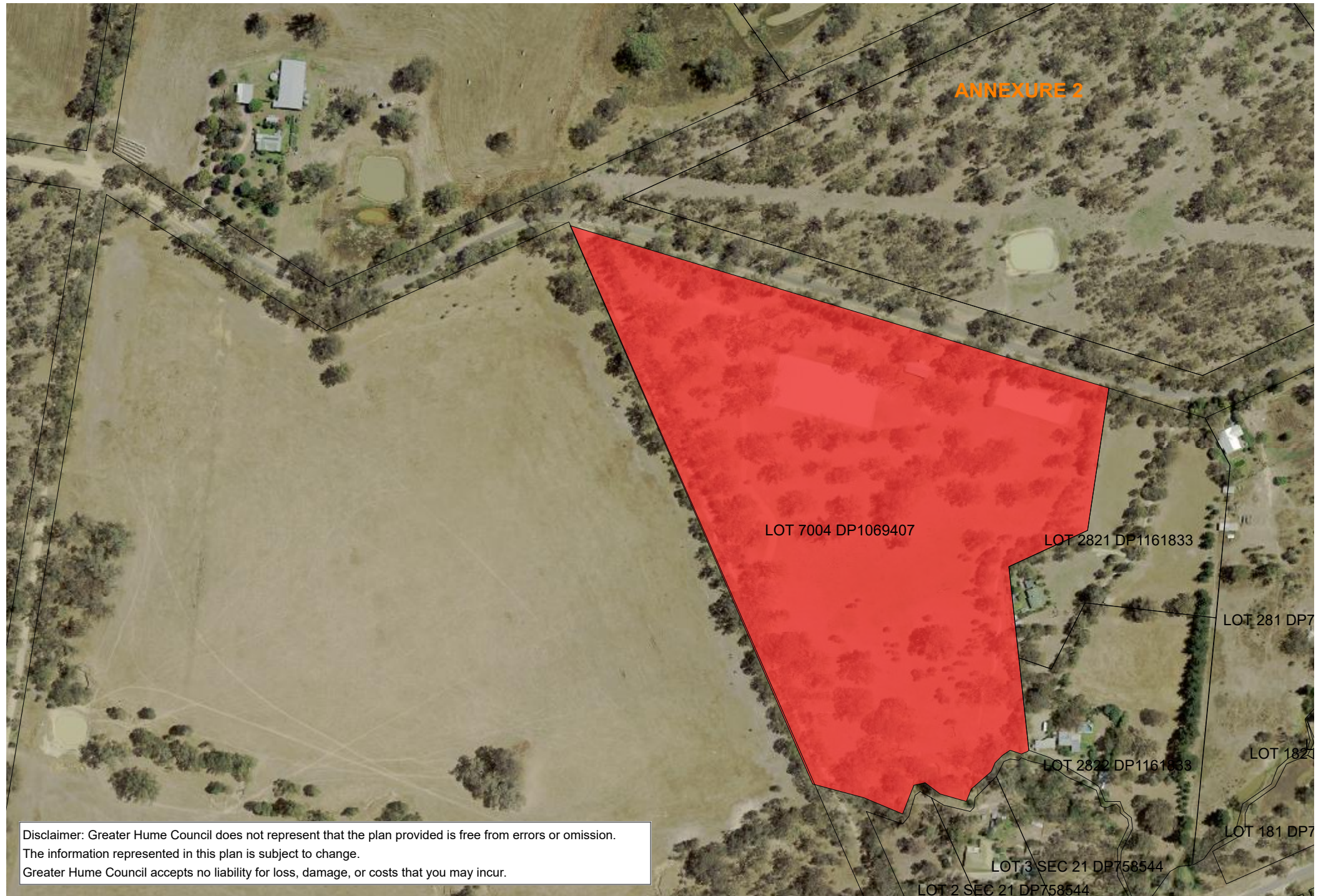
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ANNEXURE 4



(Photo – Rob Lacey)

Code of Meeting Practice 2025

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MODEL CODE OF MEETING PRACTICE FOR LOCAL COUNCILS IN NSW

2025

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1 Introduction

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

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

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

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

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

2 Meeting principles

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2.1 Council and committee meetings should be:

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

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

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

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

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

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

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

Note: The Office of Local Government has issued a guideline on free speech in local government in NSW. The Guideline provides practical guidance to councils on what free speech means in the context of NSW local government, including in relation to council meetings. The Guidelines have been issued under section 23A of the Act meaning councils must consider them when exercising their functions at meetings.

3 Before the meeting

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Timing of ordinary council meetings

- 3.1 The Council shall, by resolution, set the frequency, time, date and place of its ordinary meeting.

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

Extraordinary meetings

- 3.2 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.

Note: Clause 3.2 reflects section 9(1) of the Act.

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

Notice to the public of council meetings

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

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

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

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

Notice to councillors of ordinary council meetings

- 3.7 The general manager must send to each councillor, at least three (3) days before each meeting of the council, a notice specifying the time, date and place

at which the meeting is to be held, and the business proposed to be considered at the meeting.

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

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

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

Notice to councillors of extraordinary meetings

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

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

Giving notice of business to be considered at council meetings

- 3.10 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted withing such reasonable time before the meeting is to be held as determined by council.
- 3.11 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

Questions with notice

- 3.12 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the general manager about the performance or operations of the council.
- 3.13 A councillor is not permitted to ask a question with notice under clause 3.12 that would constitute an act of disorder.
- 3.14 The general manager or their nominee may respond to a question with notice submitted under clause 3.12 by way of a report included in the business papers for the relevant meeting of the council.

Agenda and business papers for ordinary meetings

- 3.15 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- 3.16 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 meetings of the council, and
 - (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
 - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
 - (d) any business of which due notice has been given under clause 3.10.
- 3.17 Nothing in clause 3.16 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.7.
- 3.18 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.19 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
 - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.
- Note:** Clause 3.19 reflects section 9(2A)(a) of the Act.
- 3.20 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.

Availability of the agenda and business papers to the public

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

Note: Clause 3.21 reflects section 9(2) and (4) of the Act.

- 3.22 Clause 3.21 does not apply to the business papers for items of business that the general manager has identified under clause 3.19 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.22 reflects section 9(2A)(b) of the Act.

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- 3.23 For the purposes of clause 3.21, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

Note: Clause 3.23 reflects section 9(3) of the Act.

- 3.24 A copy of an agenda, or of an associated business paper made available under clause 3.21, may in addition be given or made available in electronic form unless the council determines otherwise.

Note: Clause 3.24 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

- 3.25 The council must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.
- 3.26 Nothing in clause 3.25 limits the powers of the mayor to put a mayoral minute to an extraordinary meeting without notice under clause 9.7
- 3.27 Despite clause 3.25, business may be considered at an extraordinary meeting of the council at which all councillors are present, even though due notice has not been given of the business, if the council resolves to deal with the business on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council. A resolution adopted under this clause must state the reasons for the urgency.
- 3.28 A motion moved under clause 3.27 can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with. Despite any other provision of this code, only the mover of a motion moved under clause 3.27, and the chairperson, if they are not the mover of the motion can speak to the motion before it is put.
- 3.29 If all councillors are not present at the extraordinary meeting, the council may only deal with business at the meeting that councillors have not been give due notice of, where a resolution is adopted in accordance with clause 3.27 and the chairperson also rules that the business is urgent and requires a decision by the council before the next scheduled ordinary meeting.
- 3.30 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.29 on whether a matter is urgent.

Prohibition of pre-meeting briefing sessions

- 3.31 Briefing sessions must not be held to brief councillors on business listed on the agenda for meetings of the council or committees of the council.

Note: The prohibition on the holding of briefing sessions under clause 3.31 reflects the intent of Chapter 4, Part 1 of the Act which requires business of the council to be conducted openly and transparently at a formal meeting of which due notice has been given and to which the public has access. Pre-meeting briefing sessions are inconsistent with the principles of transparency, accountability and public participation

and have the potential to undermine confidence in the proper lawful decision making processes of the council. **ANNEXURE 3**

- 3.32 Nothing in clause 3.31 prevents a councillor from requesting information from the general manager about a matter to be considered at a meeting, provided the information is also available to the public. Information requested under this clause must be provided in a way that does not involve any discussion of the information.

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4 Public forums

- 4.1 The council may hold a public forum prior to meetings of the council and committees 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 of other committees of the council.
- 4.2 The council may determine the rules under which public forums are to be conducted and when they are to be held.
- 4.3 The provisions of this code requiring the livestreaming of meetings also apply to public forums.
- 4.4 No more than two speakers are to be permitted to speak 'for' and 'against' each item of business on the agenda for the council meeting.
- 4.5 If more than the permitted number of speakers apply to speak to any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.
- 4.6 Each speaker will be allowed three minutes to address the council which will be enforced by the chairperson.
- 4.7 Speakers at public forums must not digress from the item on the agenda of the council meeting. If a speaker digresses to irrelevant matters, the chairperson may redirect the speaker. If a speaker fails to observe a direction from the chairperson, the speaker's time will cease.
- 4.8 A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.
- 4.9 Speakers at public forums cannot ask questions of the council, councillors, or council staff.
- 4.10 When addressing the council, speakers at public forums must comply with this code and all other relevant council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- 4.11 Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting.

Note: Public forums should not be held as part of a council or committee meeting. Council or committee meetings should be reserved for decision-making by the council or committee of council. Where a public forum is held as part of a council or committee meeting, it must be conducted in accordance with the other requirements of this code

5 Coming together

Attendance by councillors at meetings

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

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

- 5.2 Councillors are required to dress appropriately when attending meetings of council.

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

- 5.4 DELETED

- 5.5 Where a councillor is unable to attend one or more meetings of the council or committees of the council the councillor should submit an apology for the meetings they are unable to attend, state the reasons for their absence from the meetings and request that the council grant them a leave of absence from the relevant meetings.

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

- 5.7 Where a councillor makes an apology under clause 5.5, the council must determine by resolution whether to grant the councillor a leave of absence for the meeting for the purposes of section 234(1)(d) of the Act. If the council resolves not to grant a leave of absence from the meeting, it must state the reasons for its decision in its resolution.

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

Note: Clause 5.8 reflects section 234(1)(d) of the Act.

The quorum for a meeting

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

- 5.10 Clause 5.9 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 5.10 reflects section 368(2) of the Act.

- 5.11 A meeting of the council must be adjourned if a quorum is not present:
- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
 - (b) within half an hour after the time designated for the holding of the meeting, or
 - (c) at any time during the meeting.
- 5.12 In either case, the meeting must be adjourned to a time, date, and place fixed:
- (a) by the chairperson, or
 - (b) in the chairperson's absence, by the majority of the councillors present, or
 - (c) failing that, by the general manager.
- 5.13 The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.
- 5.14 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.
- 5.15 Where a meeting is cancelled under clause 5.14, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.3.

Meetings held by audio-visual link

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

- 5.17 Where the mayor determines under clause 5.16 that a meeting is to be held by audio-visual link, the general manager must:
- (a) give written notice to all councillors that the meeting is to be held by audio-visual link, and
 - (b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
 - (c) cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.
- 5.18 This code applies to a meeting held by audio-visual link under clause 5.16 in the same way it would if the meeting was held in person.

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

Attendance by councillors at meetings by audio-visual link

- 5.19 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee where they are prevented from attending the meeting in person because of ill-health or other medical reasons or because of unforeseen caring responsibilities.
- 5.20 Clause 5.19 does not apply to meetings at which a mayoral election is to be held.
- 5.21 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.
- 5.22 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.21.
- 5.23 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.
- 5.24 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.

- 5.25 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state the meetings the resolution applies to.
- 5.26 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 5.27 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link.
- 5.28 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.
- 5.29 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.
- 5.30 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.
- 5.31 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

Entitlement of the public to attend council meetings

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

Note: Clause 5.32 reflects section 10(1) of the Act.

- 5.33 Clause 5.32 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
- 5.34 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

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

Note: Clause 5.34 reflects section 10(2) of the Act.

- 5.35 On the adoption of this code and at the commencement of each council term, the council must determine whether to authorise the person presiding at a meeting to exercise a power of expulsion.

Note: If adopted, clauses 15.15 and 15.16 confer a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 15.15 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively, if adopted, clause 15.16 authorises chairpersons to expel persons other than councillors from a council or committee meeting.

Livestreaming of meetings

- 5.36 Each meeting of the council or a committee of the council is to be recorded by means of an audio-visual device.
- 5.37 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:
- (a) the meeting is being recorded and made publicly available on the council's website, and
 - (b) persons attending the meeting should refrain from making any defamatory statements.
- 5.38 The recording of a meeting is to be made publicly available on the council's website at the same time as the meeting is taking place
- 5.39 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting or for the balance of the council's term, whichever is the longer period.
- 5.40 Clauses 5.36 and 5.39 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

Note: Clauses 5.36 – 5.40 reflect section 236 of the Regulation.

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

Attendance of the general manager and other staff at meetings

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

Note: Clause 5.42 reflects section 376(1) of the Act.

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

Note: Clause 5.43 reflects section 376(2) of the Act.

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

Note: Clause 5.44 reflects section 376(3) of the Act.

- 5.45 The attendance of other council staff at a meeting, (other than as members of the public) shall be determined by the general manager in consultation with the mayor.

6 The chairperson

The chairperson at meetings

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

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

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

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

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

- 6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.
- 6.4 The election of a chairperson must be conducted:
- (a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
 - (b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.
- 6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 6.6 For the purposes of clause 6.5, the person conducting the election must:
- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
 - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.
- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:
- (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and

- (b) every councillor present must be silent to enable the chairperson to be heard without interruption. **ANNEXURE 3**

7 Modes of address

- 7.1 Where physically able to, councillors and staff should stand when the mayor enters the chamber and when addressing the meeting.
- 7.2 If the chairperson is the mayor, they are to be addressed as 'Mr Mayor', 'Madam Mayor' or 'Mayor'.
- 7.3 If the chairperson is the deputy mayor, they are to be addressed as 'Mr Deputy Mayor', or 'Madam Deputy Mayor' or 'Deputy Mayor'.
- 7.4 Where the chairperson is not the mayor or deputy mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson' or 'Chair'.
- 7.5 A councillor is to be addressed as 'Councillor [surname]'.
- 7.6 A council officer is to be addressed by their official designation or as Mr/Ms/Mx [surname].

8 Order of business for ordinary council meetings

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

8.2 The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

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

8.3 Despite any other provision of this code, only the mover of a motion referred to in clause 8.2 and the chairperson if they are not the mover of the motion, can speak to the motion before it is put.

9 Consideration of business at council meetings

Business that can be dealt with at a council meeting

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

- 9.7 The mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that the mayor determines should be considered at the meeting.
- 9.8 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The mayor may move the adoption of a mayoral minute without the motion being seconded.
- 9.9 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.

Staff reports

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

Reports of committees of council

- 9.11 The recommendations of a committee of the council are, so far as they are 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.

Questions

- 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 3.10 and 3.12, unless the council determines otherwise in accordance with this code.
- 9.14 A councillor may, through the chairperson, ask another councillor about a matter on the agenda.
- 9.15 A councillor may, through the mayor, ask the general manager about a matter on the agenda. The general manager may request another council employee to answer the question.
- 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 information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.17 Councillors must put questions directly, succinctly, respectfully and without argument.
- 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.

10 Rules of debate

ANNEXURE 3

Motions to be seconded

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

Notices of motion

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

Chairperson's duties with respect to motions

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

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

Limitations on the number and duration of speeches

- 10.15 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.16 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.17 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.18 Despite clause 10.17, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.19 Despite clauses 10.15 and 10.16, a councillor may move that a motion or an amendment be now put:

- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
 - (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.20 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.19. A seconder is not required for such a motion.
- 10.21 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 10.15.
- 10.22 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.23 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.24 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.
- 10.25 Clause 10.24 does not prevent a further motion from being moved on the same item of business where the original motion is lost provided the motion is not substantially the same as the one that is lost.

11 Voting

Voting entitlements of councillors

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

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

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

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

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

11.4 DELETED

Voting at council meetings

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

11.6 DELETED

11.7 DELETED

11.8 DELETED

11.9 DELETED

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

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

Note: If clause 11.10 is adopted, clauses 11.5 – 11.8 and clause 11.14 may be omitted.

Voting on planning decisions

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

11.13 Where the council or a council committee makes a planning decision that is inconsistent with the recommendation made in a staff report, it must provide

reasons for its decision and why it did not adopt the staff recommendation. **ANNEXURE 3**

- 11.14 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- 11.15 DELETED
- 11.16 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.17 Clauses 11.14–11.16 apply also to meetings that are closed to the public.

Note: Clauses 11.14–11.17 reflect section 375A of the Act.

Note: The requirements of clause 11.14 may be satisfied by maintaining a register of the minutes of each planning decision.

12 Committee of the whole

ANNEXURE 3

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

Note: Clause 12.1 reflects section 373 of the Act.

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

Note: Clauses 10.15–10.25 limit the number and duration of speeches.

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

- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.

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

13 Dealing with items by exception ANNEXURE 3

- 13.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution where it considers it is necessary to expedite the consideration of business at a meeting.
- 13.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.2.
- 13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1.

14 Closure of council meetings to the public

ANNEXURE 3

Grounds on which meetings can be closed to the public

- 14.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:
- (a) personnel matters concerning particular individuals (other than councillors),
 - (b) the personal hardship of any resident or ratepayer,
 - (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
 - (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
 - (e) information that would, if disclosed, prejudice the maintenance of law,
 - (f) matters affecting the security of the council, councillors, council staff or council property,
 - (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
 - (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
 - (i) alleged contraventions of the council's code of conduct.

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

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

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

Matters to be considered when closing meetings to the public

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

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

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

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

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

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

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

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

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

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

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

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

Notice of likelihood of closure not required in urgent cases

14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.19 as a matter that is likely to be considered when the meeting is closed, but only if:

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

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

Representations by members of the public

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

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

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Despite clauses 14.9 and 14.10, the council may resolve to close the meeting to the public in accordance with this Part to hear a representation from a member of the public as to whether the meeting should be closed to consider an item of business where the representation involves the disclosure of information relating to a matter referred to in clause 14.1.
- 14.12 Where the matter has been identified in the agenda of the meeting under clause 3.19 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 a manner determined by the council.

Expulsion of non-councillors from meetings closed to the public

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

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

Obligations of councillors attending meetings by audio-visual link

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

Information to be disclosed in resolutions closing meetings to the public

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

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

Note: Clause 14.16 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

- 14.17 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.
- 14.18 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 14.17 during a part of the meeting that is livestreamed where practicable.
- 14.19 The general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- 14.20 The general manager must consult with the council and any other affected persons before publishing information on the council's website under clause 14.19 and provide reasons for why the information has ceased to be confidential.

15 Keeping order at meetings

ANNEXURE 3

Points of order

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

Questions of order

- 15.3 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.
- 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.
- 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.
- 15.6 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

- 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.
- 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 rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 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.

- 15.10 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
- (a) contravenes the Act, the Regulation or this code, or
 - (b) assaults or threatens to assault another councillor or person present at the meeting, or
 - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
 - (d) uses offensive or disorderly words or
 - (e) makes gestures or otherwise behaves in a way that is sexist, racist, homophobic or otherwise discriminatory, or, if the behavior occurred in the Legislative Assembly, would be considered disorderly, or
 - (f) imputes improper motives to or unfavourably personally reflects upon any other council official, or a person present at the meeting, except by a motion, or
 - (g) says or does anything that would promote disorder at the meeting or is otherwise inconsistent with maintaining order at the meeting.

Note: Clause 15.10 reflects section 182 of the Regulation.

Note: The Legislative Assembly's Speaker's Guidelines stat that "members are not to use language, make gestures, or behave in any way in the Chamber this is sexist, racist, homophobic or otherwise exclusionary or discriminatory. Such conduct may be considered offensive and disorderly, in accordance with Standing Order 74"

- 15.11 The chairperson may require a councillor:
- (a) to apologise without reservation for an act of disorder referred to in clauses 15.10(a), (b), (d) (e) or (g), or
 - (b) to withdraw a motion or an amendment referred to in clause 15.10(c), and, where appropriate, to apologise without reservation, or
 - (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.10(d), (e), (f) or (g).

Note: Clause 15.11 reflects section 233 of the Regulation.

- 15.12 A failure to comply with a requirement under clause 15.11 constitutes a fresh act of disorder for the purposes of clause 15.10.
- 15.13 Where a councillor fails to take action in response to a requirement by the chairperson to remedy an act of disorder under clause 15.11 at the meeting at which the act of disorder occurred, the chairperson may require the councillor to take that action at each subsequent meeting until such time as the councillor complies with the requirement. If the councillor fails to remedy the act of disorder at a subsequent meeting, they may be expelled from the meeting under clause 15.18.

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

Expulsion from meetings

- 15.15 DELETED

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

Note: Councils may use either clause 15.15 or clause 15.16.

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

- 15.18 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. or clause 15.13. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

Note: Clause 15.18 reflects section 233(2) of the Regulation.

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

- 15.20 Members of the public attending a meeting of the council:
- (a) must remain silent during the meeting unless invited by the chairperson to speak,
 - (b) must not bring flags, signs or protest symbols to the meeting, and
 - (c) must not disrupt the meeting.

- 15.21 Without limiting clause 15.19, a contravention of clause 15.20 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.19. Members of the public may, as provided by section 10(2) of the Act, be expelled from a meeting fro a breach of clause 15.20.

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

- 15.23 If a councillor or a member of the public fails to leave the place where a meeting

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

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units.

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

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

Use of mobile phones and the unauthorised recording of meetings

- 15.26 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.27 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.28 Without limiting clause 15.19, a contravention of clause 15.27 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.19. Any person who contravenes or attempts to contravene clause 15.27, may, as provided for under section 10(2) of the Act, be expelled from the meeting.
- 15.29 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 such force as is reasonably necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

Note: Failure to comply with a direction to leave a meeting is an offence under section 660 of the Act carrying a maximum penalty of 20 penalty units

16 Conflicts of interest

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

17 Decisions of the council

Council decisions

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

Note: Clause 17.1 reflects section 371 of the Act in the case of councils

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

Rescinding or altering council decisions

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

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

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

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

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

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

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

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

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

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

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

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

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

motion.

- 17.10 A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than 1 day after the meeting at which the resolution was adopted.
- 17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

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

- 17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:
- (a) a notice of motion signed by three councillors is submitted to the chairperson at the meeting, and
 - (b) The council resolves to deal with the motion at the meeting on the grounds that it is urgent and requires a decision by the council before the next scheduled ordinary meeting of the council.
- 17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite any other provision of this code only the mover of a motion referred to in clause 17.12(b) and the chairperson can speak to the motion before it is put.
- 17.14 A resolution adopted under clause 17.12(b) must state the reasons for the urgency.

Recommitting resolutions to correct an error

- 17.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:
- (a) to correct any error, ambiguity or imprecision in the council's resolution, or
 - (b) to confirm the voting on the resolution.
- 17.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.
- 17.17 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.18 A motion moved under clause 17.15 can be moved without notice. Despite any other provision of this code, only the mover of a motion referred to in clause 17.15 and the chairperson, if they are not the mover of the motion, can speak to the motion before it is put.
- 17.19 A motion of dissent cannot be moved against a ruling by the chairperson under

clause 17.15.

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- 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.

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18 Time limits on council meetings

- 18.1 Meetings of the council and committees of the council are to conclude at a time the council may from time to time determine.
- 18.2 If the business of the meeting is unfinished at the time the council has determined, and the council does not resolve to extend the meeting, the chairperson must either:
- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
 - (b) adjourn the meeting to a time, date and place fixed by the chairperson.
- 18.3 Clause 18.2 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.
- 18.4 Where a meeting is adjourned under clause 18.2 or 18.3, the general manager must:
- (a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
 - (b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

19 After the meeting

Minutes of meetings

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

meeting when the meeting was closed to the public.

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

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

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

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

Implementation of decisions of the council

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

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

20 Council committees

Application of this Part

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

Council committees whose members are all councillors

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

Functions of committees

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

Notice of committee meetings

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

Non-members entitled to attend committee meetings

- 20.8 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.

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

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

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

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

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

Procedure in committee meetings

20.13 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.

20.14 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.13.

20.15 DELETED

20.16 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).

Mayoral minutes

20.17 The provisions of this code relating to mayoral minutes also apply to meetings of committees of the council in the same way they apply to meetings of the council.

Closure of committee meetings to the public

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

- 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 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 livestreamed where practicable.
- 20.21 The general manager must cause business papers for items of business considered during a meeting, or part of a meeting, that is closed to public, to be published on the council's website as soon as practicable after the information contained in the business papers ceases to be confidential.
- 20.22 The general manager must consult with the committee and any other affected persons before publishing information on the council's website under clause 20.21 and provide reasons for why the information has ceased to be confidential.

Disorder in committee meetings

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

Minutes of council committee meetings

- 20.24 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- (a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
 - (b) details of each motion moved at a meeting and of any amendments moved to it,
 - (c) the names of the mover and seconder of the motion or amendment,
 - (d) whether the motion or amendment was passed or lost, and
 - (e) such other matters specifically required under this code.
- 20.25 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion amendment, (including the use of the casting vote), being recorded.
- 20.26 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.
- 20.27 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

- 20.28 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 20.29 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.
- 20.30 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

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21 Irregularities

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

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

Note: Clause 21.1 reflects section 374 of the Act.

22 Definitions

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the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the council's adopted code of meeting practice
Committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	Includes councillors, members of staff of a council, administrators, council committee members, delegates of council and any other person exercising functions on behalf of the council
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
Livestream	A video broadcast of a meeting transmitted across the internet concurrently with the meeting
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means

planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a planning agreement or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2021</i>
year	means the period beginning 1 July and ending the following 30 June



Greater
Hume
Council

ANNEXURE 3

Public Interest Disclosures (PID) Policy

Document Name	Document Version Number	Review Date
Public Interest Disclosures (PID) Policy	1.0.6	October 2025
Date Adopted	Minute Number	Status
18 October 2023	6526	Revised

Purpose

All agencies in NSW are required to have a Public Interest Disclosure (PID) Policy under section 42 of the Public Interest Disclosures Act 2022 (PID Act).

At Greater Hume Council (GHC) we take reports of serious wrongdoing seriously. We are committed to building a 'speak up' culture where public officials are encouraged to report any conduct that they reasonably believe involves wrongdoing. The integrity of our agency relies upon our staff, volunteers, contractors and subcontractors speaking up when they become aware of wrongdoing.

This policy sets out how Greater Hume Council will support and protect you if you come forward with a report of serious wrongdoing. How Council will deal with the report and our other responsibilities under the PID Act and who to contact if you want to make a report, how to make a report and the protections which are available to you under the PID Act.

This policy also documents Council's commitment to building a speak up culture. Part of that speak up culture is having in place a framework that facilitates public interest reporting of wrongdoing by protecting those who speak up from detrimental action, imposing duties on agencies who receive reports of wrongdoing to take appropriate action to investigate or otherwise deal with them.

Scope

This policy applies to, and for the benefit of, all public officials in NSW. You are a public official if you are:

- a person employed in or by an agency or otherwise in the service of an agency
- a person having public official functions or acting in a public official capacity whose conduct or activities an integrity agency is authorised by another Act or law to investigate
- an individual in the service of the Crown
- a statutory officer
- a person providing services or exercising functions on behalf of an agency, including a contractor, subcontractor or volunteer
- an employee, partner or officer of an entity that provides services, under contract, subcontract or other arrangement, on behalf of an agency or exercises functions of an agency, and are involved in providing those services or exercising those functions
- a judicial officer
- a Member of Parliament (MP), including a Minister
- a person employed under the Members of Parliament Staff Act 2013.

The General Manager, other nominated disclosure officers and managers within Greater Hume Council have specific responsibilities under the PID Act. This policy also provides information on how people in these roles will fulfil their responsibilities. Other public officials who work in and for the public sector, but do not work for Greater Hume Council may use this policy if they want information on who they can report wrongdoing to within Greater Hume Council.

This policy does not apply to:

- people who have received services from an agency and want to make a complaint about those services
- people, such as contractors, who provide services to an agency.

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For example, employees of a company that sold computer software to an agency. This means that if you are not a public official, this policy does not apply to your complaint (there are some circumstances where a complaint can be deemed to be a voluntary PID, see section 1(i) of this policy for more information).

However, you can still make a complaint to Council. This can be done by contacting a disclosure officer or the General Manager.

This policy is publicly available on Greater Hume Council's website. A copy of the policy is also included as part of the induction for new employees. A hard copy of the policy can be requested from People and Culture or Risk.

Definitions

Voluntary PID: This is a PID where a report has been made by the public official because they decided, of their own accord, to come forward and disclose what they know.

Mandatory PID: This is a PID where the public official has made a report about serious wrongdoing because they have a legal obligation to make that report, or because making that report is an ordinary aspect of their role or function in an agency.

Witness PID: This is a PID where a person discloses information during an investigation of serious wrongdoing following a request or requirement of the investigator.

See Annexure C for full list of definitions.

Policy Content

This policy will provide you with information on the following:

- ways you can make a voluntary PID to Greater Hume Council under the PID Act
- the names and contact details for the nominated disclosure officers in Greater Hume Council
- the roles and responsibilities of people who hold particular roles under the PID Act and who are employees of Greater Hume Council
- what information you will receive once you have made a voluntary PID
- protections available to people who make a report of serious wrongdoing under the PID Act and what we will do to protect you
- Greater Hume Council procedures for dealing with disclosures
- Greater Hume Council procedures for managing the risk of detrimental action and reporting detrimental action
- Greater Hume Council record-keeping and reporting requirements
- how Greater Hume Council will ensure it complies with the PID Act and this policy.

PID, complaint or grievance

When a public official report suspected or possible wrongdoing in the public sector, their report will be a PID if it has certain features which are set out in the PID Act. Some internal complaints or internal grievances may also be PIDs, as long as they have the features of a PID.

If an internal complaint or grievance is a report of serious wrongdoing, Council will consider whether it is a PID. Council will identify if the complaint meets the requirements of PID and will respond in a timely manner. This is because once a PID is received, the person who has made the report is entitled to certain protections.

When will a report be a PID

There are three types of PIDs in the PID Act.

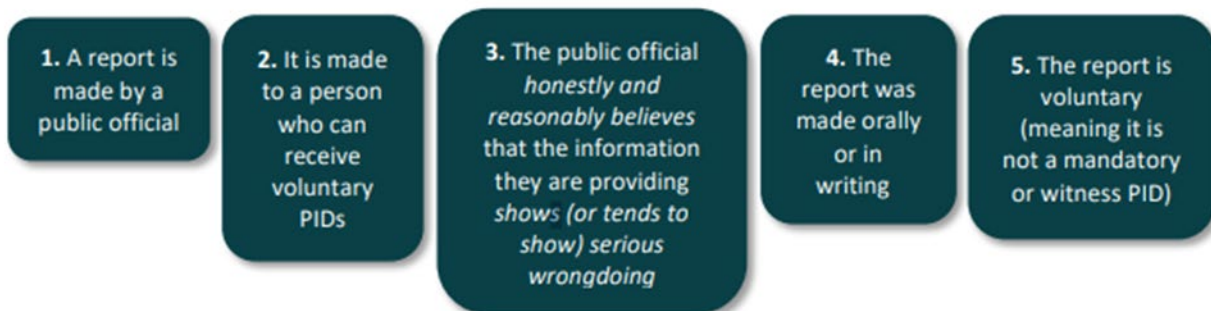
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These are:

1. Voluntary PID: This is a PID where a report has been made by the public official because they decided, of their own accord, to come forward and disclose what they know.
2. Mandatory PID: This is a PID where the public official has made a report about serious wrongdoing because they have a legal obligation to make that report, or because making that report is an ordinary aspect of their role or function in an agency.
3. Witness PID: This is a PID where a person discloses information during an investigation of serious wrongdoing following a request or requirement of the investigator.

This policy mostly relates to making a voluntary PID and how we will deal with voluntary PIDs. People who make a mandatory PID or a witness PID are still entitled to protection.

A report is a voluntary PID if it has the following five features, which are set out in sections 24 to 27 of the PID Act:



You will not be expected to prove that what you reported actually happened or is serious wrongdoing. You do have to honestly believe, on reasonable grounds, that the information you are reporting shows or tends to show serious wrongdoing. Even though you do not have to prove the serious wrongdoing happened or provide evidence, a mere allegation with no supporting information is unlikely to meet this test. If we make an error and do not identify that you have made a voluntary PID, you will still be entitled to the protections under the PID Act.

If you make a report and believe Council have made an error by not identifying that you have made a voluntary PID, you should raise this with a nominated disclosure officer or your contact officer for the report. If you are still not satisfied with this outcome, you can seek an internal review or we make seek to conciliate the matter. You may also contact the NSW Ombudsman.

Who can make a voluntary PID

Any public official can make a voluntary PID see 'Who this policy applies to'.

A public official can make a PID about serious wrongdoing relating to any agency, not just the agency they are working for. This means that we may receive PIDs from public officials outside our agency. It also means that you can make a PID to any agency, including an integrity agency like the Independent Commission Against Corruption (ICAC) and the NSW Ombudsman.

What is serious wrongdoing?

Reports must be of one or more of the following categories of serious wrongdoing to be a voluntary PID (in addition to having the other features set out here).

Serious wrongdoing is defined in the PID Act as:

- corrupt conduct — such as a public official accepting a bribe

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- serious maladministration — such as an agency systemically failing to comply with proper recruitment processes when hiring staff
- a government information contravention — such as destroying, concealing or altering records to prevent them from being released under a Government Information Public Access application
- a local government pecuniary interest contravention — such as a senior council staff member recommending a family member for a council contract and not declaring the relationship
- a privacy contravention — such as unlawfully accessing a person's personal information on an agency's database
- a serious and substantial waste of public money — such as an agency not following a competitive tendering process when contracting with entities to undertake government work.

When you make your report, you do not need to state to us what category of serious wrongdoing you are reporting or that you are reporting serious wrongdoing.

Who can I make a voluntary PID to?

For a report to be a voluntary PID, it must be made to certain public officials.

Making a report to a public official who works for Greater Hume Council

You can make a report inside Greater Hume Council to:

- General Manager
- a disclosure officer for Greater Hume Council — a list of disclosure officers and their contact details can be found at Annexure A of this policy
- your manager — this is the person who directly, or indirectly, supervises you.

It can also be the person who you directly, or indirectly, report to. You may have more than one manager. Your manager will make sure that the report is communicated to a disclosure officer on your behalf or may accompany you while you make the report to a disclosure officer.

PIDs should be reported as follows:

If the PID is about:	It should be reported to:
The Mayor	The General Manager or an Investigating Authority
The General Manager	The Mayor or an Investigating Authority
The Mayor and General Manager	An Investigating Authority
A Councillor	The General Manager or an Investigating Authority
A Council officer / Public Official	The General Manager, Disclosures Coordinator, a Disclosures Officer (refer Annexure A) or an Investigating Authority

Making a report to a recipient outside of Greater Hume Council

You can also make your report to a public official in another agency (meaning an agency you do not work for) or an integrity agency.

These include:

- The head of another agency — this means the head of any public service agency
- An integrity agency — a list of integrity agencies is located at Annexure B of this policy
- A disclosure officer for another agency — ways to contact disclosure officers for other agencies is located in an agency's PID policy which can be found on their public website
- A Minister or a member of a Minister's staff but the report must be made in writing.

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If you choose to make a disclosure outside of Greater Hume Council, it is possible that your disclosure will be referred back to Greater Hume Council so that appropriate action can be taken.

Making a report to a Member of Parliament or journalist

Disclosures to MPs or journalists are different to other reports. You can only disclose a report of wrongdoing as a voluntary PID to an MP or journalist in the following circumstances:

- You must have first made substantially the same disclosure (described here as a 'previous disclosure') to someone who can receive disclosures.
- The previous disclosure must be substantially true.
- You did not make the previous disclosure anonymously.
- You did not give a written waiver of your right to receive information relating to your previous disclosure.
- You did not receive the following from Greater Hume Council:
 - notification that Greater Hume Council will not investigate the serious wrongdoing and will also not refer the previous disclosure to another agency, or
 - the following information at the end of the investigation period:
 - notice of Council's decision to investigate the serious wrongdoing
 - a description of the results of an investigation into the serious wrongdoing
 - details of proposed or recommended corrective action as a result of the previous disclosure or investigation.

Investigation period means:

- after six months from the previous disclosure being made, or
- after 12 months if you applied for an internal review of the Council's decision within six months of making the disclosure. If all the above requirements are met, your disclosure to an MP or journalist may be a voluntary PID.

What form should a voluntary PID take?

You can make a voluntary PID:

- *in writing* — this could be an email or letter to a person who can receive voluntary PIDs.
- verbally — have a private discussion with a person who can receive voluntary PIDs. This can be face-to-face, via telephone or virtually.
- *anonymously* — write an email or letter or call a person who can receive PIDs to make a report without providing your name or anything that might identify you as the maker of the report. A report will only be considered anonymous if there is no reasonable or practical way of communicating with the person making the report. Even if you choose to remain anonymous, you will still be protected under the PID Act. It may be difficult, however, for us to investigate the matter(s) you have disclosed if we cannot contact you for further information.

What should I include in my report?

You should provide as much information as possible so Council can deal with the report effectively.

The type of information you should include is:

- date, time and location of key events
- names of person(s) involved in the suspected wrongdoing, their role, title and how they are involved
- your relationship with the person(s) involved, such as whether you work closely with them
- your explanation of the matter you are reporting
- how you became aware of the matter you are reporting
- possible witnesses
- other information you have that supports your report.

What if I am not sure if my report is a PID?

You should report all wrongdoing you become aware of regardless of whether you think it is serious wrongdoing. It is important for us to understand what is or may be occurring. We are then responsible for making sure your report is handled appropriately under the PID Act, or if it is not a PID, in line with our other procedures.

Public Interest Disclosures (PID) Policy

Even if your report is not a PID, it may fall within another one of Council's policies for dealing with reports, allegations or complaints.

Deeming that a report is a voluntary PID

The General Manager or disclosure officer can, in certain circumstances, determine that a report is a voluntary PID even if the report does not otherwise have all the features of a voluntary PID. This is known as the 'deeming power'.

By deeming that a report is a voluntary PID, it ensures that reporters are provided with protections under the PID Act.

If you make a report that has not met all the requirements of a voluntary PID, you can refer your matter to the General Manager or disclosure officer to request that they consider deeming your report to be a voluntary PID. A decision to deem a report to be a voluntary PID is at the discretion of the disclosure officer.

How is the maker of a voluntary PID protected?

When you make a voluntary PID you receive special protections under the PID Act. Council is committed to taking all reasonable steps to protect you from detriment because of having made a PID. Council is also committed to maintaining your confidentiality as much as possible while the PID is being dealt with. Council will not tolerate any type of detrimental action being taken against you because you have made a report, might make a report or are believed to have made a report.

The maker of a voluntary PID is protected in the following ways:

- Protection from detrimental action

- A person cannot take detrimental action against another person because they have made a voluntary PID or are considering making a PID. Detrimental action includes bullying, harassment, intimidation or dismissal.
- Once Council become aware that a voluntary PID by a person employed or otherwise associated with Council that concerns serious wrongdoing relating to Council has been made, Council will undertake a risk assessment and take steps to mitigate the risk of detrimental action occurring against the person who made the voluntary PID.
- It is a criminal offence for someone to take detrimental action against a person because they have made or may make a voluntary PID. It is punishable by a maximum penalty of 200 penalty units or imprisonment for five years or both.
- A person may seek compensation where unlawful detrimental action has been taken against them.
- A person can apply for a court order (injunction) where detrimental action is threatened or has occurred (for example, an order to prevent dismissal or to require reinstatement).

Note that a person who makes a PID can still be subject to reasonable management action (such as ordinary performance reviews and performance management). Provided such action is not taken because of the PID, it is not detrimental action under the PID Act.

- Immunity from civil and criminal liability

Some public officials are often subject to a duty of confidentiality that prevents them disclosing certain information that they obtain or become aware of at work. Sometimes, in order to make a PID, public officials will need to breach or disregard such confidentiality duties. If that happens, a public official cannot be disciplined, sued or criminally charged for breaching confidentiality.

Public Interest Disclosures (PID) Policy

• Confidentiality

Public officials and agencies must not disclose information tending to identify a person as the maker of a voluntary PID unless doing so is permitted by the PID Act.

• Protection from liability for own past conduct

The Attorney General can give the maker an undertaking that a disclosure of their own past conduct will not be used against them if a person discloses their own wrongdoing or misconduct while making a report. This undertaking can only be given on application by an integrity agency to the Attorney General.

Protections for people who make mandatory and witness PIDs

Apart from PIDs that are made voluntarily by public officials, there are other types of reports that are recognised as PIDs under the PID Act:

- **A mandatory PID:** This is a PID where the public official has made the report about serious wrongdoing because they have a legal obligation to make that report, or because making that report is an ordinary aspect of their role or function in an agency.
- **A witness PID:** This is a PID where a person discloses information during an investigation of serious wrongdoing following a request or requirement of the investigator.

Protections for makers of mandatory and witness PIDs are detailed in the table below.

Protection	Mandatory PID	Witness PID
Detrimental action — It is an offence to take detrimental action against a person based on the suspicion, belief or awareness that a person has made, may have made or may make a PID.	✓	✓
Right to compensation — A person can initiate proceedings and seek compensation for injury, damage or loss suffered as a result of detrimental action being taken against them.	✓	✓
Ability to seek injunction — An injunction can be sought to prevent the commission or possible commission of a detrimental action offence against a person. For example, an order to prevent dismissal or to require reinstatement.	✓	✓
Immunity from civil and criminal liability — a person will not incur civil or criminal liability if the person breaches a duty of confidentiality while making a disclosure. This means that legal action cannot be taken against a person for: • breaching a duty of secrecy or confidentiality, or • breaching another restriction on disclosure.	✓	✓

Reporting detrimental action

If you experience adverse treatment or detrimental action, such as bullying or harassment, you should report this immediately. You can report any experience of adverse treatment or detrimental action directly to us, or to an integrity agency. A list of integrity agencies is located at Annexure B of this policy.

Public Interest Disclosures (PID) Policy

General support

The Employee Assistance Program is available for any employee to access. Support is also available from the Disclosure Officer.

We may refer to the NSW Ombudsman if an employee has questions about the PID Act and reporting generally.

Roles and responsibilities of Greater Hume Council employees

Certain people within Greater Hume Council have responsibilities under the PID Act.

General Manager is responsible for:

- fostering a workplace culture where reporting is encouraged
- receiving disclosures from public officials
- ensuring there is a system in place for assessing disclosures
- ensuring the Council complies with this policy and the PID Act
- ensuring that the Council has appropriate systems for:
 - overseeing internal compliance with the PID Act
 - supporting public officials who make voluntary PIDs, including by minimising the risk of detrimental action
 - implementing corrective action if serious wrongdoing is found to have occurred
 - complying with reporting obligations regarding allegations or findings of detrimental action
- complying with yearly reporting obligations to the NSW Ombudsman.

Disclosure officers are responsible for:

- receiving reports from public officials
- receiving reports when they are passed on to them by managers
- ensuring reports are dealt with appropriately, including by referring the matter to the appropriate complaint unit (if relevant)
- ensuring that any oral reports that have been received are recorded in writing.

Managers are responsible for:

- receiving reports from persons that report to them or that they supervise
- passing on reports they receive to a disclosure officer.

All employees must:

- report suspected serious wrongdoing or other misconduct
- use their best endeavours to assist in an investigation of serious wrongdoing if asked to do so by a person dealing with a voluntary PID on behalf of Greater Hume Council
- treat any person dealing with or investigating reports of serious wrongdoing with respect.

All employees must not take detrimental action against any person who has made, may in the future make, or is suspected of having made, a PID.

How we will deal with voluntary PIDs

When a disclosure officer in Greater Hume Council receives a report which is a voluntary PID, or looks like it may be a voluntary PID, the person who made the report will receive the following information:

You will receive an acknowledgment from the Disclosure Officer that the report has been received.

This acknowledgement will:

- state that the report will be assessed to identify whether it is a PID
- state that the PID Act applies to how we deal with the report
- provide clear information on how you can access this PID policy

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- provide you with details of a contact person and available supports.

If the report is a voluntary PID, we will inform you as soon as possible how we intend to deal with the report. This may include:

- that we are investigating the serious wrongdoing
- that we will refer the report to a different agency (if appropriate) to deal with the voluntary PID. If we do this, we will provide you with details of this referral
- If we decide to not investigate the report and to not refer it to another agency for it to be investigated, we will tell you the reasons for this decision. We will also notify the NSW Ombudsman of this decision.

If we decide to investigate the serious wrongdoing, we will provide you with updates on the investigation at least every three months. During this time, if you would like more frequent updates, you should contact the contact person who was nominated when you made the report.

If we investigate the serious wrongdoing, we will provide you with the following information once the investigation is complete:

- a description of the results of the investigation — that is, we will tell you whether we found that serious wrongdoing took place.
- information about any corrective action as a result of the investigation/s — this means we will tell you what action we took in relation to the person who engaged in the serious wrongdoing or if the serious wrongdoing was by our agency, what we have put in place to address that serious wrongdoing.

Corrective action could include taking disciplinary action against someone or changing the practices, policies and procedures that we have in place which led to the serious wrongdoing.

- There may be some details about both the findings made as a result of the investigation and the corrective action taken that cannot be revealed to you. We will always balance the right of a person who makes a report to know the outcome of that report, with other legal obligations we have.

- If you have made an anonymous report, in many cases we may not be able to provide this information to you.

How we will deal with voluntary PIDs

Once a report that may be a voluntary PID is received we will look at the information contained in the report to see if it has the features of a voluntary PID. This assessment is undertaken to identify whether the report is a voluntary PID or another type of disclosure, and to make sure that the right steps are followed. If it is a voluntary PID, we will ensure that we comply with the requirements in the PID Act.

Report not a voluntary PID

Even if the report is not a voluntary PID, it will still need to be dealt with in a manner consistent with our relevant internal complaints or grievance handling process or through an alternate process. If the report is not a voluntary PID, Council will let you know that the PID Act does not apply to the report and how Council will deal with the concerns raised in the report. If you are not happy with this assessment or otherwise disagree with it, you can raise it with the person who has communicated the outcome with you or a disclosure officer, request an internal review or request that the matter be conciliated. Council can, but do not have to, request the NSW Ombudsman to conciliate the matter.

Cease dealing with report as voluntary PID

Council may stop dealing with a voluntary PID because it is not actually a voluntary PID (meaning it does not have all the features of a PID).

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If Council cease dealing with the report as a voluntary PID Council will contact you in writing advising this and the reasons why.

Where the report is a voluntary PID

If the report is a voluntary PID:

- In most cases we will conduct an investigation to make findings about whether the serious wrongdoing disclosed in the report occurred, who was involved, who was responsible, and whether the people involved, or the agency engaged, in serious wrongdoing. There may be circumstances where we believe an investigation is not warranted — for example, if the conduct has previously been investigated.
- If the General Manager and Disclosure Coordinator believe that the report is beyond internal investigation capabilities an external party may be engaged to conduct the investigation. If this occurs the Disclosure Officer will be the contact person for the report writer and will provide regular updates.
- There may also be circumstances where we decide that the report should be referred to another agency, such as an integrity agency. For example, reports concerning possible corrupt conduct may be required to be reported to the ICAC in accordance with section 11 of the Independent Commission Against Corruption Act 1988.
- Before referring a matter, we will discuss the referral with the other agency, and we will provide you with details of the referral and a contact person within the other agency.
- If we decide not to investigate a report and to not refer the matter to another agency, we must let you know the reasons for this and notify the NSW Ombudsman.

How Greater Hume Council will protect the confidentiality of the maker of a voluntary PID

We understand that people who make voluntary PIDs may want their identity and the fact that they have made a report to be confidential. Under the PID Act, information tending to identify a person as the maker of a voluntary PID (known as identifying information) is not to be disclosed by a public official or an agency.

There are certain circumstances under the PID Act that allow for the disclosure of identifying information.

These include:

- where the person consents in writing to the disclosure
- where it is generally known that the person is the maker of the voluntary PID because of their voluntary self-identification as the maker
- when the public official or Council reasonably considers it necessary to disclose the information to protect a person from detriment
- where it is necessary the information be disclosed to a person whose interests are affected by the disclosure
- where the information has previously been lawfully published Developing your PID policy - July 2023
- when the information is disclosed to a medical practitioner or psychologist for the purposes of providing medical or psychiatric care, treatment or counselling to the individual disclosing the information
- when the information is disclosed for the purposes of proceedings before a court or tribunal
- when the disclosure of the information is necessary to deal with the disclosure effectively
- if it is otherwise in the public interest to disclose the identifying information.

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Council will not disclose identifying information unless it is necessary and authorised under the PID Act. Council will put in place steps to keep the identifying information of the maker and the fact that a report has been made confidential. It may not be possible for us to maintain complete confidentiality while Council progress the investigation, but Council will do all that they practically can to not unnecessarily disclose information from which the maker of the report can be identified.

Council will do this by:

- Minimising the number of people who are aware of the maker's identify or other identifying information
- Council will ensure that anyone who knows the identify of the maker are reminded of their obligation for confidentiality
- Only authorised persons will have access to emails, files or other documentation that may contain information about the identity of the maker
- Council will provide information to the maker of the PID about the importance of maintaining confidentiality.

If confidentiality cannot be maintained or is unlikely to be maintained, Council will:

- Advise the person whose identity may become known
- Update the Council's risk assessment and risk management plan
- Implement strategies to minimise the risk of detrimental action
- Provide additional supports to the maker
- Remind people who have become aware of confidential information of the consequences for failing to maintain confidentiality

How we will assess and minimise the risk of detrimental action

Detrimental action against a person is an act or omission that causes, comprises, involves or encourages detriment to a person or a threat of detriment to a person (whether express or implied).

Detriment to a person includes:

- injury, damage or loss
- property damage
- reputational damage
- intimidation, bullying or harassment
- unfavourable treatment in relation to another person's job
- discrimination, prejudice or adverse treatment
- disciplinary proceedings or disciplinary action, or
- any other type of disadvantage.

Detrimental action does not include:

- lawful action taken by a person or body to investigate serious wrongdoing or other misconduct
- the lawful reporting or publication of a finding of serious wrongdoing or other misconduct
- the lawful making of adverse comment, resulting from investigative action
- the prosecution of a person for a criminal offence
- reasonable management action taken by someone in relation to a person who made or may make a PID. For example, a reasonable appraisal of a PID maker's work performance.

Council will not tolerate any detrimental action being taken by any person against a person who has made a PID, investigators, witnesses or the person the report is about. Council will assess and take steps to mitigate detrimental action from being taken against the maker of a voluntary PID, the person whose conduct is the subject of a PID, investigators and witnesses.

Council will take steps to assess and minimise the risk of detrimental action by:

- conducting a risk assessment, and a risk management plan will be created (including reassessing the risk throughout the entirety of the matter)
- provide details of the unit/role that will be responsible for undertaking a risk assessment

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- explaining how the agency will communicate with the maker to identify risks
- listing the protections that will be offered, that is, the agency will discuss protection options with the maker which may include remote working or approved leave for the duration of the investigation
- outlining what supports will be provided.

How Council will deal with allegations of a detrimental action offence

If Council becomes aware of an allegation that a detrimental action offence has occurred or may occur, we will:

- take all steps possible to stop the action and protect the person(s)
- take appropriate disciplinary action against anyone that has taken detrimental action
- refer any evidence of a detrimental action offence to the Commissioner of Police and the ICAC or the Law Enforcement Conduct Commission (whichever is applicable)
- notify the NSW Ombudsman about the allegation of a detrimental action offence being committed.

All employees are responsible for reporting any detrimental actions to the General Manager or Disclosure Coordinator.

The General Manager or Disclosure Coordinator are responsible for making referrals to external agencies.

The Disclosure Officer will update and support the person who the alleged detrimental action has been taken against. The Employee Assistance Program will also be offered as support.

What Greater Hume Council will do if an investigation finds that serious wrongdoing has occurred

If, after an investigation, it is found that serious wrongdoing or other misconduct has occurred, Council will take the most appropriate action to address that wrongdoing or misconduct.

This is also known as corrective action. Corrective action can include:

- a formal apology
- improving internal policies to adequately prevent and respond to similar instances of wrongdoing
- providing additional education and training to staff where required
- taking employment action against persons involved in the wrongdoing (such as termination of employment, relocation, a caution or reprimand).

The General Manager and Disclosure Coordinator receive the findings of the investigations. Recommendations and findings will be reviewed and a determination made as to further actions, persons responsible and timeframes.

The maker will be notified in writing of the proposed recommended corrective action/s.

Review and dispute resolution

People who make voluntary PIDs can seek internal review of the following decisions made by Greater Hume Council:

- that Council is not required to deal with the report as a voluntary PID
- to stop dealing with the report because Council decided it was not a voluntary PID
- to not investigate the serious wrongdoing and not refer the report to another agency
- to cease investigating the serious wrongdoing without either completing the investigation or referring the report to another agency for investigation.

Council will ensure internal reviews are conducted in compliance with the PID Act. If you would like to make an application for an internal review, you must apply in writing within 28 days of being informed of Council's decision. The application should state the reasons why you consider our decision should

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not have been made. You may also submit any other relevant material with your application. The application is to be made to the General Manager or Disclosure Coordinator, and they will determine who will conduct the review and provide a timeline and updates.

Voluntary dispute resolution

If a dispute arises between Council and a person who has made a report which is, or may be, a voluntary PID, Council may request the NSW Ombudsman to conciliate the dispute. Conciliation is a voluntary process and will only be suitable for disputes where we and the maker of the report are willing to resolve the dispute.

Record-keeping requirements

Council must keep full and accurate records with respect to all information received in connection with the PID Act. This ensures that Greater Hume Council complies with its obligations under the State Records Act 1998. All records will be kept electronically with access only available to those who require.

Reporting of voluntary PIDs and Greater Hume Council annual return to the Ombudsman

Each year Council provide an annual return to the NSW Ombudsman which includes:

- information about voluntary PIDs received by Greater Hume Council during each return period (yearly with the start date being 1 July)
- action taken by Greater Hume Council to deal with voluntary PIDs during the return period
- how Greater Hume Council promoted a culture in the workplace where PIDs are encouraged.

The Disclosure Coordinator is responsible for collecting information about voluntary PIDs and the other information captured in the annual return and is responsible for completing the annual return. This information is saved electronically, and access is only available to people who require access.

How Council will ensure compliance with the PID Act and this policy

Compliance with the PID Act will be monitored and the effectiveness assessed through audits of PID investigations to ensure compliance with the processes in this policy. Areas of non-compliance will be addressed with the relevant investigator / person and reported to the General Manager. Any non-compliances will be reviewed and appropriate action taken such as, retraining on processes, disciplinary action if necessary.

Links to Policy

This policy should be read in conjunction with the following Council policies:

Model Code of Conduct for Local Council's in NSW

Fraud Control Policy

Workplace Grievance Policy

Complaints Handling Policy

Code of Meeting Practice

Links to Procedure

Nil.

Links to Forms

Nil.

References

Public Interest Disclosures Act 2022

Developing your Public Interest Disclosure Policy Guideline

Responsibility

Director Corporate & Community Services

Document Author

Public Interest Disclosures (PID) Policy

Manager Risk and Governance

Relevant Legislation

Public Interest Disclosures Act 2022

Members of Parliament Staff Act 2013

Independent Commission Against Corruption Act 1988

Associated Records

Nil.

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Annexure A — Names and contact details of disclosure officers for Greater Hume Council

Public Interest Disclosures (PID) Policy

- General Manager
- Director Corporate and Community Services
- Director Planning and Environment
- Director Engineering
- Manager Risk and Governance – Disclosure Coordinator
- Children's Services Manager

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Annexure B — List of integrity agencies

Integrity agency	What they investigate	Contact information
The NSW Ombudsman	Most kinds of serious maladministration by most agencies and public officials (but not NSW Police, judicial officers or MPs)	Telephone: 1800 451 524 between 9am to 3pm Monday to Friday Writing: Level 24, 580 George Street, Sydney NSW 2000 Email: info@ombo.nsw.gov.au
The Auditor-General	Serious and substantial waste of public money by auditable agencies	Telephone: 02 9275 7100 Writing: GPO Box 12, Sydney NSW 2001 Email: governance@audit.nsw.gov.au
Independent Commission Against Corruption	Corrupt conduct	Telephone: 02 8281 5999 or toll free on 1800 463 909 (callers outside Sydney) between 9am and 3pm, Monday to Friday Writing: GPO Box 500, Sydney NSW 2001 or faxing 02 9264 5364 Email: icac@icac.nsw.gov.au
The Inspector of the Independent Commission Against Corruption	Serious maladministration by the ICAC or the ICAC officers	Telephone: 02 9228 3023 Writing: PO Box 5341, Sydney NSW 2001 Email: oilcac_executive@oilcac.nsw.gov.au
The Law Enforcement Conduct Commission	Serious maladministration by the NSW Police Force or the NSW Crime Commission	Telephone: 02 9321 6700 or 1800 657 079 Writing: GPO Box 3880, Sydney NSW 2001 Email: contactus@lecc.nsw.gov.au
The Inspector of the Law Enforcement Conduct Commission	Serious maladministration by the LECC and LECC officers	Telephone: 02 9228 3023 Writing: GPO Box 5341, Sydney NSW 2001 Email: oilcicc_executive@oilcicc.nsw.gov.au
Office of the Local Government	Local government pecuniary interest contraventions	Email: olg@olg.nsw.gov.au
The Privacy Commissioner	Privacy contraventions	Telephone: 1800 472 679 Writing: GPO Box 7011, Sydney NSW 2001 Email: ipcinfo@ipc.nsw.gov.au
The Information Commissioner	Government information contraventions	Telephone: 1800 472 679 Writing: GPO Box 7011, Sydney NSW 2001 Email: ipcinfo@ipc.nsw.gov.au

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Annexure C — Definitions

Term / Abbreviation	Definition
Agency	'Agency' is defined in section 16 of the PID Act to mean any of the following: • a Public Service agency • a group of staff comprising each of the following services, or a separate group of that staff: – the NSW Police Force – the Teaching Service of New South Wales – the NSW Health Service – the Transport Service of New South Wales • a statutory body representing the Crown • an integrity agency • a public authority whose conduct or activities are authorised to be investigated by an integrity agency under another Act or law • a State owned corporation or its subsidiaries • a Local Government Authority • a Local Aboriginal Land Council • the Department of Parliamentary Services, the Department of the Legislative Assembly and the Department of the Legislative Council • a Minister's office is not an agency for the purposes of the PID Act.
Corrupt Conduct	Corrupt Conduct means dishonest or partial exercise of official functions by a Public Official. For example: • improperly using knowledge, power or position for personal gain or the advantage of others • acting dishonestly or unfairly, or breaching public trust • using their position in a way that is dishonest, biased or breaches public trust. For more information about corrupt conduct, see the NSW Ombudsman's guideline on what can be reported.
Council	Council means Greater Hume Council.
Detriment	Detriment is defined in section 32(1) of the PID Act as disadvantage to a person, including: • injury, damage or loss • property damage • reputational damage • intimidation, bullying or harassment • unfavourable treatment in relation to another person's job • discrimination, prejudice or adverse treatment disciplinary proceedings or disciplinary action.
Detrimental Action	Detrimental action is defined in section 32(2) of the PID Act as an act or omission that causes, comprises, involves or encourages detriment to a person or a threat of detriment to a person (whether express or implied).

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General Manager	The senior staff officer appointed under the <i>Local Government Act 1993</i> (NSW).
Government Information Contravention	Government Information Contravention means a failure to properly fulfil functions under the <i>Government Information (Public Access) Act 2009</i> . For example: • destroying, concealing or altering records to prevent them from being released • knowingly making decisions that are contrary to the legislation • directing another person to make a decision that is contrary to the legislation. For more information about government information contravention, see the NSW Ombudsman's guideline on what can be reported.
Identifying information	Under section 64(1) of the Act, identifying information is information which tends to identify a person as the maker of a voluntary PID.
Integrity agency	The following are 'integrity agencies' as defined under section 19 of the PID Act: • the Ombudsman • the Auditor-General • the Independent Commission Against Corruption • the Law Enforcement Conduct Commission • the Inspector of the Independent Commission Against Corruption • the Inspector of the Law Enforcement Conduct Commission • the Secretary of the Department of Planning, Industry and Environment (when exercising certain functions under the Local Government Act 1993) • the Privacy Commissioner • the Information Commissioner • a person or body declared by the regulations to be an integrity agency.
Investigating Authority	Investigating Authority means an authority listed in Appendix 1. Public Officials can contact the relevant authority for advice about how to make a disclosure.

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Local Government Pecuniary Interest Contravention	Local Government Pecuniary Interest Contravention means the failure to fulfil certain functions under the <i>Local Government Act 1993</i> relating to the management of pecuniary interests. A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person. For example: • a senior Council Officer recommending a family member for a Council contract and not declaring the relationship • a senior Council Officer holding an undisclosed shareholding in a company competing for a Council contract. For more information about local government pecuniary interest contravention, see NSW Ombudsman's guideline on what can be reported.
Maladministration	Maladministration means conduct that involves action or inaction of a serious nature that is contrary to law, unreasonable, unjust, oppressive or improperly discriminatory or based wholly or partly on improper motives. For example: • making a decision and/or taking action that is unlawful • refusing to grant an approval for reasons that are not related to the merits of their application. For more information about maladministration, see NSW Ombudsman's guideline on what can be reported.
PID Act	PID Act means the <i>Public Interest Disclosure Act (NSW)</i>.
Public interest disclosure	The term public interest disclosure is defined in section 21 of the PID Act to mean: • a voluntary PID • a witness PID or • a mandatory PID.
Public Official	'Public Official' is defined in section 14 of the PID Act as follows: • a person employed in or by an agency or otherwise in the service of an agency • a person having Public Official functions or acting in a Public Official capacity whose conduct or activities an integrity agency is authorised by another Act or law to investigate • an individual in the service of the Crown • a statutory officer • a person providing services or exercising functions on behalf of an agency, including a contractor, subcontractor or volunteer • if an entity, under a contract, subcontract or other arrangement, is to provide services on behalf of an agency or exercise functions of an agency in whole or

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	in part—an employee, partner or officer of the entity who is to be involved in providing the services in whole or in part, or who is to exercise the functions • a judicial officer • a member of Parliament, including a Minister • a person employed under the <i>Members of Parliament Staff Act 2013</i>
Serious and Substantial Waste	Serious and Substantial Waste means the uneconomical, inefficient or ineffective use of resources that could result in the loss or wastage of local government money. This includes all revenue, loans and other money collected, received or held by, for or on account of Council. For example: • poor project management practices leading to significant projects running over time • having poor or no processes in place for a system involving large amounts of public funds. For more information about serious and substantial waste, see NSW Ombudsman's guideline on what can be reported.

From: Greg Mason <greg.mason0607@gmail.com>
Sent: Monday, 15 September 2025 8:10 AM
To: MailMailbox
Subject: Petition - Glenellen Road, Glenellen
Attachments: Petition to GHS - submitted 15.9.25.pdf

ATTENTION : ACTING GENERAL MANAGER, COLIN KANE

Good morning Colin

Today I will be submitting a petition signed by 125 locals and other road users of Glenellen Road requesting the Council to "Upgrade and Improve Glenellen Road to ensure it meets safe and reliable standards for all road users". The front page of the petition explains the reasons for our concerns.

A copy of the petition is attached for your information. The original will be dropped into your Jindera office.

Would you kindly arrange for the Petition to be tabled at the next Council meeting.

Please contact me if you have any questions or wish to discuss.

Regards

Greg Mason
54 Lemke Road
Glenellen NSW 2642
Ph: 0400 257000

PETITION TO GREATER HUME SHIRE COUNCIL

Subject: Request for Upgrade and Improvement of Glenellen Road, Glenellen

To the Mayor and Councillors of Greater Hume Shire Council:

We, the undersigned residents, landholders, and/or ratepayers of the Greater Hume Shire, hereby petition the Council to:

Upgrade and improve Glenellen Road to ensure it meets safe and reliable standards for all road users.

We make this request due to the following concerns:

- The current condition of Glenellen Road includes very rough surfaces and poor drainage in sections. The road is narrower than usual for a main road, and the edge of the road is rough and generally not built up.
- These conditions create safety risks for local traffic, school buses, agricultural vehicles, B-double trucks and emergency services.
- The road is an important link for farming, freight, and residential access in the Glenellen district and as a route to Albury. It is used by B-double trucks.

We believe that an upgrade would reduce maintenance costs over time, improve safety, and better support the needs of the local community. The road has had constant repairs over the years, particularly in wet years where many potholes develop.

We respectfully urge the Council to prioritise Glenellen Road for funding and improvements in the next capital works schedule.

Petition Signatories

Full Name	Residential Address	Signature	Date
Gregory John Mason	54 Lemke Rd, Glenellen		22-7-25
Marta Mason	54 Lemke Rd, Glenellen		22/7/25
Daniel Moll	313 Fielder Moll Rd, Glenellen		22/7/25
NIEL SARKIS	271 GLENELLEN ROAD		22/7/25
Stirling Moll	352 Glenellen road		22-7-25
Daniel Bonerclough	95 Glenellen RD		22/7/25
Patrick Salze	1466 Walla Walla-Jindera Road		22/7/25
MICHAEL CRAWSHAW	138 BLIGHT RD EAST JINDERA		22/7/25
Brian Miller	84-96 Dight Street Jindera		22/7/25
Timothy Schulz	1866 WARA RD JINDERA		22/7/25
MARTIN SARKIS	1466 WALLA-JINDERA ROAD		22/7/25
Martin Keliza	24 Fine Chain Rd		22/7/25
STEVE BOWEN	105 BARTON RD		22/7/25
Tereca Tocher	18 Coolibah Ct GLENELLEN		28/8/25

2.

PETITION TO GREATER HUME SHIRE COUNCIL

Subject: Request for Upgrade and Improvement of Glenellen Road, Glenellen

Petition Signatories

Full Name	Residential Address	Signature	Date
Diane Kalina	24 Five Chain Rd Tindera	D. Kalina	22/7/2025
JONATHAN SCHULZ	1860 ORAR Rd TINDERA	Jonathan Schulz	22/7/2025
JOSEPH MASON	54 LEMKE RD GLENELLEN	[Signature]	23/7/2025
John Phelan	788 Park Ave Albany	[Signature]	13/8/25
Stefani Salze	638 Glenellen Rd Berogay	[Signature]	15/8/25
Leanne Saff	638 GLENELLEN RD	[Signature]	15-8-2025
Neil Smith	598 Glenellen Rd	[Signature]	16/08/25
Harry Smith	598 Glenellen Rd	[Signature]	16/08/25
Sue & Chris Cain	851 Glenellen Rd	[Signature]	16/8/25
Katharine Klinger	545 Glenellen Rd	[Signature]	16/8/25
TIM ALKINGTON	545 GLENELLEN RD	[Signature]	16/8/25
Joan Pinter	603 Glenellen Rd	[Signature]	16.8.25
JOAN BOWERS	1022 Bethel RD GLENELLEN	[Signature]	16-8-25
Paul Bowers	1022 Bethel RD Glenellen	[Signature]	16-8-2025
Jessica Hoffmann	624 Glenellen Road, Glenellen	[Signature]	16-8-2025
myall Hoffmann	624 Glenellen Road, Glenellen	[Signature]	16-8-2025
Gracie Terlich	578 Glenellen Road, Glenellen	[Signature]	17-8-2025
Wendy Terlich	578 Glenellen Road, Glenellen	[Signature]	17-8-2025
DI. PARWELL	219 Glenellen Rd, Glenellen	[Signature]	17-8-2025
ROD + FLOA FORGE	855 GLENELLEN RD BEROGAY	[Signature]	17-8-2025
BRUCE & GILLIAN DWERNYHOUSE	433 GLENELLEN RD GLENELLEN	[Signature]	19-8-2025
Tam Dwernyhouse	433 Glenellen Road, Glenellen	[Signature]	21-8-2025
Elizabeth O'Grady	313 Fielder Moll Road, Glenellen NSW	[Signature]	21-8-2025

3.

PETITION TO GREATER HUME SHIRE COUNCIL

Subject: Request for Upgrade and Improvement of Glenellen Road, Glenellen

Petition Signatories

Full Name	Residential Address	Signature	Date
Scott Wishart	425 Glenellen Rd		20.8.25
Joscelyn Crane	119 Gerogery west		20.08.25
Max Richards	22 Huon St Ger. W		20.08.25
Glen Kimpiton	65 Greenwood Rd		20.8.25
Annie Lacey	100 Greenwood Rd		20-8-25
Michelle Fagan	112 Scholz Rd Walla Walla		20-8-25
Braed Taylor	968 Glenellen Road		20-8-25
Brant Pitts	35 Coogera Circuit Jindera		20-8-25
David Bamueloep	95 Glenellen R Jindera		20-8-25
Joy Peach	126 Dight St Jindera		20/8/25
Peter Addison	255 Glenellen Rd		20-8-25
Robert Scheidat	108 Creek St Jindera		20/8/2025
Tanaka Scheidat	108 Creek St Jindera		20/8/2025
PAUL RAINBOW	90 GOULBURN ST JINDERA		20/8/2025
Nade McPherson	111 Huon Street, Jindera		20/8/2025
Andy McLaurin	74 DIGHT STREET, JINDERA		20/08/25
Theresa McLaurin	74 DIGHT ST, JINDERA		20/08/25
VANESSA SALGADO	156 Sargent Rd Table Top		20/8/25
Sandra Taylor	529 Glenellen Rd		21/8/25
William Carey	186 Urama St		21/8/25
Kassie Stewart	92 Wren Rd		21/08/25
TANIA RAINBOW	1568 URAVARD		

PETITION TO GREATER HUME SHIRE COUNCIL

Subject: Request for Upgrade and Improvement of Glenellen Road, Glenellen

Petition Signatories

Full Name	Residential Address	Signature	Date
Holly Mendham	75 Niotka Road Jindera		22/8/25
MELVIN GEDDES	BERRUMBERTON		22/8/25
Don Williams	832 WALGA WALK RD		22/8/25
Sue Murray	236 CECILIA ROAD REVEREN		22/8/25
MEI ALBERT	11 Glenellen Road Jindera		22.8.25
Phillip Manwaring	146 Monar Drive Jindera		21/8/25
Shana Manwaring	146 Pioneer Dr Jindera		21/8/25
ED KARSSEN	115 CREEK ST. JINDERA		23/8/25
Nathan Quinlan	4 main street Geringery		23/8/25
Ross Quinlan	4 Main St Geringery		23/8/25
Kellie Watson	2037 Walla Jindera Rd		23/8/25
DIANA COX	121 URANA ST JINDERA		26/8/25
Kevin Harrison	971 BERRUM WALK WALK		26.8.25
Heather Harrison	QUARTZ HILL Jindera		26.8.25
Emily Mendham	108 Huon St Geringery West		27/8/25
Wendy Kimpton	114 Thomas St Geringery West		28/8/25
Hilary O'Leary	119 Thomas St Geringery West		28/8/25
FIL O'LELL	75 Bickel, Geringery		28/8/25
GLEN O'NEILL	65 Greenwood Rd Geringery West		29/8/25
DAVE ROENAFELT	119 Mitchell St Jindera		29/8/25
	116 CR ST JINDERA		30/8/25
	6 KLEIN CT JINDERA		30-8-25
	6 KLEIN CT JINDERA		30-8-25

PETITION TO GREATER HUME SHIRE COUNCIL

Subject: Request for Upgrade and Improvement of Glenellen Road, Glenellen

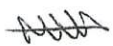
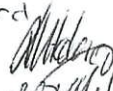
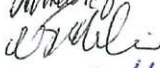
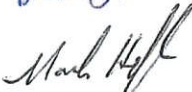
Petition Signatories

Full Name	Residential Address	Signature	Date
Brett Cameron	128 Glenellen Rd Glenellen	Brett Cameron	30.8.25
Mark Pettiford	40 Vine Rd Sibra	Mark Pettiford	1-9-25
Declan Lansdown	80 Huon Street Jindera	Declan Lansdown	1-9-25
Sharon Jennings	95 Watson St Jindera	Sharon Jennings	2-9-25
Blender Davies	185 Glenellen Rd Glenellen	Blender Davies	3-9-25
Nelson Dawsey	185 Glenellen Rd Glenellen	Nelson Dawsey	3-9-25
ELISSA KOCH	93 NUBRA RD JINDERA	Elissa Koch	3-9-25
SCOTT KADELLE	135 THOMAS ST GERAGREY	Scott Kadelles	3-9-25
Jill Kohlhaagen	379 Anna Pl WILMA WILMA 189	Jill Kohlhaagen	4-9-25
Mark Lindsay	880 Nights Forest Rd	Mark Lindsay	4-9-25
Bob Schulz	194 Anderson Rd Burbank	Bob Schulz	4-9-25
SLIM SUMNER	22 QUINN ST WILMA	SLIM SUMNER	4-9-25
Christopher Hobbs	159 Lindner St Jindera	Christopher Hobbs	4-9-25
Monica Kohlhaagen	825 Geragrey Rd Tana Top	Monica Kohlhaagen	5-9-25
ROD DAVEN	185 NUBRA RD	Rod Daven	6-9-25
WIMISKA	1 BONNIE SPARKS RD	Wimiska	8-9-25
Geoff Taylor	66 BRIGHT RD WEST GLENELLEN	Geoff Taylor	9-9-25
Beth Taylor	66 Blight Rd west Glenellen	Beth Taylor	9-9-25

PETITION TO GREATER HUME SHIRE COUNCIL

Subject: Request for Upgrade and Improvement of Glenellen Road, Glenellen

Petition Signatories

Full Name	Residential Address	Signature	Date
ANNE ROSE BREITKOPF	120 HUGH STREET GEROGERY		20/8/25
Melissa Hepburn	3102 Yarra Rd Bunamburlock		20/8/25
Kellie Hocking	101 Walbournie rd CULCAIRN		20-8-25
Nicky McMillan	2067 Georgery Rd		20-8-25
BRADLEY HORE	299 WEARMORA RD CULCAIRN		20/8/25
MARK HEPBURN	44 MCKENTIN RD JINDERA		20/8/25
Kaye Moll	167 Fielder Moll Rd Gerogery		21/8/25
IAN Baker	51 Beelwong Rd Gerogery west		23/8/25
CRAIG MCMILLAN	283 DIGHTS FOREST RD		27/8/25
Bill McMillan	283 Dights Forest RD		27/8/25
Joan Rinter	603 Glenellen Rd Glenella		30-8-25

7.

PETITION TO GREATER HUME SHIRE COUNCIL

Subject: Request for Upgrade and Improvement of Glenellen Road, Glenellen

Petition Signatories

Full Name	Residential Address	Signature	Date
Neville Oliver	49 Greenwood Road Gerogery West	N. Oliver	22/8/25
Leonie Oliver	49 Greenwood Rd. Gerogery West	L. Oliver	22/8/25
Ken Finger	140 HUN ST GEROGERY WEST	K. Finger	23/8/25
Liz Finger	140 HUN ST GEROGERY WEST	E. Finger	23/8/25
Isaac Corrigan	37 Greenwood rd Gerogery west	I. Corrigan	24/8/25
Samantha Docking	37 Greenwood Rd Gerogery west	S. Docking	24/8/25
Joanne Sarroff	57 Greenwood Rd Gerogery west	J. Sarroff	24-8-25
MICHAEL SARROFF	" " "	M. Sarroff	24-8-25

5

1. *Chlorophyll a* (Chl *a*)

1. *Chlorophyll a* (Chl *a*)

[illegible]



RFS

ANNEXURE 6

GLENELLEN RURAL FIRE BRIGADE

PO Box 547, Jindera NSW 2642

22 September 2025

The Mayor and Councillors
Greater Hume Shire
PO Box 99
HOLBROOK NSW 2644

Dear Councillors,

Re: Petition for Glenellen Road Upgrade

We are aware that a petition has been prepared and will be presented to your Council shortly. This letter is written in support of the petition.

Our fire brigade shed is situated on Glenellen Road, Glenellen, where we house two fire trucks. Another fire truck is housed nearby in Fielder Moll Road, ready to be deployed in an emergency.

We are deeply concerned about the poor condition of the Glenellen Road. This road is used by B-Double trucks, school buses, other large trucks, local traffic and traffic passing through as well as cyclists.

When we travel on Glenellen Road in our fire trucks we need to be very careful not to move off the tar as it falls away sharply and is extremely rough for almost the entire length of this road. When meeting oncoming vehicles it is almost impossible for both vehicles to keep on the road in a number of areas. The road has been repaired many times over the years and is now very corrugated in places.

In our view this road is totally unsafe and we hope that upgrading this road will be a priority within your current budget of road works this financial year or at minimum be fast-tracked into your 2 year delivery plan before a serious accident takes place.

If you wish to discuss this issue please do not hesitate to contact me on 0418 885 574.

Yours faithfully

Steve Bowen OAM
President
Glenellen Rural Fire Brigade

Doc ID 726902

ANNEXURE 6



Greater
Hume
Council

ANNEXURE 7
All correspondence
PO Box 99 Holbrook NSW 2644

P 02 6036 0100 or 1300 653 538
E mail@greaterhume.nsw.gov.au
greaterhume.nsw.gov.au

ABN 44 970 341 154

Transport For NSW
Joanne Cheshire
joanne.cheshire@transport.nsw.gov.au

Dear Joanne,

Dights Forest Road – Proposed Speed Zone Reduction & Community Consultation

Further to previous discussions, Greater Hume Council wishes to formally express its concern regarding the proposed reduction of the speed limit on Dights Forest Road to 80 km/h, initiated by residents outside the Greater Hume Council.

Council is particularly concerned about the lack of direct consultation with our local community. A recent survey conducted by Council via Council's website and a letter drop to landowners along Dights Forest Road revealed that 91% of respondents oppose the proposed speed limit reduction. This overwhelming response clearly demonstrates that the community does not support the change and that further consultation is essential.

At its Ordinary Meeting held on 17 September 2025, Council resolved to advise TfNSW of the following:

- 1. Of the survey results, which indicate that the majority of Dights Forest Road landowners (within Greater Hume Shire) and the broader community oppose reducing the speed limit to 80 km/h.*
- 2. That substantial community consultation is required prior to implementing any speed zone changes, to provide adequate justification and to gain a reasonable level of community support.*

Council respectfully requests that TfNSW develop and share an appropriately detailed consultation program prior to any implementation. This will ensure that the community is fully informed and that any decision made reflects a reasonable level of community support.

We look forward to your response and to working collaboratively to ensure the best outcome for our community.

Should you wish to discuss this matter further, please don't hesitate to contact me on 02 6036 0100.

Yours faithfully

Digitally signed 22 September 2025

Greg Blackie
Director Engineering
GREATER HUME COUNCIL

Our Ref: GB:AW
Attached: Council Report – Council Meeting 17 September 2025

Dights Forest Road, Jindera



Greg Blackie
Greater Hume Council
PO Box 99
HOLBROOK NSW 2644

Re: Dights Forest Road, Jindera – speed zone review

29 September 2025

Dear Greg Blackie,

Thank you for your correspondence about the Dights Forest Road, Jindera, speed zone review.

Speed is the biggest single contributing factor involved in road deaths, with around 40% of road fatalities attributed to speeding each year in NSW.

Speed limits and reviewing speed zones is a proven strategy for controlling and regulating driving speeds along the ever-changing road environments. Transport for NSW (Transport) is responsible for setting speed zones on all roads - state, regional and local. The *Road Transport Act 2013* authorises Transport to instal prescribed traffic control devices (including speed limit signage and pavement markings) on all roads.

Transport carried out a speed zone review of Dights Forest Road following a request from the public who raised safety concerns when entering and leaving their property with speeding vehicles travelling along the length of Dights Forest Road.

A speed zone assessment was initiated in the case of Dights Forest Road. The review identified that the current 100km/h speed zone does not meet the NSW Speed Zoning Standard (Standard) due to the high number of property accesses, 56 in total along this road with reported excessive speeds, dangerous overtaking manoeuvres and near misses rear-ending cars slowing to turn into driveways.

Speed zone reviews are completed in accordance with the technical directions contained in the Standard and take into consideration the road environment, crash history, traffic volumes.

During the speed zone review Transport engaged with Greater Hume Shire Council, Albury City Council and the customer to gather context and location specific information which informed the review of Dights Forest Road.

Although it is acknowledged that Greater Hume Shire Council is not supportive of the recommendation for the change to the existing 100km/h zone to 80km/h zone for the 5.9km length on Dights Forest Road, the technical application of the Standard confirms this is the appropriate action given the road environment.



The new speed zone change is approved and will be installed on 8 November 2025. Transport will be issuing a notification letter and media release advising of the change two weeks prior to the install date.

This will ensure the community is informed of the rationale for the speed zone change and to ensure a safe and appropriate speed zone is installed along the length of Dights Forest Road. An opportunity for feedback on the change will be provided at that time.

If you require any further information, please contact me on 0427 047 121 or by email Joanne.cheshire@transport.nsw.gov.au.

Sincerely,

A handwritten signature in blue ink, appearing to read "Joanne Cheshire".

Joanne Cheshire
Senior Manager Community Partner
0427 047 121

Brand Report



Greater
Hume
Council

Media Mentions

These mentions include reports and content naming -

- Greater Hume Council
- Greater Hume Children Services
- Greater Hume Council Spokespeople

Total Mentions

Sep 1 - Sep 30

452 ↑ 74% Previous Period 260

ANNEXURE 8

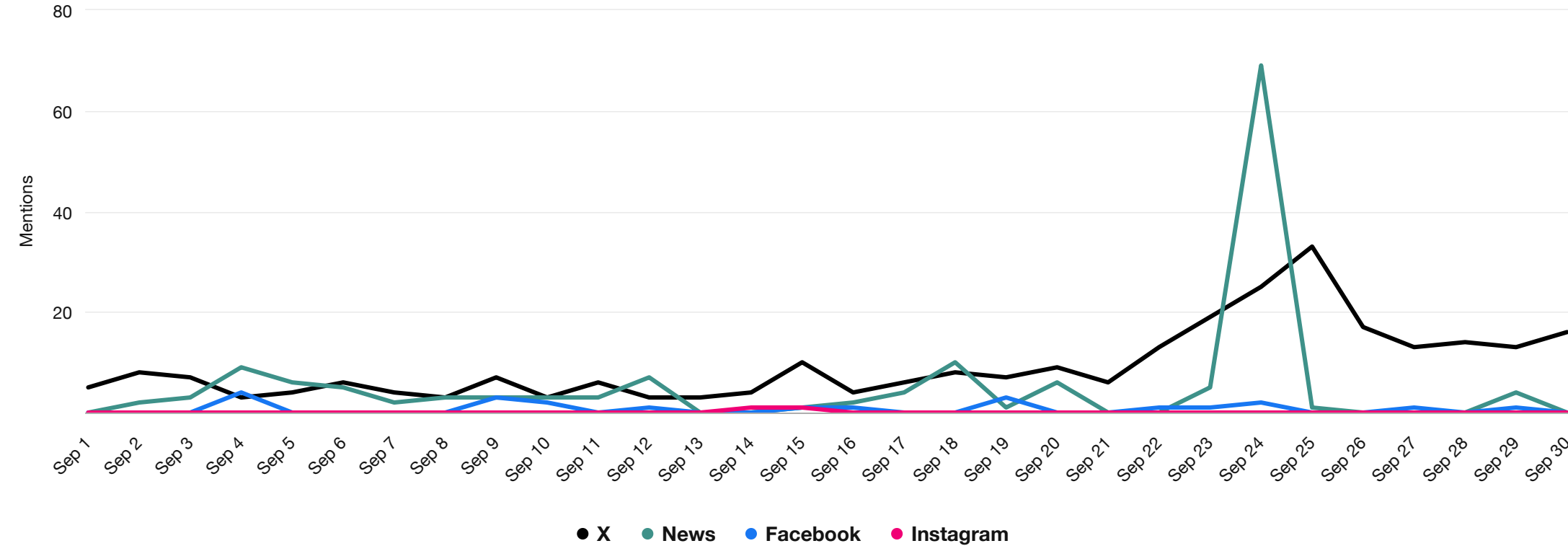
Top Publications by Mentions

Sep 1 - Sep 30

The Rural (Licensed by Copyrig...	19
The Daily Advertiser (Licensed ...	16
The Border Mail (Licensed by C...	13
The Daily Telegraph (Licensed b...	9
The Weekly Times (Licensed by ...	5

Mentions Trend by Source Type

Sep 1 - Sep 30



Potential Reach

Our potential reach has decreased from last month due to the reduction of Drought Summit information published.

However, our overall reach has been postively impacted due to the Henty Machinery Field Days occuring over this reported period.

Total Potential Editorial Reach

Sep 1 - Sep 30

33.4M

↓ 6%

Previous Period 35.7M

ANNEXURE 8

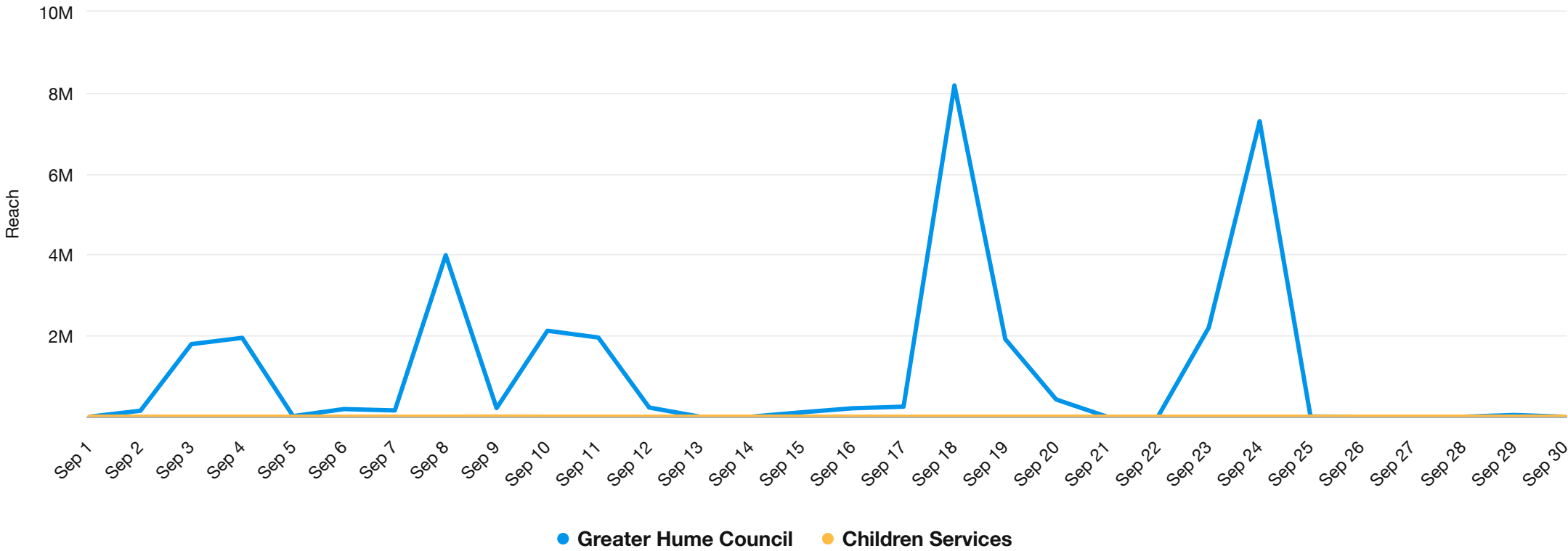
Top Publications by Editorial Reach

Sep 1 - Sep 30

The Daily Telegraph (Licensed b...	17M
The Herald Sun (Licensed by C...	7.86M
The Border Mail (Licensed by C...	2.08M
PerthNow (Licensed by Copyrig...	1.41M
The West Australian (Licensed b...	1.02M

Potential Editorial Reach Trend

Sep 1 - Sep 30



Highlighted Coverage

Most Social Shares

Sep 1 - Sep 30



 The Queenslander • Jack Gramenz
Editorial | AU | Sep 23 · 10:37 AM

Environmentalists have to be ‘sneaky’ as markets bloom

We need to ensure good information makes it to frontline landcare efforts, Alison Southwell says. Landcare advocates have had to get “ ...

Social Echo  18  0  0
6.86k Reach

Neutral 

Highest Potential Editorial Reach

Sep 1 - Sep 30



 The Herald Sun (Licensed by Copyright Agency) • David Jo...
Editorial | AU | Sep 7 · 10:33 PM

Hume: Lockhart’s Tom Keogh accepts two-match penalty from NSW-ACT centralised MRO

Local football volunteers will no longer face the burden of making tough tribunal calls as Hume league embraces a revolutionary centralised ...

Social Echo  0  0  0
1.96M Reach

Neutral 

Highest Syndication

Sep 1 - Sep 30



 PerthNow (Licensed by Copyright Agency) • Jack Gramenz
Editorial | AU | Sep 23 · 10:38 AM

Environmentalists have to be 'sneaky' as markets bloom

Alison Southwell noticed the trend emerging about 2022.

Social Echo  0  0  0
1.41M Reach

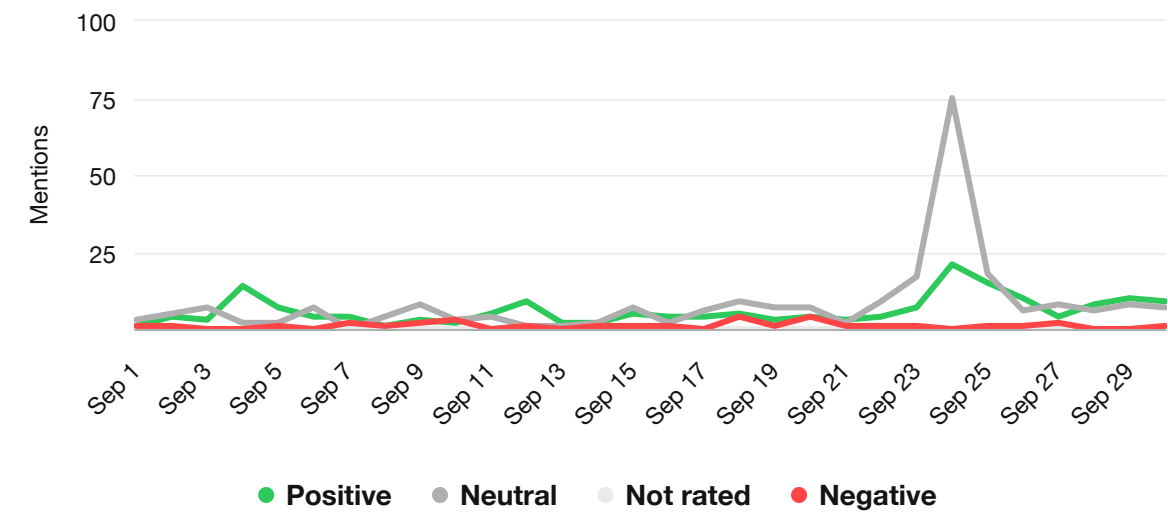
Positive 

Sentiment Overview

Please note - sentiment is determined by topic and content not by opinions.

Sentiment Trend

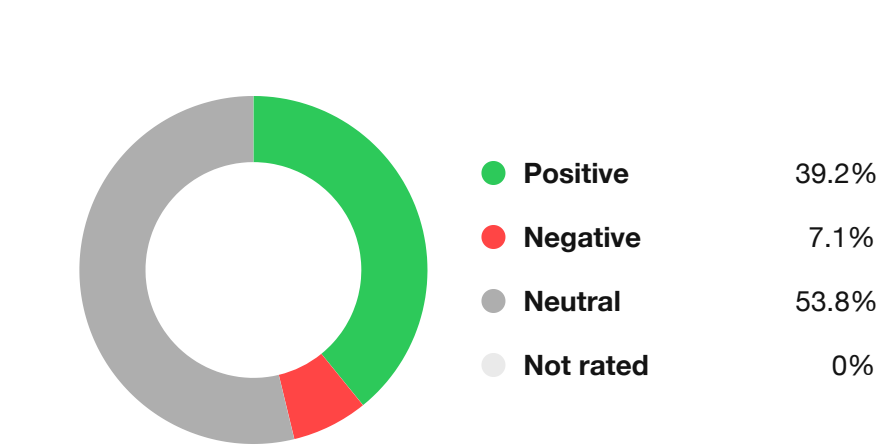
Sep 1 - Sep 30



ANNEXURE 8

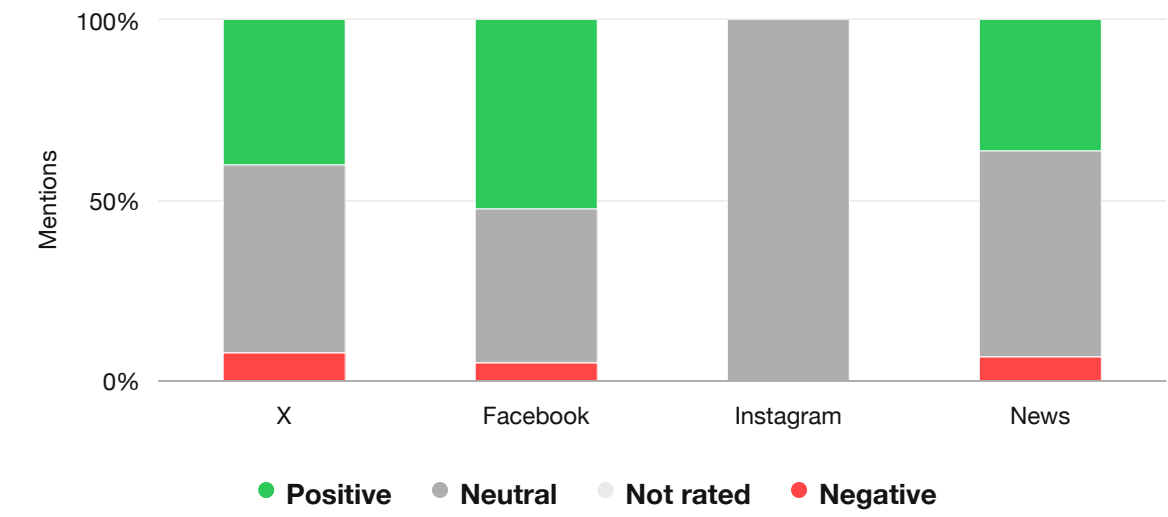
Sentiment Breakdown

Sep 1 - Sep 30



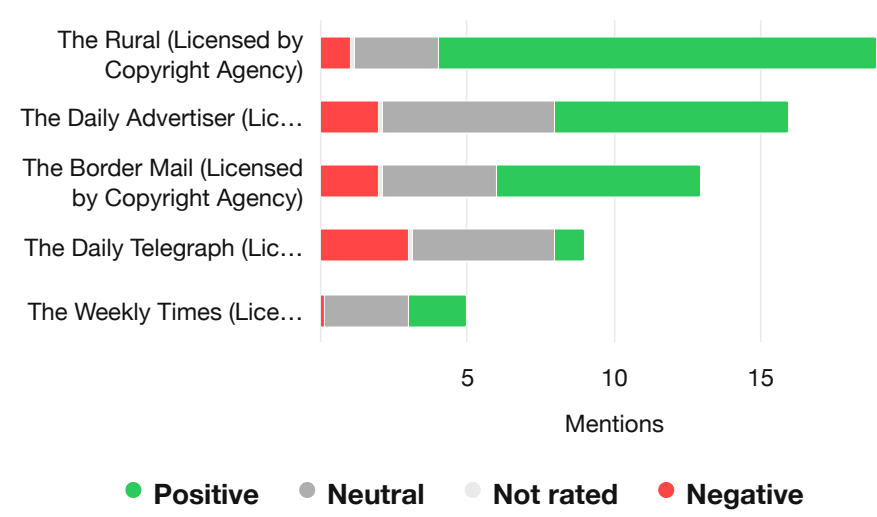
Sentiment by Source Type

Sep 1 - Sep 30



Top Publications with Sentiment

Sep 1 - Sep 30



Top Keywords

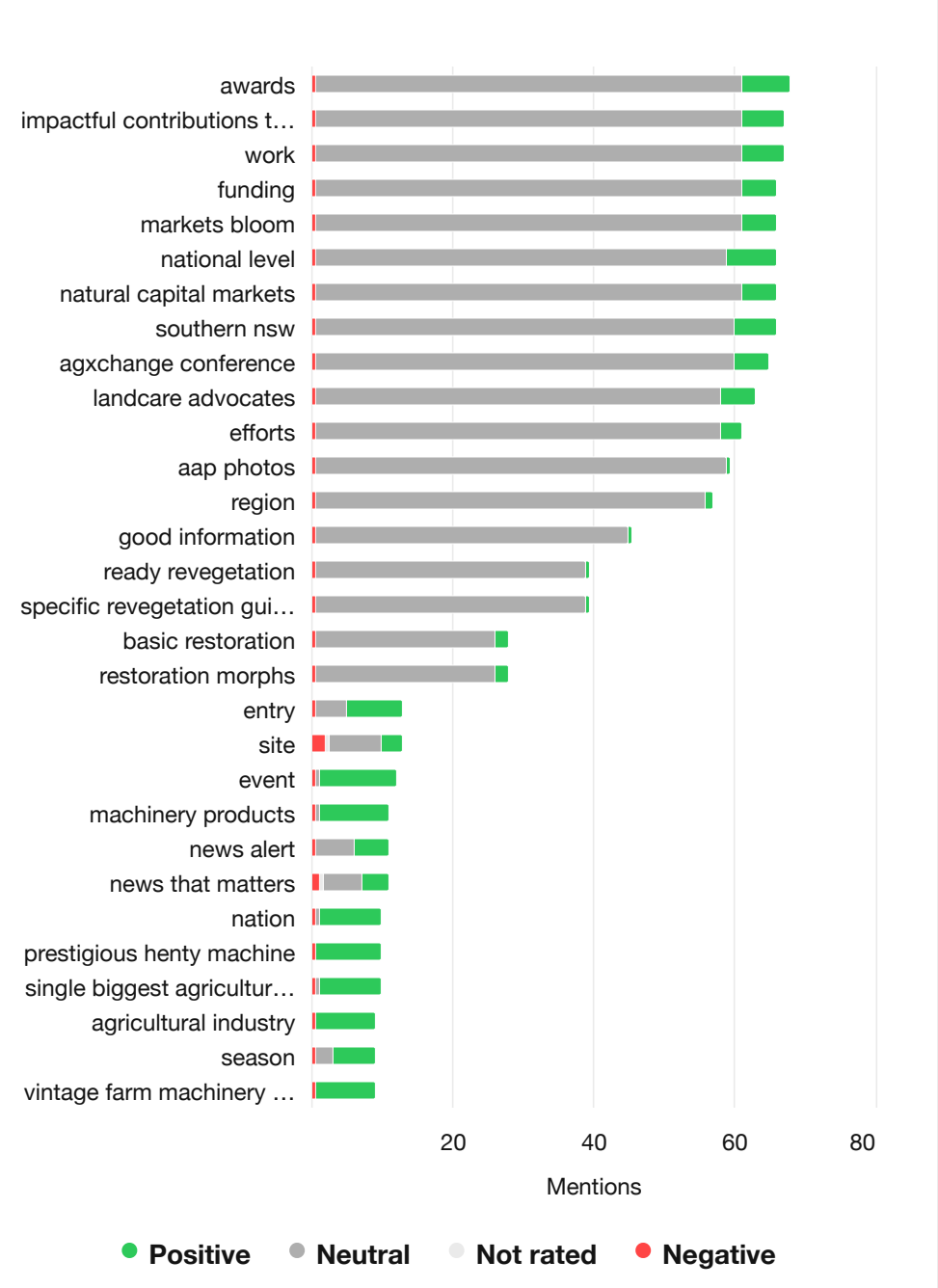
Sep 1 - Sep 30



ANNEXURE 8

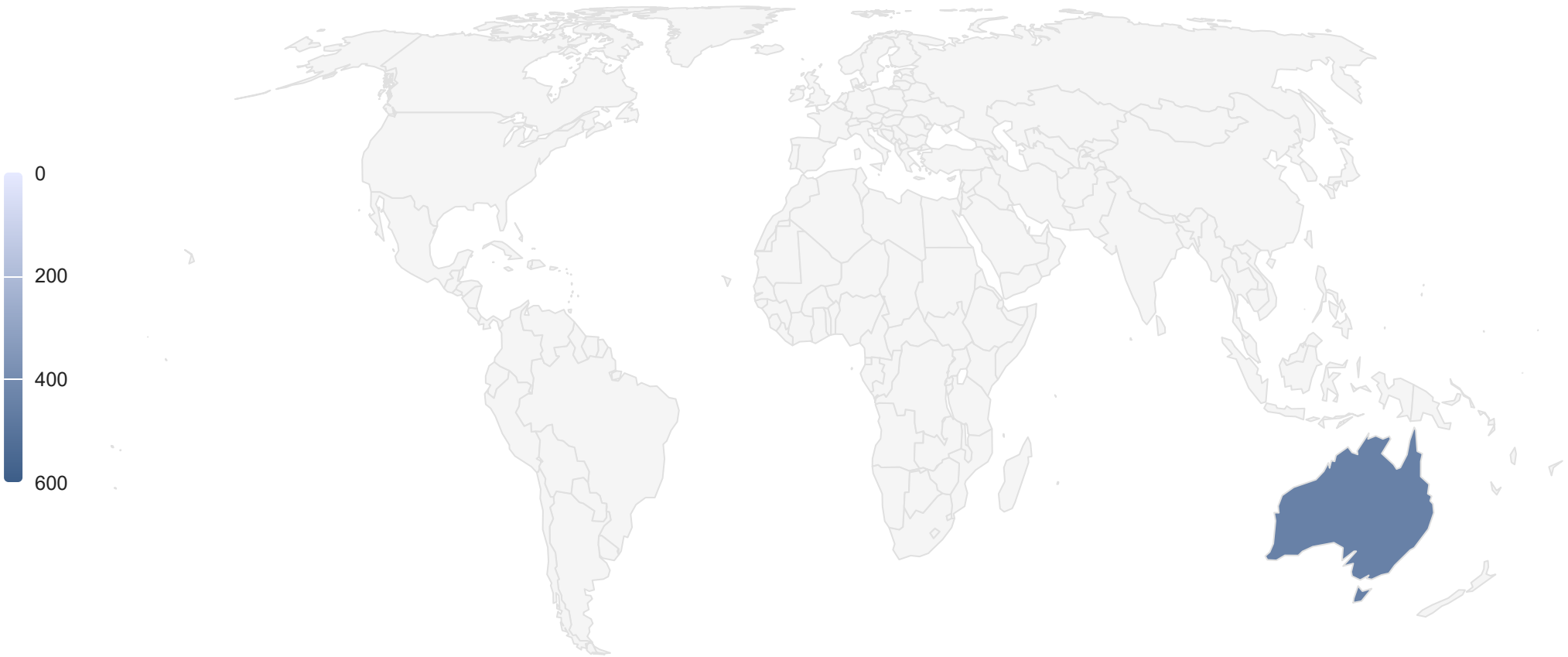
Top Keywords with Sentiment

Sep 1 - Sep 30



Top Locations

Sep 1 - Sep 30



1		Australia	442	97.8%
2		Unknown Region	10	2.2%

Schedule of the Director Corporate Community Services' Schedule of Information to Council Meeting -
Wednesday 15th October, 2025.

COMBINED BANK ACCOUNT FOR THE MONTH ENDED 30th September 2025

CASHBOOK RECONCILIATION

	General Fund	Trust Fund
General Ledger Cashbook Balance as at 1st September 2025	32,784.48	40,422.08
Cashbook Movement as at 30th September 2025	-46,532.31	0.00
Less: Term Deposits included in Cashbook Balance (Trust only)	0.00	0.00
General Ledger Cashbook Balance as at 30th September 2025	<u>-13,747.83</u>	<u>40,422.08</u>

BANK STATEMENT RECONCILIATION

Bank Statement Balance as at 30th September 2025	NAB	\$0.00	40,422.08
	Hume	\$3,693.60	
	Bendigo	\$105.00	
	WAW	\$1,648.20	
	Total	<u>5,446.80</u>	<u>40,422.08</u>
(LESS) Unpresented Cheques as at 30th September 2025		-31,920.68	0.00
(LESS) Unpresented EFT Payments as at 30th September 2025		-1,183.52	0.00
PLUS Outstanding Deposits as at 30th September 2025		13,909.57	0.00
PLUS / (LESS) Unmatched Cashbook Transactions 30th September 2025		0.00	0.00
Cashbook Balance as at 30th September 2025		<u>-13,747.83</u>	<u>40,422.08</u>

I certify that all of Council's surplus funds have been invested in accordance with the Act, the regulations and Council's investment policies and that all cheques drawn have been checked and are fully supported by vouchers and invoices and have been certified for payment.

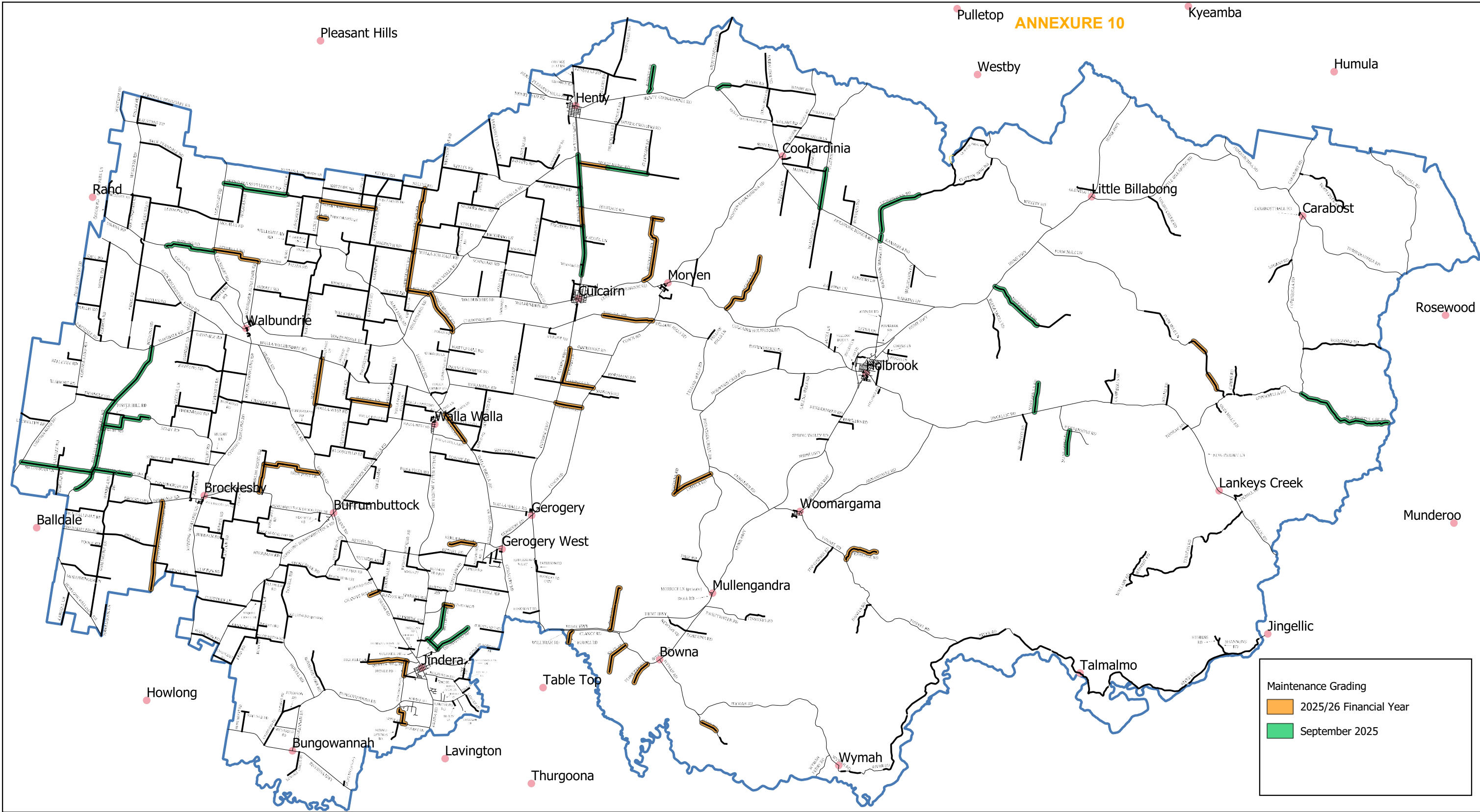


Responsible Accounting Officer
1 October 2025

This is page no.1 of Schedule No.1 of the Director Corporate & Community Services' Schedule of Information to Ordinary Council Meeting held on

GENERAL MANAGER

MAYOR



Greater
Hume
Council

Greater Hume Local Government Area

Maintenance Grading 2025 - September



0 10 20 km

Electronic Version is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy verify that it is the current version.

Document Name	Working doc file path	Version Number	Date of Issue	Review Date
Maintenance grading September 25	G:\Projects&Maps\## Maintenance Grading\Maintenance Grading.gqz	1	2025-10-08	2026-10-08

Applications Approved



c_dm073		Approved Between 1/09/2025 and 30/09/2025					08/10/2025		
Application No.	Location	Development Type	Est. Cost	Received	Determination		Total Elapsed Days	Stop Days	Adjusted Elapsed Days
DA/2024/107	Applicant: R W Schroeter 29 Walla Walla RD WALLA WALLA Lot: 1 DP: 1287711	Section 4.55(1A) Modification of Development Consent	\$10,000	28/08/2025	Approved	24/09/2025	28	0	28
DA/2025/80	Applicant: Albury Sheds & Patios Pty Ltd 3 Salzke St JINDERA Lot: 5114 DP: 1310539	New Shed	\$45,871	14/07/2025	Approved	24/09/2025	73	0	73
DA/2025/88	Applicant: T M Meeuwissen 25 Protea CT JINDERA Lot: 909 DP: 1264008	New Shed	\$49,825	31/07/2025	Approved	3/09/2025	35	0	35
DA/2025/90	Applicant: Ultimate Shed 9 Ann DR JINDERA Lot: 10 DP: 1146154	New Shed	\$30,620	31/07/2025	Approved	17/09/2025	49	0	49
DA/2025/91	Applicant: Albury Sheds & Patios Pty Ltd 2 Eastick ST BROCKLESBY Lot: 214 DP: 753724	New Shed	\$21,572	4/08/2025	Approved	10/09/2025	38	0	38
DA/2025/92	Applicant: B Lansdown 80 Huon ST JINDERA Lot: 23 DP: 1101212	Install Spa with Concrete Slab	\$37,000	8/08/2025	Approved	5/09/2025	6	23	6
DA/2025/95	Applicant: Albury Sheds & Patios Pty Ltd 43 Gardenia PL JINDERA Lot: 806 DP: 1219301	New Shed	\$94,710	11/08/2025	Approved	4/09/2025	25	0	25
DA/2025/96	Applicant: S J Harmon 38 Mulgrave RD JINDERA Lot: 523 DP: 1236708	New Shed & New Alfresco	\$50,000	7/08/2025	Approved	12/09/2025	37	0	37

Applications Approved



c_dm073

Approved Between 1/09/2025 and 30/09/2025

08/10/2025

Application No.	Location	Development Type	Est. Cost	Received	Determination	Total Elapsed Days	Stop Days	Adjusted Elapsed Days
DA/2025/98	Applicant: M Gadd Glenellen RD GLENELLEN Lot: 17 DP: 753342	New Enclosed Shed & New Open Front Shed	\$132,000	25/08/2025	Approved	30	0	30
DA/2025/102	Applicant: Lewis Dickson Homes Pty Ltd 293 Fielder Moll RD GLENELLEN Lot: 23 DP: 1171349	New Dwelling & Garage - Dual Occupancy	\$698,405	27/08/2025	Approved	21	0	21
DA/2025/105	Applicant: D J Meade David ST GEROGERY WEST Lot: 218 DP: 753339	New Dwelling & Guest House (Dual Occupancy)	\$320,000	2/09/2025	Approved	29	0	29
DA/2025/106	Applicant: Habitat Planning Pty Ltd 822 Bahrs RD HENTY Lot: 7 DP: 753725 Lot: 1 DP: 130657	2 Lot Boundary Adjustment - Exempt Development	\$0	2/09/2025	Approved - Exempt Development	14	0	14
DA/2025/107	Applicant: Oxley & Co Young ST HOLBROOK	First Title Creation & Road Closing Under Roads Act 1993	\$0	3/09/2025	Approved - Exempt Development	1	0	1
CDC/2025/29	Applicant: S M Murtagh 5 Terlich WY JINDERA Lot: 102 DP: 1267384	Pergola Extension	\$45,000	29/07/2025	Approved	42	0	42
CDC/2025/32	Applicant: Gary West Pools 132 Burges La HOLBROOK Lot: 11 DP: 809330	New Swimming Pool	\$78,952	11/08/2025	Approved	50	0	50

ANNEXURE 11

Report Totals & Averages

Average Elapsed Calendar Days: 33.40
 Average Calendar Stop Days: 1.53
 Average Adjusted Calendar Days: 31.87
 Total Elapsed Calendar Days: 501.00
 Total Calendar Stop Days: 23.00
 Total Adjusted Calendar Days: 478.00

Total Number of Applications : 15

Total Estimated Cost : 1,613,955.00

ANNEXURE 12

**Minutes of the Annual General Meeting of Holbrook Community
Gardens held at Holbrook Community Garden
At 10.30am on the 22nd September 2025.**

Welcome: J Wines, chairperson.

In Attendance: J Wines, J Kemp, K Newbold, K Hulme, N Rogers and W Black.

Apologies: J Golenberg, J Kautz and I Kearns.

Confirmation of Minutes: Read and accepted as a true record. Moved J Wines.
2nd K Hulme.

Financial Report: As provided.

Election of Office bearers: Chaired by W Black.
All positions declared vacant.

Call for nominations for position of chairperson
No new nominations. J Wines to continue in position.

Call for nominations for position of secretary.
No new nominations. N Rogers to continue in position.

Call for nominations for position of treasurer.
No new nominations. J Kemp to continue in position.

Call for nominations for position of Procurement Officer.
No new nominations. K Hulme to remain in position.

Next Meeting: June 2026.

Meeting closed: 10.45 am.

CULCAIRN COMMUNITY DEVELOPMENT COMMITTEE MEETING 19TH AUGUST 2025 7PM,
CULCAIRN COUNCIL CHAMBERS

PRESENT: Glenn Davis, Les Fraser, Paul Wilksch, Jennifer Christensen, Phil McCartney, Annette Schilg, Michelle Goode, Kirsty Wilksch

APOLOGIES: Ben Hooper, Brian Liston, Ken Scheuner, Nicole Pope, Glenice Miller. Accepted on the motion of Michelle, seconded Paul, carried

MINUTES OF PREVIOUS MEETING HELD 15TH JULY 2025 were accepted on the motion of Glenn, seconded Kirsty, Carried.

UPDATE FROM COUNCIL-ANNETTE-spoke about that there is new legislation about green waste and large fines for it if found in land fill (not kept separate) comes into effect 1 July 2026 (you can get the proper green bags for food waste from Council) and small batteries, especially lithium-they explode under pressure, need to be kept out-there are boxes available from Council for them too.

1. BALD ARCHY-19th September to 19th of October, in Holbrook. 2 activities we are running to promote it -a **primary school colouring in competition with a BBQ and presentation night on Friday 26th of September at Holbrook- 5 to 7pm** with the top 10 in each category (3) being invited to come. The 3 winners will then be displayed there while the exhibition is on. It is hoped that families will come, look at the exhibition and with the holidays after that, that they might bring others to look too. All the entrants colouring ins will be displayed in /around Culcairn-maybe some in each shop? The 2nd activity is a **'Paint and Sip'** in the supper room at the Hall in Holbrook- **Friday 10th of October-6.30 to 9.30, \$65**. Do your own art and walk around to see the exhibition. More details to follow. Phil has applied to Hume Bank for a community grant to cover the costs of the BBQ, prizes, and platters for the Paint and Sip. Waiting for the outcome.
2. FRRR grant- Jessica Barr-Smith requested letters of support, which Phil wrote up (thanks Phil!) and we gave to various businesses (the Pub, the Bakery) and groups around town (Footy Club, Bowling Club etc) plus others-the Morven Solar Farm. Sussan Ley's office have been pushing ARTC from their side for the soil testing to be carried out.
3. Letter from our committee to Council to thank them for the Library upgrade and the work at Whitebox Woodlands.
4. Shades over the Plaza-the present structure is from GX Outdoors-Pandanas- 7 'leaf like' metal shades. Phil to organise a meeting between Colin Kane (acting GM) Greg Blackie and himself, Les, Jennifer, Kirsty and Annette in the near future to check if there are any engineering restraints then we will ask for a quote from GX Outdoors. Questions to ask the company-can the leaves be angled a bit and anywhere close to here that has one of these set ups already that we could look at? Phil said there are always grants available for this- Club grants infrastructure. (amounts up to \$250k)
5. Bendigo Bank, still working on opening our account, Ken not here to check on progress. 29 agencies of Bendigo Bank are closing, so a long term project of having one in

Culcairn. Cash deposits/transactions can be made into Bendigo Bank accounts at the Post Office.

6. Inland Rail. Phil went to a recent meeting Inland Rail had in Gerogery. They are more open to talk about 'green fences' rather than concrete barriers. 'green' can mean trees/shrubs, but can also mean other 'recycled' products- Phil has mentioned the Railway Park plans to Inland Rail, they want to meet up on Monday 25th of August at 6pm to see our presentation on the Park (that was presented to Council) The Park committee to meet with them! Inland Rail have another round of community consultations in September.
7. Morven Solar Farm (on Coach Road and Jobsons Road) Phil wrote and sent a submission from our committee, was sent to everyone to read-was very good.
8. Planter pots in town, have all been adopted.
9. Write to Lea and Ben with regards to an update on these outstanding items-the Culcairn town water pressure, the tree mistakenly removed by Essential Energy in Balfour Street and the D&D building.
10. Council Customer Requests via the Council Website-Les to spot works needed, Phil will then put in a Customer Request. It was noted that there are no street lights down Federal Street.
11. Station Master's House-maintained by Council as it is heritage listed – all maintenance items to be put into Council via a Customer Request, Glenn has put in about the rotting front veranda. Glenn to put in about the leaves in the gutter, the trimming and lowering the height of the Plain trees and needed works on the Carriage.

MEETING CLOSED 8.50PM

NEXT MEETING TUESDAY 16TH SEPTEMBER -1 HOUR MEETING FOR URGENT MATTERS ONLY.

JUDGING OF COLOURING IN COMPETITION-TIME/DATE YET TO BE CONFIRMED.

CULCAIRN COMMUNITY DEVELOPMENT COMMITTEE MEETING 16TH SEPTEMBER 2025,
7.30PM, CULCAIRN COUNCIL CHAMBERS

PRESENT: Brian Liston, Phillip McCartney, Michelle Godde, Jennifer Christensen, Paul Wilksch, Kirsty Wilksch

APOLOGIES: Glenn Davis, Les Fraser, Ken Schuener, Annette Schilg, Ben Hooper, Glenice Miller

MINUTES OF PREVIOUS MEETING 19th August 2025 were accepted on the motion of Jennifer, seconded Michelle.

BUSINESS ARISING FROM MINUTES-IN GENERAL BUSINESS.

Brian-Council update-Riverina Water grants available-Culcairn Bowling Club going for one-for a sprinkler system for the greens.

Council Community grants-available for promotion of events-keep in mind for future.

No treasurers report, but Ken did say that money from Biti Motors has been received.

GENERAL BUSINESS:

1. BALD ARCHY-Michelle-kids colouring competition, at the primary schools now, to be picked up this Friday, judging Saturday morning. 10 finalists from the 3 categories to be specifically invited to come to BBQ presentation next Friday (26th) 5 to 7pm, at the Holbrook Shire Hall (where the Bald Archy exhibition is) 3 overall winners will be displayed in foyer for the month. Sponsorship posters done, big thanks to Hume (\$200), Biti Motors (\$250) and Nutrien (\$250) and Culcairn Butchery (discount on sausages) All welcome, invite anyone along and come too!
2. PAINT AND SIP-Michelle has set up a trybooking QR code-25 maximum participants, in the supper room at the Holbrook Shire Hall, 10th October, 6-9pm. Information on Community happenings Facebook page & posters around town. Copy of Insurance from the Painter sent to Council. Both activities need a Risk assessment done-Phil, Michelle and Kirsty to do on the 17th Sept. (done and submitted)
3. Street party next year???
4. Phil to talk to Inland Rail about the soil testing we are still waiting on approval for at the Henty Field Days
5. MIDDLETON PARK-Kit Middleton has sent a letter to Colin Kane, Lea Parker and Ben Hooper after recent removal of the kids play equipment (they were no longer safe/compliant) with no community consultation. Kirsty to write a letter of support to his letter requesting the park remain as a green space and for open and transparent communication with the community in future.
6. Australia Day awards, nominate Lilysh Retallick for the main prize, Chief Smith for Sports volunteer of the year, and/or Jim Henry (from Holbrook-Michelle to check if Holbrook is nominating him) Lilysh welcome home event and community shout out for the Community Event of the year?
7. Shade over the plaza-discussion with Colin Kane and Greg Blackie went well. Plan needs tweeking so that it doesn't stick out beyond the kerb and gutter. Above-

electrical wires-one no longer used (to Foodworks) the other to Council Chambers-Phil to ask Essential Energy for a quote to move wire. Underneath, storm water pipe and a PVC pipe (for future electrical cable for tree lights?) Quote at present is \$71,000 for structure alone, not installation. Kirsty to talk to Engineer contact about the plan. Club grants available twice a year.

8. Phil to contact Colin Kane about keeping the Station Master's Museum house committee informed about the timing of the replacement front fence.
9. Holbrook to Culcairn to Walla to Corowa Rail Trail-Phil went to a meeting last week, at present they are looking for a grant for a feasibility study approx. \$65,000. It is 100kms long. More meetings planned and contact with Tumbarumba about their very successful recent Rail Trail.
10. 2 dead trees, main street on the corners of Blair Street. Phil to do a Customer Request-they need replacing to keep up with the other recently planted Chinese Pistachios.

MEETING CLOSED 8.40PM

NEXT MEETING 21ST OCTOBER 2025, 7.30PM

Minutes of Ordinary Meeting of 355 Henty Management Committee. Held at Henty Showground Club rooms at 7.00 pm on Wednesday 28.05.2025.

Present: Mick Broughan, Graham Lieschke, Neal Terlich, Hayden Morney Becky Chambers Hannah Kilo Robyn Armstrong Monica Schrader

Apologies : none

Confirmation of Minutes from last meeting :

Correction to be made to page 2-point C. Financial position – As of the 30.04.2025 there was \$ 60,829.16 in the bank not as reported \$140.000.00.

Also, on page 2 -point C Financial position Matt Kilo was referred to as Mat Klemke. Monica Schrader apologies for that mistake

Minutes Moved:

Becky Chambers Second Hannah Kilo Carried

Business Arising from previous meeting:

- **Star-link Football Club**

Council did say they will set it up, but we need to talk about the range and where it will be set up. Hayden Morey mentioned that there was a booster that could be used to extend the range, and it was agreed on that it would be best to have it facing the show Pavillion and the front gate of the Show Ground.

Monica to contact council and to find out who pays for the installation and ask about the booster.

The monthly cost for the Star-Link is \$140 and the Trust Committee agrees to pay half the cost. The Campers will have a guest login.

Motion made by Hannah Kilo

Moved :Hannah Kilo Second Hayden Morey Carried

- **Camping Facilities & Caretaker**

Council made us aware that there was a discrepancy between their advertisement for Camping and the prices advertised on the sign at the Show Ground. We need to let them know asap about any price changes, so that it can be corrected.

At them moment we charge \$18 unpowered & \$25 powered and \$20 unpowered & \$28 powered during the Field Days period.

Motion made by the Committee to change the price to \$18 unpowered & \$25 powered.

Moved Hannah Kilo Seconded Becky Chambers Carried

Motion made by Committee to charge \$25 for unpowered site & \$35 for powered site during the Field Days period.

Moved by Neal Terlich Seconded Graham Lieschke Carried.

The Caretaker is not insured for any work he does at the showground. We need to induct him as a volunteer and have sign off and on when mowing ,cleaning or repairing things. Monica to talk to council about volunteer paperwork and to introduce it to Steve.

We will be looking into plan B to have in place for when the Caretaker is not available, Online bookings system may be the go.

Council did offer us a free eftpos machine for the camping side but all payments would go on to councils account and it would take time to filter it out and return to the trust. The Committee made the decision to buy our own Square and set it up for Steve who is happy to use it on his hotspot.

Motion made for Monica to by the Square and set it up.

Moved Hannah Kilo Seconded Hayden Morey Carried

- **Lawn Mower**

Neal Terlich has someone who can help value the mower and needs access to the Bucki Shed where it is stored. Mick will organise the key for Thursday the 29th Keep on the Agenda

- Electricity is very high, and we had a lengthy discussion about the distribution of the cost. In previous years past it was considered too hard to distribute so the Trust pays the bill which is covered by the income generated by the campers Mick thinks the Football Netball club should pay to the electricity bill as the Trust pays for the loan that was taken out.

The Trust will continue to pay the electricity bills at this point, and we will revisit this when we have 12 months of electricity bills to see the usage at certain time and so that going forward, we can look into a percentage payment per user group, we are also looking into Solar.

Keep on the Agenda

- **Update on Council goals**

Council has budgeted the sealing of the road (\$130.000.00) and shade cloth for the new playground(\$30.000.00) for 2026/2027 which is disappointing. Be aware this is a budget only and will be used if nothing else in the previous year's goes wrong. So, it is not guaranteed that it will be done then. Keep pushing it so it does not get forgotten.

- **Further Update request**

Hannah has made inquiries with Riverina Water and informed us that we are a sure candidate to receive a fountain. More information to come.

Little Athletics would like a tank, and Becky is going to look into the cost for one and bring it back to the next meeting.

Council mows 4 time a year the whole area and we have to let them know when, but we have a good relationship with the council.

Facility Hire has to go through council Betty Chandler. Talk to Louise and find out the price for the venue hire and if they do the cleaning. Monica to clarify

Any project up to \$500 need to have one quote and over there needs to be two quotes. Also clarify pest pack and how much.

Correspondence in

Hannah Kilo about Riverina Water Louise Frichot Council requirements

Correspondence out

none

Financial Report

Robyn Armstrong our treasurer gave us a financial report which was based on the bank statements due to not having all documents needed or sorted at this point.

Moved by Robyn Armstrong Seconded Neal Terlich Carried.

Items on the Agenda:

- **Solar panels**

Football Club has been offered Solar Panels as sponsorship. Hannah to follow up and Monica to inquire with council about rules & regulations.

- **Annually fee for all user groups financial year 24/25**

The committee discussed the need for an annual fee and decided to go ahead at this point with the following fees per user group for 24/25

\$100 for little As

\$330 Show Society

\$330 Cricket club

\$660 Footy /Netball Club

Robyn to send out invoices to all the user groups.

Moved Robyn Armstrong Seconded Becky Chambers Carried

- **Goals or projects from each user group.**

Cricket club does not anything. Supporting the sealing of the road

Football/ Netball Club have written a letter which will be attached to the minutes.

Little Athletics would like an outside PowerPoint on their Shed. Becky to obtain quote from electrician for the work

Henty Show Society cementing of the Poultry Shed and the main Pavillion
New aluminium Bench seats to replace the old wooden ones.

Camping Area extra 15-amp PowerPoints behind the BBQ shed and the main pavilion. Extra bins for the Camping area – Robyn Armstrong has 6 old bins that can be used for that . Monica to inquire with council about pick up of other bins as the Football Club consumes that cost at the moment due to council not picking up bins at the Showground. There were plans to put up a clothesline, but this has been dismissed due to safety concerns, we will look into a retractable solution. We will go ahead with setting up the back of the wool shed as a camping lounge that can be uses by the campers.

Discussion to set up a caretaker office at the side of the Woolshed or a multi-function office at the entry of the show ground to be used also as a ticket both.

Water is leaking on the northern side of the new netball courts, so the water has been turned off by Shannon Terlich. We will wait till its dry & Robyn will check the area and report back.

Front gates need attention Mick to look into that.

Becky Chambers informed us that she is not president of Little Athletics but will continue as a delegate for the group.

As a thank you to Kerry & Garry Small the 355 Committee will in conjunction with the Henty Show Society organise a night out for them in September. More information to come.

Moved by Neal Terlich Seconded by Graham Lieschke Carried.

Next meeting is on 27 August 2025 at 7 pm at the Showground Clubrooms.

Meeting ended. 9 pm.

Post Scriptum after the meeting:

Monica Schrader to organise the opening of a PO Box. Carried by everyone.

PLEASE NOTE – NEXT MEETING MONDAY 13TH OCTOBER 2025

Minutes of Walla Walla Community Hall Committee meeting held Monday 1st September 2025.

Meeting opened by President Jeff Grosse who welcomed all.

Present: Jeff Grosse, Duina Hoffmann, Herb Simpfendorfer, Leon Schoff, Ross & Helen Krause

Apologies: Elaine Krause, Karen Ofak. Moved Duina, seconded Leon that apologies be accepted.
Carried

Minutes of meeting held 5th August 2025 taken as read. Leon moved, Herb seconded, that because of minutes of the Annual Meeting from 4th August 2025 are not read till next year, it was recommended that they be checked for corrections at this meeting and then passed at next AGM. There was no corrections from either minutes of general meeting or AGM.

Correspondence: Nil

Treasurer's Report:

Interest Bearing Deposit	\$25,909.43
S18 Account	<u>\$ 6,161.73</u>
Total Funds	\$32,071.16

Jeff moved this report be adopted and account paid to Origin Energy be ratified. Carried.

General Business:

1. Herb mentioned that in the repairs of the Main Hall, the mortar in the bricks has not been cleaned and the air conditioners have not been replaced in their correct position.
2. Herb to update the completion of the Honour Boards.
3. Moved Leon, seconded Herb that the one off booking for the Memo Hall on Wednesday 10th September for the Rail Trail Committee first meeting be free. Carried.

There being no further business Jeff closed the meeting at 6.05pm and thanked all for attending.

Bookings:

Tuesday Chat - every Tuesday 1.30pm – 3.00pm

Wednesday 10th September – Rail Trail Committee – 7.00pm

Generation Life – 2nd & 4th Sunday each month.