

# Code of Meeting Practice

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# Code of Meeting Practice

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## Introduction

This Code is made under the Local Government Act 1993 and in accordance with the Local Government (General) Regulation 2005 and subsequent amendments.

The object of this Code is to provide for the convening and conduct of meetings of Randwick City Council and of Committees of Council. The provisions of this Code are substantially based on the provisions of the Local Government Act, the Local Government (General) Regulation and Council policy decisions.

Council and all Committees of Council of which all members are Councillors must conduct their meetings in accordance with this Code (Section 360).

In adopting this Code of Meeting Practice, Randwick City Council commits itself to the following principles:

1. Meetings should be orderly, efficient and earn the respect of the City's ratepayers, residents and visitors;
2. Councillors and staff have an obligation to conduct themselves at meetings to accepted standards of behaviour and make positive contributions to the issues being considered. Importantly, Councillors and staff should not reflect adversely on their peers or each other publicly;
3. Meetings should be held in an environment which facilitates respect shown for the views of others and regard for due process of law, reasonableness and fairness;
4. Council meetings should comply with the basic organisation principle of Councillors not involving themselves in the day-to-day administration of Council matters. Meetings should address matters of policy, direction, resource allocation, statutory decisions and other appropriate Council issues;

## Part 1 - Preliminary

### 1. Citation

This Code may be cited as the "Code of Meeting Practice."

### 2. Commencement

This Code was first adopted by Council on Tuesday, 19 April 1994.

### 3. Definitions

In this Code -

**Amendment**, in relation to an original motion, means a motion moving an amendment to that motion;

#### Chairperson:

- a) in relation to a meeting of Council - means the person presiding at the meeting as

provided by section 369 of the Act (see Clause 19-21 of this Code); and

- b) in relation to a meeting of a Committee of Council - means the person presiding at the meeting as provided by Clause 267 of the Local Government (General) Regulation 2005 (see Clause 57 of this Code);

**Committee**, in relation to Council, means a Committee appointed or elected by Council in accordance with Clause 260 of the Local Government (General) Regulation 2005 (see Clause 50 of this Code) or Council when it has resolved itself into Committee of the Whole;

**Councillor** is a person elected or appointed to civic office as a member of the governing body of Council and includes the Mayor;

**General Manager**, is the General Manager of Council;

**Planning decisions**, means a decision made in the exercise of a function of a Council under the Environmental Planning and Assessment Act 1979;

**Record**, means a document (including any written or printed material) or object (including a sound recording, coded storage device, magnetic tape or disc, microfilm, photograph, film, map, plan or model or a painting or other pictorial or graphic work) that is or has been made or received in the course of official duties by a Councillor or an employee of Council and, in particular, includes the minutes of meetings of Council or of a Committee of Council;

**the Act**, means the Local Government Act 1993.

**the Regulation**, means the Local Government (General) Regulation 2005.

## Part 2 – Convening of Council Meetings

### 4. Ordinary Meetings of Council

- 1) Council is required to meet at least ten (10) times each year, each time in a different month.
- 2) The Ordinary Meetings of the Council shall be held on the 4th Tuesday of each month (February to November) at 6.00pm in the Council Chamber, Town Hall, Avoca Street, Randwick and in accordance with Council's adopted meeting schedule.

### 5. Convening a meeting

A meeting cannot be held unless due notice in writing has been given to all members and a quorum is present (see Clauses 8 and 14 of this Code).

## 6. Calling of extraordinary meetings

### Upon request by Councillors

- 1) If the Mayor receives a request in writing signed by at least two (2) Councillors (one of which may be the Mayor), the Mayor must call an extraordinary meeting of council to be held as soon as practicable, but in any event within 14 days after receipt of the request.
- 2) The purpose of the meeting must be stated in the Notice of the Meeting.

## 7. Public notice of meetings

- 1) Council shall give notice to the public of the times and places of its meetings and meetings of those of its Committees of which all the members are Councillors. Meeting details are displayed weekly in the Council Column in the local press prior to the meeting.
- 2) Council and each such Committee must have available for the public at Council's offices and at each meeting copies (for inspection or taking away by any person) of the agenda and the associated business paper (such as correspondence and reports) for the meeting.
- 3) In the case of a meeting whose agenda includes the receipt of information or discussion of matters that, in the opinion of the General Manager, is likely to take place when the meeting is closed to the public:
  - (a) the agenda for the meeting must indicate that the relevant item of business is of such a nature (but must not give details of that item); and
  - (b) the requirements of subsection (2) with respect to the availability of business papers do not apply to the business papers for those items of business.
- 4) The copies of the business paper are to be available to the public as nearly as possible to the time they are available to Councillors.
- 5) The copies are to be available free of charge.
- 6) A notice given under this section or a copy of an agenda or of a business paper made available under this section may, in addition, be given or made available in electronic form.

## 8. Notice of meetings

- 1) Notice of all Ordinary and Extraordinary Meetings of the Council, and of all General (Standing) and Special Committees shall be given in writing and delivered by hand to each Councillor not less than three (3) days prior to the Meeting.
- 2) Notice of less than three (3) days may be given of an Extraordinary Meeting called in an emergency.
- 3) A notice under this section, and the agenda for, and the business papers relating to the

meeting may be given to a Councillor in electronic form but only if all Councillors have facilities to access the notice and the agenda and business paper in that form.

- 4) Proceedings at a meeting of Council or a Committee are not invalidated because of a failure to give notice of the meeting to any Councillor or Committee member.

## Part 3 – Business Papers for Meetings

### 9. Business Papers for Council Meetings

- 1) The General Manager must ensure that the agenda for a meeting of Council states:
  - a) all matters to be dealt with arising out of the proceedings of former meetings of Council; and
  - b) if the Mayor is the Chairperson - any matter or topic that the Chairperson proposes, at the time when the agenda is prepared to put to the meeting and before the meeting without notice; and
  - c) any business of which due notice has been given, subject to sub-Clause 2 of Clause 10 of this Code.
- 2) 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) The General Manager must cause the agenda for a meeting of Council or a Committee to be prepared as soon as practicable before the meeting.
- 4) The General Manager must ensure that the details of any item of business to which Section 9(2A) of the Act applies are included in a business paper for the meeting concerned.
- 5) Copies of agendas and business papers for Council and Committee meetings (not being confidential business papers) will be available at Council's offices and at each meeting, for inspection or taking away by any persons free of charge. Copies of business papers will also be available for inspection at the Bowen, Randwick & Malabar Libraries and a copy of the agenda for the meeting will be available for viewing and downloading from Council's website ([www.randwick.nsw.gov.au](http://www.randwick.nsw.gov.au)). The copies are to be available to the public as nearly as possible to the time they are available to Councillors.

## 10. Business Papers for Extraordinary Meetings

- 1) The General Manager must ensure that the agenda for an Extraordinary Meeting of Council deals only with matters stated in the notice of the meeting.
- 2) Despite Sub-Clause (1), business may be transacted at an Extraordinary Meeting of a Council even though due notice of the business has not been given to the Councillors. However, this can happen only if:
  - a) a motion is passed to have the business transacted at the meeting; and
  - b) the business proposed to be brought forward is ruled by the Chairperson to be of great urgency.

Such a motion can be moved without notice but only after the business notified in the agenda for the meeting has been disposed of.
- 3) Despite Clause 250 of the Regulation, only the mover of a motion referred to in Sub-Clause (2) can speak to the motion before it is put.

## 11. Items for Agenda

### Closing Times

#### 1) Notices of Motions for Council Meetings

All Notices of Motion and all items intended for inclusion in the Agenda for consideration at any Meeting of the Council shall be delivered to, or sent by post, facsimile or email, so as to reach, the General Manager or the Public Officer of the Council in accordance with the following schedule:

- a) Ordinary Meetings of the Council - Not later than 12noon on Monday in the week preceding the meeting (i.e. One week and one day prior to the meeting).
- b) Extraordinary Meetings of the Council - Not later than 12noon on the fourth (4th) day prior to the day of the Extraordinary Meeting, except where the Mayor, in accordance with Section 367(2) of the Act, deems there to be an urgent need for an Extraordinary Meeting.

#### 2) Meeting reports and distribution of agendas

Agenda reports for Ordinary Council Meetings, Administration & Finance Committee, the Community Services Committee, the Environment Committee, the Works Committee and the Planning Committee are to be with the Administration Division by 12noon on the Thursday twelve (12) days before each meeting for release to Councillors and interested persons, where possible, on the Tuesday, one (1) week before meetings, with all applicants and objectors advised, where possible, on the Tuesday, one week before the meeting that would be considering their matter.

[Note: Minimum notice requirements are set out in Clause 8 of this Code]

#### 3) Late Items

As circumstances necessitate, reports not listed for consideration on the Business Paper may be tabled at an Ordinary Meeting. The General Manager is authorised to submit late agenda items.

Late reports should only be brought forward in the case of necessity and are to be forwarded to Councillors via email as well as facsimile no later than midday on the day prior to the meeting at which the item is to be considered.

For matters not listed on the Agenda of meetings and where less than three (3) days' notice has been provided in accordance with Clause 8 of this Code, a motion of urgency will need to be passed by the Council prior to the matter being considered. The Motion of Urgency is to include the reason why the matter is considered to be urgent.

#### 4) Requested Items

- i) That Councillors requesting that an item, which is to be dealt with under delegated authority (including development application that are subject to reviewable conditions), be brought to Council for consideration, do so;

- a) in writing, signed by at least three (3) Councillors, to the General Manager; or
- b) by emailing the Director City Planning of the Council without the necessity for a signature. It being noted that for an item to be validly requested and brought before Council, the Public Officer will need to receive three (3) individual emails from at least three (3) Councillors.

OR

Items, which are to be dealt with under delegation, and which have not been the subject of a request to be brought before Council by at least three (3) Councillors, and for which the General Manager considers that compelling exception circumstances exist, he may bring such matters before Council.

- ii) However, sub-clause (i) specifically excludes:

- the call up of Part 4A certificates, complying development certificates and building certificates under the Environmental Planning and Assessment Act 1979; and
- the call up of a development application on the sole basis of a residential car parking space where the space does not comply with Australian Standard AS 2890.1 Parking Facilities or has a length of at least 5 metres, whichever is lesser.

## **12. Lodgement of Motions Pursuant to Notice (see Clause 11 for timeframes)**

- 1) Form giving Motions Pursuant to Notice  
That every Motion Pursuant to Notice relating to any new subject, or matter not already before the Council shall distinctly state the precise object proposed, be duly signed by the member of the Council giving the Notice and be submitted to the General Manager in accordance with Clause 11 of this Code.
- 2) Order of Motions Pursuant to Notice  
That all Motions Pursuant to Notice shall be dated and numbered as received and shall be entered by the General Manager upon the Business Paper in the order in which they are received and, except upon resolution of the Council, all such Motions Pursuant to Notice shall be taken and considered in the order in which they appear on the Business Paper.
- 3) Notice of Rescission Motion  
That where relevant, every Notice of Motion to Rescind, duly given in accordance with the provisions of the Local Government Act or Regulations and submitted to the General Manager in accordance with this Code and not already dealt with by the Council, shall include, as a separate item, Notice of any Motion proposed to be brought forward subsequent upon the Motion of Motion to Rescind being carried by the Council (see also Clauses 43 of this Code).

## **Part 4 – Attendance at Council Meetings**

### **13. What is the Quorum for a Meeting?**

The quorum for a meeting of the Council is a majority of the Councillors of the Council who hold office for the time being and are not suspended from office.

(Randwick City Council has fifteen (15) Councillors. A quorum is eight (8) Councillors.)

### **14. What happens when a quorum is not present?**

- 1) A meeting of Council must be adjourned if a quorum (see definition at Clause 13 of this Code) is not present:
  - a) within half an hour after the time designated for the holding of the meeting; or
  - b) at any time during the meeting.
- 2) In either case, the meeting must be adjourned to a time, date and place fixed:

- a) by the Chairperson; or
- b) in his or her absence - by the majority of the Councillors present; or
- c) failing that, by the General Manager.

- 3) The General Manager must record in Council's Minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of Council, together with the names of the Councillors present.

### **15. Presence at Council Meetings**

A Councillor cannot participate in a meeting of Council unless personally present at the meeting.

In the event that a Councillor is physically within the Council Chamber, the Councillor is taken to be present at the meeting.

Protocol requires Councillors present at the meeting to be seated at the Council meeting table while the meeting is in progress.

### **16. Departure from Council Meetings**

- 1) Councillors are required, on proposing to retire from a meeting of the Council for the remainder of that meeting, to give prior notice of the intended departure to the Chairperson.
- 2) Prior to leaving their seat at a meeting of the Council, Councillors are required to seek permission of the Chairperson.

### **17. Who is entitled to attend meetings?**

- 1) Except as provided by this part:
  - a) Everyone is entitled to attend a meeting of the Council and those of its Committees of which all the members are Councillors; and
  - b) Council must ensure that all meetings of the Council and of such Committees are open to the public.
- 2) However, a person (whether a Councillor or another person) is not entitled to be present at a meeting of the Council or of such a Committee if expelled from the meeting:
  - a) by a resolution of the meeting, or
  - b) by the person presiding at the meeting of the Council has, by resolution, authorised the person presiding to exercise the power of expulsion.

- 3) person may be expelled from a meeting only on the grounds specified in, or in the circumstances prescribed by, the Regulations.

### **17a. Which parts of a meeting can be closed to the public?**

- 1) A Council, or a Committee of the Council of which all the members are Councillors, may

close to the public so much of its meeting as comprises:

- a) the discussion of any of the matters listed in Sub-Clause (2) below, or
  - b) the receipt or discussion of any of the information so listed.
- 2) The matters and information are the following:
- 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 council's Code of Conduct.
- 3) A Council, or a Committee of the Council of which all the members are Councillors, 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.
- 4) Members of the public may be allowed to make representations to or at a Council or Committee meeting for a period of up to three (3) minutes, immediately after the motion to close the part of the meeting is moved and seconded, as to whether that part of the meeting should be closed at the discretion of the Council.

### **17b. Further limitations relating to closure of parts of meeting to public**

- 1) A meeting is not to remain closed during the discussion of anything referred to in Section 10A(2) of the Act:
  - 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.

- 2) A meeting is not to be closed during the receipt and consideration of information or advice referred to in Section 10A(2)(g) of the Act 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.

- 3) 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 Section 10A(3) of the Act), 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 Section 10A(2) of the Act).

- 4) For the purposes 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.

- 5) In deciding whether part of a meeting is to be closed to the public, the Council or Committee concerned must have regard to any relevant guidelines issued by the Director-General of the Division of Local Government, Department of Premier & Cabinet.

### **17c. Notice of likelihood of closure not required in urgent cases**

Part of a meeting of a Council, or of a Committee of the Council of which all the members are Councillors, 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 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 Section 10A(2) of the Act, and
- b) the Council or Committee, after considering any representations made under Section 10A(4) of the Act, 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.

#### **17d. Grounds for closing part of meeting to be specified**

- 1) 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.
- 2) 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.

#### **17e. Disclosure of Information at closed meetings**

If a meeting or part of a meeting of Council is closed to the public in accordance with Section 10A(1) of the Act, a person must not without the authority of Council disclose otherwise than to Council or to a Councillor information with respect to the discussion at or the business of the meeting.

#### **17f. Resolutions passed at closed meetings to be made public**

If a Council passes a resolution during a meeting, or 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 part of the meeting has ended.

#### **18. Attendance of General Manager at Meetings**

- 1) The General Manager is entitled to attend, but not to vote at, any meeting of Council or any meeting of a Committee of Council of which all the members are Councillors.
- 2) The General Manager is entitled to attend a meeting of any other Committee of Council and may, if a member of the Committee, exercise a vote.

- 3) However, the General Manager may be excluded from a meeting of Council or a Committee while Council or a Committee deals with a matter relating to the standard of performance of the General Manager or the terms of the employment of the General Manager.

## **Part 5 – Procedure for the Conduct of Council Meetings**

### **19. Who presides at meetings of Council?**

- 1) The Mayor or, at the request of or in the absence of the Mayor, the Deputy Mayor (if any), presides at meetings of Council.
- 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 the meeting of Council.
- 3) If no Chairperson is present at the meeting of Council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a Chairperson to preside at the meeting.
- 4) The election must be conducted:
  - a) by the General Manager or, in his or her absence, an employee of Council designated by the General Manager to conduct the election; or
  - b) if neither of them is present at the meeting or there is no General Manager or designated employee - by the person who called the meeting or a person acting on his or her behalf.

### **20. Chairperson to have precedence**

- 1) When the Mayor enters the Council Chamber to convene a meeting of the Council, all persons in the Council Chamber must stand.

When the Chairperson rises or speaks during a meeting of Council:

- a) any Councillor then speaking or seeking to speak must immediately resume his or her seat and be silent to enable the Chairperson to be heard without interruption; and
- b) every Councillor present must be silent to enable the Chairperson to be heard without interruption.
- c) any Councillor wishing to move or amend a motion or speak to a motion or address the meeting of the Council in any way shall stand and direct all matters to the Chairperson.
- d) any contravention of this Sub-Clause shall constitute an Act of Disorder.

## **21. Chairperson's duty with respect to motions**

- 1) It is the duty of the Chairperson at a meeting of Council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 2) The Chairperson must rule out of order any motion that is unlawful or the implementation of which would be unlawful.
- 3) Subject to Clause 35 of this Code, any motion, amendment or other matter that the Chairperson has ruled out of order is taken to have been rejected.
- 4) The Chairperson of a Committee or Council Meeting is required to verbally nominate:
  - a) the names of the respective Councillors moving and seconding all motions and amendments; and
  - b) with respect to divisions, the names of the Councillors who voted for the motion and those who voted against.

## **22. Order of business**

- 1) Ordinary Council meetings shall proceed according to the following order of business:
  - i) Prayer & acknowledgement of local indigenous people
  - ii) Apologies/Granting of leave of absences
  - iii) Confirmation of the Minutes
  - iv) Declaration of Pecuniary & Non-Pecuniary Interests
  - v) Addressing of Council by Members of the Public
  - vi) Mayoral Minutes
  - vii) Urgent Business
  - viii) Reports of Committees of the Council
  - ix) City Planning Reports
  - x) General Managers Reports
  - xi) City Services Reports
  - xii) Governance and Financial Services Reports
  - xiii) Petitions
  - xiv) Motions Pursuant to Notice
  - xv) Closed Session (Confidential Items)
  - xvi) Notices of Rescission Motions.
- 2) Business at Council and Council Committee Meetings will be transacted in the order in which it appears on the Agenda of the Business Paper for the meeting.
- 3) The order of business fixed under Sub-Clause (1) may, however, be altered if a motion to that effect is carried. Such a motion can be moved without notice.
- 4) As provided by Clause 239(3) of the Local Government (General) Regulation only the Mover of a Motion to alter the Order of Business may speak to the Motion before it is put.

## **23. Giving notice of business**

- 1) Council must not transact business at a meeting of the Council unless:
  - a) notice of the business has been sent to the Councillors in accordance with Clause 8 of this Code.
  - b) a Councillor has given notice of the business in accordance with Clauses 11 & 12 of this Code.
- 2) Sub-Clause (1) above 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 as provided for by Clause 236(1) of the Regulation; or
  - c) is a matter or topic put to the meeting by the Chairperson in accordance with Clause 243 of the Regulation; or
  - d) is a motion for the adoption of recommendations of a Committee of the Council.
- 3) Despite Sub-Clause (1) above, business may be transacted at a meeting of Council when due notice of the business has not been given to Councillors, only if:
  - a) a motion (which may be moved without notice) is passed to have the business transacted at the meeting; and
  - b) the business proposed to be brought forward is ruled by the chairperson to be of great urgency.
  - c) in respect to Rescission Motions, the following procedure may be invoked when appropriate:
  - d) the Mayor, the Deputy Mayor or Councillor presiding at the meeting may, on the motion of another Councillor to consider the Rescission Motion(s) as a matter of great urgency, rule that the matter is of great urgency and if the motion is passed, the Rescission Motion(s) will be transacted at that meeting.
- 4) Despite Clause 37 of this Code, only the mover of a motion referred to in Sub-Clause (3) above can speak to the motion before it is put.

## **24. Council Meeting Prayer & acknowledgement of local indigenous people**

That a prayer and acknowledgement of local indigenous people be offered at the commencement of each Ordinary and Extraordinary Meeting of the Council as follows:

*"Almighty God,  
We humbly beseech you to bestow your blessing upon this Council and to direct and prosper our deliberations to the advancement of your glory*

and the true welfare of the people of this City and Australia.  
Amen."

*"I would like to acknowledge that we are here today on the land of the Bidjigal people of the Dharwahal Nation. The Bidjigal people are the traditional owners and custodians of this land and form part of the wider Aboriginal nations of the Sydney area. On behalf of Randwick City Council I would also like to acknowledge and pay my respects to the Elders both past and present."*

## **25. Addressing of Council and Committee Meetings by members of the Public**

- a) Any person or their representative, who in the opinion of the Mayor or Chairperson (or Deputy Chairperson in the Chair) of the Committee, could be affected by a decision relating to any item on the agenda of any Council or Council Committee Meeting shall be permitted to address the relevant Meeting for a period not exceeding three (3) minutes unless the Chairperson (or Deputy Chairperson in the Chair) or the Meeting grants one extension of up to, but not more than three (3) minutes, where this is necessary or desirable and subject to the following guidelines:

A maximum of two (2) speakers are allowed for each item on the agenda, with one (1) speaker addressing in favour of the recommendation/motion and one (1) speaker opposing the recommendation/motion. Speakers must nominate whether they are speaking in favour/support of, or against the recommendation/motion.

- b) Speakers are to make prior arrangements to address Committee, Extraordinary or Ordinary Meetings and are allowed to speak only once, unless permitted otherwise by the Chairperson (or Deputy Chairperson in the Chair) or the Meeting.
- c) Any person or their representative may address a Committee, Extraordinary or Ordinary Meeting of Council on any matter on the agenda of those meetings, subject to the following guidelines:
- i) Applications to speak will only be accepted between the time that the agenda for the meeting is made public and the advertised starting time of the meeting.
  - ii) Late applications to speak (that is, after the advertised starting time of the meeting) will only be permitted at the discretion of the Meeting.
  - iii) For those persons speaking on behalf of, or representing, another person, the name of the speaker and the person(s) represented will be recorded in the Minutes.
  - iv) For speakers in respect of development applications, objectors will be heard prior to applicants irrespective of

whether the application is recommended for approval or refusal. This is to afford the applicant the right of reply to any new matters raised by objectors.

- v) For all matters other than development applications, speakers against the recommendations /motions will be heard prior to speakers for recommendations /motions.
  - vi) Discussion debate or questions involving Councillors or staff is not permitted.
  - vii) The subject matter only is to be discussed.
  - viii) Personalities are not to be addressed.
  - ix) Anyone speaking at a Council or Committee Meeting on behalf of another person, will be asked to indicate the name of the person on whose behalf they are speaking and this information will be included in the Speakers List and in the Council/ Committee Meeting Minutes. This is so that Councillors are able to identify and declare interests, as appropriate.
- d) A Councillor may, through the Chairperson (or Deputy Chairperson in the Chair), put a question to an individual addressing a Council or Committee meeting, subject to the question being put directly, succinctly and without argument.
- e) An individual addressing a Council or Committee Meeting may decline to answer a question put by a Councillor.

## **26. Tabled documents/ petitions**

- a) Documents (other than petitions) are not to be tabled during a meeting, either by a Councillor or a member of the public, in relation to a matter before that meeting, except in exceptional circumstances and then only with the leave of the Chairperson whose decision will be final.
- b) In the event that a Councillor wishes to table a document not covered by (1) above, the document/petition must be given to the General Manager at least two (2) hours prior to the commencement of the meeting.
- c) Subject to sub-clause (b) above, petitions may be tabled at Council Meetings. There is to be no discussion or debate in relation to any petition tabled by a Councillor at a Council Meeting. A report on the action taken in relation to any petition tabled at a Council Meeting will either be included in the Business Paper of a subsequent Council/Committee Meeting or will be included in the Councillors' Bulletin.
- d) Any other documents that a Councillor or a member of the public wishes to submit to Council should be forwarded to the General Manager in the normal manner.

## **27. Report of a Departmental Representative to be Tabled at a Council Meeting**

When a report of a Departmental representative has been presented to a meeting of a Council in accordance with section 433 of the Act, the Council must ensure that the report:

- a) is laid on the table at that meeting, and
- b) is subsequently available for the information of Councillors and members of the public at all reasonable times.

## **28. Method of adoption of Reports**

That, in dealing with and considering the Reports and Recommendations of Committees of the Council which do not have delegated authority, the following procedures shall apply:

- i) Each Report of a Committee shall be dealt with separately.
- ii) The Mayor shall nominate the Committee Report under consideration and shall call the number of each item in that Committee's report "seriatim" inviting members to nominate a challenge to any item they require to be excluded from a general resolution of the Council adopting the remainder of that Committee Report and Recommendations, "in total".
- iii) The Mayor shall then call for the Chairperson of that Committee as mover and for a member as seconder, to a resolution in the following terms:  
"That the report and recommendations of the committee from its Meeting held on .....except items....., etc. be and are hereby adopted."
- iv) The excluded items shall then be taken and dealt with separately. The Mayor shall call for the Chairperson of the Committee or another member as mover and for a member as seconder, of a Motion in terms of the Committee's recommendation or some alternative motion.

The Councillor/Councillors having nominated a challenge to the item is/are then called on by the Mayor.

Debate on the Motion then ensues, including meeting procedure, for opposition to or amendments of the Motion, or proposal of a Procedural Motion.

- v) The Minutes of the Council meeting shall record in full the content of all Motions, Amendments, etc. arising from any challenged item.

## **29. Disclosure of interests Pecuniary & Non-pecuniary interests**

- 1) A Councillor who has a pecuniary or non-pecuniary interest in any matter with which Council is concerned and who is present at a

meeting of Council at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable. Disclosures are to be made verbally at Council and Committee Meetings and all disclosures (both pecuniary and non-pecuniary) are to be submitted in writing (using Council's Declaration of Interest Form).

- 2) If any Councillor declares a Pecuniary Interest in any matter, the Councillor must not be present at, or in sight of, the meeting of the Council:
  - a) at any time during which the matter is being considered or discussed by the Council; or
  - b) at any time during which the Council is voting on any question in relation to the matter.

## **Disclosures to be recorded**

A disclosure made at a meeting of Council and the reasons for the disclosure must be recorded in the minutes of the meeting.

(Note: Further details in relation to the disclosure and management of Pecuniary & Non-pecuniary interests are contained in Appendix A to this Code.

## **30. Mayoral Minutes**

- 1) If the Mayor is the chairperson at a meeting of a Council (or a Council Committee, where the Committee consists entirely of Councillors), the Chairperson is, by minute signed by the Chairperson, entitled to put to the meeting without notice any matter or topic that is within the jurisdiction of the Council or of which the Council has official knowledge.
- 2) Such a minute, when put to the meeting, takes precedence over all business on the Council's agenda for the meeting. The Chairperson (but only if the Chairperson is the Mayor) may move the adoption of the minute without the motion being seconded.
- 3) A recommendation made in a minute of the Chairperson (being the Mayor) or in a report made by a Council employee is, so far as adopted by the Council, a resolution of the Council.
- 4) In the absence of the Mayor and when acting in the role of the Mayor, the Deputy Mayor is entitled to submit Mayoral Minutes in accordance with this clause.

## **31. Absence of Mover - Notice of Motion**

In the absence of a Councillor who has placed a notice of motion on the agenda for a meeting of Council:

- a) any other Councillor may move the motion at the meeting; or

- b) the Chairperson may defer the motion until the next meeting of Council at which the motion can be considered.

### **32. Motions to be seconded**

A motion or an amendment cannot be debated unless or until it has been seconded and the names of those moving and seconding the motion clearly indicated to the meeting. This Clause is subject to Clauses 30 and 37 of this Code.

### **33. How subsequent amendments may be moved**

If an amendment has been rejected, a further amendment can be moved to the motion to which the rejected amendment was moved, and so on, but no more than one motion and one amendment can be before Council at any one time.

### **34. Procedural Motions**

- i) Unless otherwise prohibited, a procedural motion may be moved at any time and must be dealt with immediately by the Chairperson. A Procedural Motion, having been moved and seconded, shall take precedence over the question before the Chair which shall be suspended pending decision on the Procedural Motion.
- ii) Unless otherwise provided, debate on a procedural motion is not permitted and the mover does not have a right of reply.
- iii) Unless otherwise provided, a procedural motion cannot be amended.
- iv) Where the Procedural Motion is lost, the suspended business shall then proceed.

(Note: A Procedural Motion is not an amendment to the question before the Chair. As its description implies, it is directed towards the way or manner in which the Council will deal with the matter before it, and does not contain or imply a decision on the matter).

### **35. Motions of Dissent**

- 1) A Councillor can, without notice, move to dissent from the ruling of the Chairperson on a point of order. If that happens, the Chairperson must suspend business before the meeting until a decision is made on the motion of dissent. A point of order must relate to a breach of order or an irregularity in proceedings.
- 2) If a motion of dissent is carried, the Chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been discharged as out of order, the Chairperson must restore the motion or business to the agenda and proceed with it in due course.

- 3) Despite Clause 34 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.

### **36. Questions may be put to Councillors and Council employees**

- 1) A Councillor:
  - a) may, through the Chairperson, put a question to another Councillor; and
  - b) may, through the General Manager, put a question to a Council employee.
- 2) However, a Councillor or Council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to documents.
- 3) The Councillor must put every such question directly, succinctly and without argument.
- 4) The Chairperson must not permit discussion on any reply or refusal to reply to a question put to a Councillor or Council employee under this Clause.

### **37. Limitation as to number of speeches**

- 1) A Councillor who, during a debate at a meeting of Council, moves an original motion has the right of general reply to all observations that are made by another Councillor during the debate in relation to the motion and to any amendment to it, as well as the right to speak on any such amendment.
- 2) 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.
- 3) A Councillor must not, without the consent of Council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time. However, the Chairperson may permit a Councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment and for longer than five (5) minutes on that motion or amendment, to enable the Councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 4) Despite Sub-Clauses (1) and (2), a Councillor may move that a motion or 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 2 Councillors have spoken in favour of the motion or amendment and at least two Councillors have spoken against it.
- 5) The Chairperson must immediately put to the vote, without debate, a motion moved under Sub-Clause (4). A seconder is not required for such a motion.
- 6) 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 his or her right of reply under Sub-Clause (1).
- 7) If a motion that the original motion or amendment be now put is rejected, the Chairperson must allow the debate on the original motion or the amendment to be resumed.

### **38. What are the voting entitlements of Councillors?**

- 1) Each Councillor is entitled to one vote.
- 2) The person presiding at a meeting of Council has, in the event of an equality of votes, a second or casting vote.

### **39. Voting at Council Meetings**

- 1) A Councillor who is present at a meeting of Council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- 2) If a Councillor who has voted against a motion put at a Council meeting so requests, the General Manager must ensure that the Councillor's dissenting vote is recorded in the Council's minutes.
- 3) The decision of the Chairperson as to the result of a vote is final, unless the decision is immediately challenged and not fewer than two (2) Councillors rise and demand a division.
- 4) When a division on a motion is demanded, the Chairperson must ensure that the division takes place immediately. The General Manager must ensure that the names of those who vote for the motion and those that vote against it are respectively recorded in the Council's minutes.
- 5) Voting at a Council meeting, including voting in an election at such a meeting (but excluding the election of Mayor or Deputy Mayor), is to be by open means (such as on the voices or by show of hands). However, the Council may resolve that the voting in any election by Councillors for Mayor or Deputy Mayor is to be by secret ballot. This Clause is subject to Clause 39A of this Code.

### **39a. Recording of voting on planning and tender matters**

In this clause, 'planning decisions' means a decision made in the exercise of a function of a Council under the Environmental Planning and Assessment Act 1979;

Including a decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under the Act, but Not including the making of an order under Division 2A of Part 6 of that Act.

The General Manager is required to keep a register containing, for each planning and tender decision made at a meeting of the council or a council committee, 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.

For the purpose of maintaining the register, a division is required to be called whenever a motion for a planning or tender decision is put at a meeting of the council or a council committee.

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, and is to include the information required by the regulations.

This clause extends to a meeting that is closed to the public.

### **39b. Reasons for decisions**

Councillors are required to give reasons for their decisions when they approve development applications or tenders against the recommendation of staff and the reasons are to be included in the minutes of the Council or Committee Meeting.

### **40. What constitutes a decision of Council**

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

### **41. Making Resolutions Public after (part) meeting closed**

When the Council or a Committee of 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 part of the meeting has ended.

### **42. Council Meeting Adjournment**

- 1) The Chairperson is empowered to adjourn a meeting of a Council for a time specified or as agreed to by the Council.
- 2) Meetings of the Council, if not concluded beforehand, adjourn at 11.30pm.

### 43. Rescinding or altering resolutions

- 1) A resolution passed by Council, or a Committee whose membership consist only of members of the Council and which has full delegation of authority to determine matters, may not be altered or rescinded except by a motion to that effect of which notice has been duly given in accordance with this Code.
- 2) 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. Section 372(1) of the Act requires notice of a rescission motion to be given in accordance with Council's Code of Meeting Practice. As such, for rescission motions that are lodged at the same meeting as the matter proposed to be rescinded was carried, the rescission motion will be held over and listed on the agenda at the subsequent Ordinary or Extraordinary Council Meeting or the next meeting of the relevant Committee, whichever occurs first.
- 3) If a motion has been negated by Council, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with this Code (see Clause 23(1) of this Code.)
- 4) 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 negated by Council, must be signed by three (3) Councillors if less than three (3) months have elapsed since the resolution was passed, or the motion was negated, as the case may be.
- 5) If a motion to alter or rescind a resolution has been negated, or if a motion which has the same effect as a previously negated motion is negated, no similar motion may be brought forward within three (3) months. This Sub-Clause may not be evaded by substituting a motion differently worded, but in principle the same.

Section 372(5) of the Local Government Act allows an original motion to be negated (that is, lost) twice before a three (3) month ban is placed on any councilor putting forward another motion to the same effect. However, to even bring the motion forward the second time will require three (3) councillors' signatures if less than three (3) months has passed since the first time the motion was defeated (s.372(4) of the Act).

A motion to rescind or undo an earlier resolution can only be lost once before a three (3) month ban is placed on any councilor 'bringing forward' another motion to the same effect (s.372(5) of the Act). 'Brought forward' means moved at a council or committee meeting. It is possible for notice of motion to be given (but not for the

motion to be moved) before the expiry of the three (3) month period referred to in section 372(5) of the Act.

- 6) A motion to which this Clause applies may be moved on the report of a Committee of Council and any such motion must be recorded in the minutes.
- 7) A notice of motion to rescind a resolution, arising from a meeting of a Committee which has full delegation of authority to determine matters, will be listed on the agenda for the subsequent Ordinary or Extraordinary Council Meeting or a Meeting of that Committee, whichever occurs first, for determination. A notice of motion to rescind a resolution, arising from a Council Meeting, will be listed on the agenda of the next available meeting (this could include a Committee Meeting subject to:
  - the matter being a matter which is able to be delegated under Section 377 of the Local Government Act 1993;
  - the matter being submitted to the most appropriate Committee based on the subject matter of the Rescission Motion; and
  - the matter being submitted to a Committee for which all the Councillors are members) (see also Clause 23(3)(c)).
- 8) A notice of motion to rescind shall not be valid unless received by the General Manager in writing in accordance with this Clause. This includes being received by the General Manager by email. In this regard, Councillors must email the General Manager individually to provide evidence of their support for a rescission motion. Three (3) email will be required to be received by the General Manager in relation to any particular matter and in accordance with this Clause in order for the rescission motion to be considered valid.
- 9) A Councillor may only withdraw his/her signature from a Notice of Motion to Rescind, with the consent (in writing) of the other signatories (so as to give the other Councillors an opportunity to obtain another signatory to the rescission motion, if necessary). If, as a result of a signature being validly withdrawn, the Notice of Motion to Rescind is left with less than three (3) valid signatures, the motion lapses and the matter the subject of the motion will be actioned by the General Manager.
- 10) Rescission Motions are unable to be withdrawn, by the Councillors who have submitted the Motion, after the deadline for business paper preparation (which is 12noon on the Monday in the week preceding the meeting in question). Once a Rescission Motion has been listed on a Business Paper (which is taken to be at 12noon on the Monday in the week preceding the meeting

in question) it cannot be removed or withdrawn and will lapse at the meeting in question if no Councillors are prepared to move/second it.

- 11) The provisions of this Clause concerning negated motions do not apply to motions of adjournment.
- 12) The General Manager shall notify all Councillors (by telephone, facsimile or email) within 24 hours of the receipt by the General Manager of a valid rescission motion.
- 13) It is Council's practice not to implement decisions of the Council until 12noon on the working day following the Council and/or Committee Meeting.
- 14) If the General Manager receives a rescission motion after 12noon on the working day following any meeting and action on the resolution in question has not already been carried into effect but is expected before the rescission motion can be decided on by the Council, the General Manager will not act upon the resolution in question until the rescission motion has been considered.

#### **44. Certain circumstances do not invalidate Council's decision**

Proceedings at a meeting of Council or a Committee are not invalidated because of:

- 1) a vacancy in a civic office; or
- 2) a failure to give notice of the meeting to any Councillor or Committee member; or
- 3) any defect in the election or appointment of a Councillor or Committee member; or
- 4) a failure of a Councillor or a Committee member to disclose a pecuniary interest at a Council or Committee meeting in accordance with section 451 of the Act; or
- 5) a failure to comply with this Code.

#### **45. Apologies/Leave of absences**

- a) For the purpose of Section 234 of the Local Government Act, the acceptance by the Council of an apology tendered by a Councillor for the nonattendance of the Councillor at a Council or Committee Meeting is deemed to be leave granted by the Council for the absence of the Councillor from that meeting provided that the apology is tendered prior to the meeting.
- b) If a Councillor attends a Council Meeting (whether or not an ordinary meeting) despite having been granted leave of absence, the leave of absence is taken to have been rescinded as regards any future Council Meeting.
- c) Subsection (b) does not prevent the Council from granting further leave of absence in respect of any future Council Meeting.
- d) A Councillor's application for leave of absence from Council Meetings should, if practicable, identify (by date) the meetings

from which the Councillor intends to be absent.

- e) A councillor who intends to attend a Council Meeting despite having been granted leave of absence should, if practicable, give the General Manager at least 2 days' notice of his or her intention to attend.

## **Part 6 – Keeping Order at Meetings**

### **46. Questions of order**

- 1) 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.
- 2) 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.
- 3) 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.
- 4) The Chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.
- 5) When the Chairperson rules that an act of disorder has been committed by a Councillor, the details, as stated by the Chairperson at the meeting, are to be recorded in the minutes of the meeting.

### **47. Acts of disorder**

- 1) A Councillor commits an act of disorder if the Councillor, at a meeting of Council or a Committee of Council:
  - a) contravenes the Act or any Regulation in force under the Act; or
  - b) assaults or threatens to assault another Councillor or person present at the meeting; or
  - c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of Council, or addresses or attempts to address Council on such a motion, amendment or matter; or
  - d) insults or makes personal reflections on or imputes improper motives to any other Councillor; or
  - e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring Council or the Committee into contempt.
- 2) The Chairperson may require a Councillor:
  - a) to apologise without reservation for an act of disorder referred to in Sub-Clause (1)(a) or (b) above; or

- b) to withdraw a motion or an amendment referred to in Sub-Clause (1)(c) above and, where appropriate, to apologise without reservation; or
  - c) to retract and apologise without reservation for an act of disorder referred to in Sub-Clause (1)(d) or (e) above; and
  - d) to apologise without reservation for an act of disorder (committed at the preceding Council or Committee meetings) for which that Councillor failed to apologise for without reservation when requested by the Chairperson at the time.
- 3) Prior to expulsion:
- a) A Councillor may, as provided by Section 10(2)(a) or (b) of the Act, be expelled from a meeting of a Council for having failed to comply with a requirement under Sub-Clause (2). The expulsion of a Councillor under Sub-Clause (2) does not prevent any other action from being taken against the Councillor for the act of disorder concerned.
  - b) Prior to any expulsion the Chairperson must adjourn the meeting for a minimum period of five (5) minutes.
  - c) Upon resumption of the Meeting, and prior to expulsion of a Councillor taking place, the Chairperson shall specify the breach of the Code/reasons for the proposed expulsion and provide an opportunity for the subject Councillor to respond to the alleged breach/reasons for expulsion.
- 4) The Mayor may expel from a meeting a Councillor who fails to comply with a requirement made under Sub-Clause (2) above.

#### **48. How disorder at a meeting may be dealt with**

- 1) If disorder occurs at a meeting of Council, the Chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. Council, on reassembling, must, on a question put from the chair, decide without debate whether the business is to be proceeded with or not. This Sub-Clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of Councillors.
- 2) A member of the public may, as provided by Section 10(2)(a) or (b) of the Act, be expelled from a meeting of a Council for engaging in or having engaged in disorderly conduct at the meeting.
- 3) The Mayor may expel a member of the public from a Council meeting on the ground that the member is engaging in or has, at the meeting, engaged in disorderly conduct.

#### **49. Power to remove persons from meeting after expulsion resolution**

If a meeting of Council resolves to expel or the Mayor expels from the meeting a Councillor for failing to comply with a requirement made under Clause 47 of this Code, or a member of the public for disorderly conduct, and the Councillor or member of the public fails to leave the meeting immediately after the resolution is passed, a Police Officer, or any person authorised by Council for the purpose, may, by using only such force as is necessary, remove the Councillor or the person from the meeting and, if necessary, restrain the Councillor or the person from re-entering the place where the meeting is being held until that person publicly apologises without reservation.

### **Part 7- Council Committees**

#### **50. Committee of the Whole**

- 1) Council may resolve itself into Committee of the Whole to consider any matter before Council.
- 2) All the provisions of this Code relating to meetings of Council, so far as they are applicable, extend to and govern the proceedings of Council when in Committee of the Whole, except the provision limiting the number and duration of speeches.
- 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 Council proceedings in Committee of the Whole. It is not necessary to report the proceedings in full but any recommendations of the committee must be reported.
- 4) Council must ensure that a report of the proceedings (including any recommendations of the Committee) is recorded in the Council's minutes. However, Council is not taken to have adopted the report until a motion for adoption has been made and passed.

#### **51. Council may appoint and wind up Committees**

- 1) Council may, by resolution, establish such Committees as it considers necessary and may wind up such Committees.
- 2) A Committee is to consist of the Mayor and such other Councillors as are elected by the Councillors or appointed by the Council.

#### **52. General and Special Committees of Council**

- 1) Committee Meetings - General and Special Committees.

Meetings of the undermentioned General and Special Committees are to be held in the

Town Hall, Avoca Street, Randwick, in accordance with the following Schedule:

- a) General Committees:
  - Administration and Finance Committee
  - Community Services Committee
  - Economic Development
  - Environment Committee
  - Planning Committee
  - Works Committee(whose membership consists only of members of the Council and which has full delegation)

Meetings held on the 2nd Tuesday of the month at 6.00pm (as detailed by notice in accordance with Section 7(i) of the Code of Meeting Practice).

- (b) Special Committees:
  - Civic Affairs
  - Australia Day
  - Randwick City Business Awards
  - Randwick Access
  - Randwick Older Persons' Advisory
  - Randwick Youth Advisory
  - Randwick Aboriginal Consultative
  - Randwick Multicultural Advisory
  - Greening Randwick Sub-Committee
  - General Manager's
  - Performance Review
  - Community Safety
  - Road Safety SteeringSports Meetings are held at times to be determined by the Mayor, (as detailed by notice in accordance with Section 7(i) of the Code of Meeting Practice).

### **53. What is the quorum of a Committee?**

The quorum of each committee is as stipulated by the Council at the annual appointment of the Committee membership or if the Council has not decided a number - a majority of the members of the Committee.

### **54. Functions of Committees**

- 1) Council must specify the functions of each of its Committees when the Committee is appointed or elected, but may from time to time amend those functions.
- 2) A Committee cannot act outside the extent of the functions granted by Council.
- 3) If Council, by resolution, delegates authority to a Committee to make decisions, then any decisions made by the Committee under such authority shall be decisions of Council. (Section 49(6), Interpretation Act 1987)

### **55. Notice of Committee meetings to be given**

- 1) The General Manager must send to each member of a Committee at least three (3) days before each meeting of the Committee, a notice specifying:

- a) the time and place at which and the date on which the meeting is to be held; and
- b) the business proposed to be transacted at the meeting.

- 2) However, notice of less than three (3) days may be given of a Committee meeting called in an emergency.

### **56. Non-members entitled to attend Committee meetings**

- 1) A Councillor who is not a member of a Committee is entitled to attend, and speak at, a meeting of the Committee.

- 2) 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.

### **57. Chairperson and Deputy Chairperson of Committees**

- 1) The Chairperson of each Committee must be:

- a) the Mayor; or
- b) if the Mayor does not wish to be the Chairperson of that Committee - a member of the Committee elected by Council; or

- (c) if Council does not elect such a member - a member of the Committee elected by the Committee.

- (2) Council may elect a member of a Committee as Deputy Chairperson of the Committee. If Council does not elect a Deputy Chairperson of such a Committee, the Committee may elect a Deputy Chairperson.

- (3) If neither the Chairperson nor the Deputy Chairperson of a Committee 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.

- (4) The Chairperson is to preside at a meeting of a Committee. 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.

### **58. Absence from Committee meetings**

- (1) A member ceases to be a member of a Committee if the member (other than the Mayor):

- (a) has been absent from 3 consecutive meetings of the Committee without having given reasons acceptable to the Committee for the member's absences; or
  - (b) has been absent from at least half of the meetings of the Committee held during the immediately preceding year (being the period beginning 1 July and ending the following 30 June) without having given to the Committee acceptable reasons for the member's absences.
- (2) Sub-Clause (1) does not apply if all the members of Council are members of the Committee.

## 59. Committee Procedures

Subject to Clause 57(1) of this Code of Meeting Practice each Committee of a Council may regulate its own procedure. However, 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 Committee Meetings.

For Committees which do not have delegated authority and which only make recommendations to Council, their minutes shall contain the names of movers and seconders and the text of motions and amendments and whether those motions or amendments were passed or lost.

## 60. Order of business

- (1) Council Committee meetings shall proceed according to the following order of business:
- (i) Apologies/Granting of leave of absences
  - (ii) Confirmation of the Minutes
  - (iii) Declaration of Pecuniary & Non-Pecuniary Interests
  - (iv) Addressing of Council by Members of the Public
  - (v) Urgent Business
  - (vi) City Planning Reports
  - (vii) General Managers Reports
  - (viii) City Services Reports
  - (ix) Governance and Financial Services Reports
  - (x) Closed Session
  - (xi) Notices of Rescission Motions.

## 61. Voting at Committee Meetings

- (1) Voting at a Committee meeting is to be by open means (such as on the voices or by show of hands).
- (2) Whenever the voting of a motion put to a meeting of a Committee is equal, the Chairperson of the Committee is to have a casting vote as well as an original vote.

## 62. Reports of Committees

- (1) If in a report of a Committee distinct recommendations are made, the decision of Council may be made separately on each recommendation.
- (2) The recommendations of a Committee are, so far as adopted by Council, resolutions of Council.
- (3) If a Committee of a 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:
- (a) make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended; and
  - (b) report the resolution or recommendation to the next meeting of the Council.
- (4) The Administration & Finance Committee, the Civic Affairs Committee, the Community Services Committee, the Economic Development Committee, the Environment Committee, the Planning Committee and the Works Committee are all committees whose membership consists only of members of the Council and which have full delegated authority to determine matters and are not subject to Sub-Clause 3 of Clause 50 or Clause 62 of this code.

## 63. Committee may expel certain persons from its Meetings

- (1) A Committee may, by resolution, expel from a meeting a Councillor or member of the public who fails to comply with a requirement under Clause 47(2) of this Code.
- (2) The Chairperson may expel from a meeting a Councillor or member of the public who fails to comply with a requirement under Clause 47 and 48 of this Code.
- (3) If a meeting or part of a meeting of a Committee is closed to the public in accordance with section 10(A) of the Act, the Committee may, by resolution expel, from the place where the meeting is being held any person who is not a Councillor or member of the Committee in accordance with Section 10(2)(a) or (b) of the Act.
- (4) If any such person, after being notified of such a resolution or direction expelling him or her 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, Committee or

person presiding may, by using only such force as is necessary, remove the person from that place, and, if necessary, restrain the person from re-entering, that place.

#### **64. Committee Meeting Adjournment**

The Chairperson is empowered to adjourn a meeting of a Committee for a time specified or as agreed to by the Committee.

### **Part 8 - Minutes**

#### **65. Minutes**

(1) Council and each Committee must ensure that full and accurate minutes are kept of the proceedings of each meeting of Council and of each Committee including:

- (a) The name of the Councillors present at the meetings and any apologies/leave of absences
- (b) The names of officers in attendance and their organisational titles
- (c) The name of any other person, excluding members of the public, in attendance at the meeting and the organisation they represent or the capacity of their attendances
- (d) The arrival and departure of Councillors during the course of the meeting (including any temporary departures or arrivals)
- (e) Details of each motion moved and of any amendments moved to it
- (f) The names of the mover and seconder of any motion or amendment
- (g) Whether the motion or amendment is carried or lost
- (h) a record of the voting (for and against) each planning and tender matter
- (i) a record of the reasons for approving development applications or tenders against the recommendations of staff
- (j) Details of any procedural motions moved
- (k) Motions passed unanimously, if requested, should be noted
- (l) Where a valid Division is called, a table of the names of every Councillor and the way their vote was cast, either For or Against
- (m) When requested by Councillors, a record of their opposition to any motion
- (n) Details of failure to achieve or maintain a quorum and any

- adjournment whether as a result or otherwise
- (o) Details of any members of the public who address meetings
  - (p) The time and reason for any adjournment of the meeting or suspension of standing orders
  - (q) The details of any disclosures of pecuniary interests by the Councillors
  - (r) The details of any acts of disorder as ruled and the reasons as stated by the Chairperson at any meeting
  - (s) Any other matter which the General Manager thinks should be recorded to clarify the intention of the meeting or the reading of the Minutes
  - (t) The date, time and venue where the meeting was commenced, adjourned, resumed and/or concluded.

(2) The correctness of the Minutes of a meeting shall only be confirmed on the motion of two (2) Councillors.

(3) A motion or discussion with respect to such Minutes shall not be in order except with regard to their accuracy as a true record of the proceedings.

(4) The Minutes must, as soon as they have been confirmed at a subsequent meeting of Council or a Committee, be signed by the Chairperson of that subsequent meeting.

#### **66. Inspection of the minutes of Council or a Committee**

(1) An inspection of the minutes of Council or Committee is to be carried out under the supervision of the General Manager or an employee of Council designated by the General Manager to supervise inspections of those minutes.

(2) The General Manger must ensure that the minutes of Council and any minutes of a Committee are kept secure and in safe custody and that no unauthorised person is allowed to interfere with them.

### **Part 9 - Miscellaneous**

#### **67. Information relating to proceedings at closed meetings not to be disclosed**

(1) Disclosure of information  
A person must not disclose any information obtained in connection with the administration or execution of this Act unless that disclosure is made:

- (a) with the consent of the person from whom the information was obtained; or

- (b) in connection with the administration or execution of this Act; or
  - (c) for the purposes of any legal proceedings arising out of this Act or of any report of any such proceedings; or
  - (d) in accordance with a requirement imposed under the Ombudsman Act 1974 or the Freedom of Information Act 1989; or
  - (e) with other lawful excuse.
- (1A) Meeting closed to the public  
In particular, if part of a meeting of a Council or a Committee of a Council is closed to the public in accordance with section 10(A)(1), a person must not, without the authority of the Council or the Committee, disclose (otherwise than to the Council or a Councillor of the Council) information with respect to the discussion at, or the business of, the meeting.
- (1B) Exemptions to Subs (1A)  
Subsection (1A) does not apply to:
- (a) the report of a Committee of a Council after it has been presented to the Council; or
  - (b) disclosure made in any of the circumstances referred to in subsection (1)(a)-(e); or
  - (c) disclosure made in circumstances prescribed by the Regulations.
  - (d) any agenda, resolution or recommendation of a meeting that a person is entitled to inspect in accordance with Section 12 of the Local Government Act.
- 68. Public access to correspondence and reports**
- (1) Council and a Committee of which all the members are Councillors 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.
  - (2) This section does not apply if the correspondence or reports:
    - (a) relate to a matter that was received or discussed; or
    - (b) were laid on the table at, or submitted to, the meeting, when the meeting was closed to the public.
- (3) This section does not apply if the Council or Committee resolves at the meeting, when open to the public, that the correspondence or reports, because they relate to a matter specified in Section 10A(2) of the Act, are to be treated as confidential.
- 69. Audio Recording of Council and Committee Meetings by Council**
- Meetings of Council and Committees, which have full delegation to determine items on their agenda, shall be audio recorded by the Council, except for those portions which the Committee or the Council has resolved to close in accordance with Section 10A(2) of the Local Government Act.
- The purpose of audio recording meetings of Council and Committees is to:
- (1) Allow accurate compilation of Minutes of those Meetings and to verify their accuracy upon confirmation of those Minutes;
  - (2) Audio recordings of meetings will be destroyed immediately after the Minutes for the meeting in question have been confirmed or after three (3) months if requested by a Councillor, however, recordings may be retained for a longer period (after confirmation of the Minutes) at the General Manager's discretion;
  - (3) Appropriate signs shall be displayed in the Council Chamber (or any rooms utilised for audio recording of Council/Committee Meetings) alerting attendees to the fact that the proceedings are being recorded for the purposes of Clause 69 of Council's Code of Meeting Practice; and
  - (4) The Presiding Officer (Chairperson) will, at the commencement of meetings, inform those in attendance that the proceedings are being recorded for the purpose of this clause of the Code of Meeting Practice and remind them that any comments should only include personal information that is relevant or necessary to the matters under consideration by the Council/Committee.
- 70. Audio recording/video recording of meetings of Council or a Committee prohibited without permission**
- (1) A person may use an audio recorder to record the proceedings of a meeting of Council or a Committee only with the authority of Council or Committee.

- (2) A person may, as provided by Section 10(2)(a) or (b) of the Act, be expelled from a meeting of a Council or a Committee of a Council, for using or having used an audio recorder in contravention of this Clause.
- (3) If any such person, after being notified of such a resolution, or direction expelling him or her from the meeting, fails to leave the place where the meeting is being held, a Police Officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the person from that place and, if necessary, restrain the person from re-entering, that place.
- (4) In this clause, audio recorder includes any device capable of recording or transmitting speech and/or recording or transmitting images.

#### **71. Use of mobile phones prohibited during Council and Committee Meetings**

Councillors and members of the public are prohibited from using mobile phones for voice conversations in the Council Chamber during meetings of the Council or Council Committees. Mobile phones should be turned-off or changed to 'silent mode' prior to entering the Council Chamber.

#### **72. Public approaching Councillors during Meetings**

Members of the public are prohibited from approaching Councillors in the Council Chambers when a meeting is in progress.

#### **73. Mode of Address**

Councillor and Council employees shall at all times:

- (a) Address Councillors by their official designation, as Mr/Madam Mayor or Councillor, as the case may be;
- (b) Address Council employees by their position title;

and must address their remarks through the chair.

## Appendix A

# Conflicts of Interests Guidelines

### Introduction

The possibility of conflict between public duty and private interest is an ever-present risk for council officials. Sometimes, by virtue of their official status, position, functions or duties, council officials have the power to make decisions or act in ways that can further their own private interests. This may cause a real or perceived conflict between council official's private interests and their public duty.

As a general principle, no person should obtain a private benefit or advantage by virtue of their position as a council official. Additionally, no public official should misuse the power or authority of their position to unfairly influence or decide a matter where they have a real or perceived private interest.

Most council officials are at some stage likely to experience a situation where they may have a non-pecuniary conflict of interests. This is most likely to arise out of family or personal relationships or perhaps through an association they, or someone close to them, may have through an involvement in a sporting, social or other kind of group or association. The greater their involvement with the club or organisation, the greater likelihood of a real or perceived conflict of interests, It may also involve an interest of a financial nature that does not amount to a pecuniary interest as defined by the Act.

### What is a conflict of interest & what is required of you in assessing possible interests?

A conflict of interests exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty.

You must avoid or appropriately resolve any conflict of interests. Perceptions of conflict of interest are as important as actual conflict of interest. The onus is on you to identify a conflict of interests and take the appropriate action to manage the conflict in favour of your public duty.

Any conflict between your interests and those of Council must be managed to uphold the probity of council decision-making. When considering whether or not you have a conflict of interest, it is always important to think about how others would view your situation.

It is essential that you properly address conflict of interest issues that may arise. You must:

- Try to understand the concept and practical implications of conflict of interest issues;
- Accept that failure to resolve an actual or reasonably perceived conflict of interest is unacceptable in local government;
- Take timely and appropriate action to avoid, or if not, to disclose any actual, potential or reasonably perceived conflict of interest.

Where necessary, you must disclose an interest promptly, fully and in writing. If a disclosure is made at a Council or Committee Meeting, both the disclosure and nature of an interest must be recorded in the minutes.

Private interests can be of two types: pecuniary or non-pecuniary.

### What is a “pecuniary interest”?

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 or another person with whom the person is associated (Section 442 of Local Government Act).

A person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to the matter.

However, a person will be taken to have a pecuniary interest in a matter if that person's spouse or de facto partner or a relative of the person or a partner or employer of the person, or a company or other body of which the person, or a nominee, partner or employer of the person is a member, has a pecuniary interest in the matter (Section 443 Local Government Act).

The Local Government Act requires that:

- councillors and designated persons lodge an initial and an annual written disclosure of interests that could potentially be in conflict with their public or professional duties (section 449)
- councillors and members of council committees disclose an interest and the nature of that interest at a meeting, leave the meeting and be out of sight of the meeting and not participate in discussions or voting on the matter (section 451)
- designated persons immediately declare, in writing, any pecuniary interest (section 459)
- members of staff (other than designated persons) must disclose in writing to their supervisor or the General Manager, the nature of any pecuniary interest they have in a matter that they are dealing with as soon as practicable upon becoming aware of the interest.

## Non-pecuniary

A non-pecuniary interest is a private or personal interest that a Council official has that does not amount to a pecuniary interest as defined in the Local Government Act (egg. A friendship, membership of an association, society or trade union or involvement or interest in an activity and may include an interest of a financial nature).

Council's Code of Conduct recognises two forms of non-pecuniary conflict of interests:

- significant
- less than significant

As a general rule, a non-pecuniary conflict of interests will be significant where a matter does not raise a pecuniary interest but it involves:

- a) a relationship between a council official and another person that is particularly close, for example, parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child of the person or of the person's spouse, current or former spouse or partner, de facto or other person living in the same household
- b) other relationships that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship
- c) an affiliation between the council official and an organisation, sporting body, club, corporation or association that is particularly strong.

Council officials should make an assessment of the circumstances to help them determine if a conflict is significant. The nature of a friendship or business relationship, The frequency of contact and the duration of the friendship or relationship, the strength of an affiliation with an organisation are all matter that should be considered when assessing whether or not a conflict of interests is significant or less than significant.

Councillors should note that matters before Council involving campaign donors may give rise to a non-pecuniary conflict of interest.

## Remoteness

A person does not have an interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision that person might make in relation to a matter or if the interest is of a kind specified in Section 448 of the Local Government Act.

The matter of a report to council from the conduct review committee/reviewer relates to the public duty of a councillor or the General Manager. Therefore, there is no requirement for councillors

or the General Manager to disclose a conflict of interests in such a matter.

## Who has a pecuniary interest?

- (1) A person has a pecuniary interest in a matter if the pecuniary interest is the interest of:
  - a. The person; or
  - b. Another person with whom the person is associated as provided below.
- (2) A person is taken to have a pecuniary interest in a matter if:
  - a. The person's spouse or de facto partner or a relative of the person has a pecuniary interest in the matter; or
  - b. the person, or a nominee, partner or employer of the person, is a member of a company or other body that has a pecuniary interest in the matter.

(Note: relative, in relation to a person, means any of the following:

  - (i) The parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descends or adopted child of the person or of the persons' spouse;
  - (ii) The spouse, de facto partners of the person or of a person referred to in (i) above).
- (3) However, a person is not taken to have a pecuniary interest in a matter as referred to in (2) above:
  - a. if the person is unaware of the relevant pecuniary interest of the spouse, de facto partner, relative or company or other body;
  - b. just because the person is a member of, or employed by, a Council or a statutory body or is employed by the Crown; or
  - c. just because the person is a member of, or a delegate of a Council, a company or other body that has a pecuniary interest in the matter, so long as the person has no beneficial interest in any shares of the company or body.

## No knowledge

A person does not breach the code of conduct if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.

## What interests do not have to be disclosed (Section 448)?

The following interests do **not** have to be disclosed for the purposes of the Local Government Act:

- an interest as an elector;
- an interest as a ratepayer or person liable to pay a charge;
- an interest in any matter relating to the terms of which the provision of a service or the supply of goods or commodities is offered to the public or a section of the public that includes persons who are not subject to this Part;
- an interest in any matter relating to the terms on which the provisions of a service or the supply of goods or commodities is offered to a relative of the person by the Council in the same manner and subject to the same conditions as apply to persons who are not subject to this Part;
- an interest as a member of a club or other organisation or association, unless the interest is as the holder of an office in the club or organisation (whether remunerated or not) [for further information in relation to club membership and options for managing conflicts, see the case studies under the heading "Disclosure and management of non-pecuniary interest"];
- an interest of a member of a Council Committee as a person chosen to represent the community or as a member of a non-profit organisation or other community or special interest group if the committee member has been appointed to represent the organisation or group on the committee;
- an interest in a proposal relating to the making, amending, altering or repeal of an environmental planning instrument, other than an instrument that effects a change of the permissible uses of:
  - (a) land in which the person or another person with whom the person is associated as provided in Section 443 has a proprietary interest (which, for the purposes of this paragraph, includes any entitlement to the land at law or in equity and any other interest or potential interest in the land arising out of any mortgage, lease, trust, option or contract, or otherwise); or
  - (b) land adjoining, or adjacent to, or in proximity to land referred to in paragraph (a) if the person or the other person with whom the person is associated would by reason of the proprietary interest have a pecuniary interest in the proposal;
- an interest relating to a contract, proposed contract or other matter if the interest arises only because of a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company;
- an interest of a person arising from the proposed making by the Council of an agreement between the Council and a corporation, association or partnership, being a corporation, association or partnership that

has more than 25 members, if the interest arises because a relative of the person is a shareholder (but not a director) or the corporation or is a member (but not a member of the committee) of the association or is a partner of the partnership;

- an interest of a person arising from the making by the Council of a contract or agreement with a relative of the person for or in relation to any of the following, but only if the proposed contract or agreement is similar in terms and conditions to such contracts and agreement as have been made, or as are proposed to be made, by the Council in respect of similar matters with other residents of the area:
  - (a) the performance by the Council at the expense of the relative of any work or service in connection with roads or sanitation;
  - (b) security for damage to footpaths or roads;
  - (c) any other service to be rendered, or act to be done, by the Council or under any Act conferring functions on the Council or by or under any contract;
- an interest relating to the payment of fees to Councillors (including the Mayor and Deputy Mayor);
- an interest relating to the payment of expenses and the provision of facilities to Councillors (including the Mayor and Deputy Mayor) in accordance with a policy under Section 252;
- an interest relating to an election to the office of Mayor arising from the fact that a fee for the following 12 months has been determined for the office of Mayor;
- an interest of a person arising from the passing for payment of a regular account for wages or salary of an employee who is a relative of the person;
- an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a Councillor or member of a Council Committee;
- an interest arising from appointment of a Councillor to a body as representative or delegate of the Council, whether or not a fee or other recompense is payable to the representative or delegate.

## Management of non-pecuniary conflict of interests

Non-pecuniary interests must be disclosed in meetings.

Where you have a non-pecuniary interest that conflicts with your public duty, you must disclose the interest fully and in writing, even if the conflict is not significant. You must do this as soon as practicable.

If a disclosure is made at a council or committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes. This disclosure constitutes disclosure in writing.

How you manage a non-pecuniary conflict of interests will depend on whether or not it is significant.

If you are a Council official, other than a member of staff of Council, and you have disclosed that a significant non-pecuniary conflict of interests exists, you must manage it in one of two ways:

- remove the source of the conflict, by relinquishing or divesting the interest that creates the conflict, or reallocating the conflicting duties to another council official;
- have no involvement in the matter, by absenting yourself from and not taking part in any debate or voting on the issue\*.

\*Note: Despite the above, a councillor who has disclosed that a significant non-pecuniary conflict of interests exists may participate in a decision to delegate council's decision-making role to council staff, or appoint another person or body to make the decision in accordance with the law. This applies whether or not council would be deprived of a quorum if one or more councillors were to manage their conflict of interests by not voting on a matter in accordance with the above.

If you determine that a non-pecuniary conflict of interests is less than significant and does not require further action, you must provide an explanation of why you consider that the conflict does not require further action in the circumstances.

If you are a member of staff of council, the decision on which option should be taken to manage a non-pecuniary conflict of interests must be made in consultation with your manager.

### **Political donations exceeding \$1,000**

Councillors should note that matters before council involving political or campaign donors may give rise to a non-pecuniary conflict of interests.

Councillors should take all reasonable steps to ascertain the source of any political contributions that directly benefit their election campaigns. For example, councillors should have reasonable knowledge of contributions received by them or their "official agent" that directly benefit their election campaign.

Where a councillor or the councillor's official agent has received political contributions or political donations exceeding \$1,000 which directly benefit their campaign

- from a political or campaign donor or related entity in the previous four years; and
- where the political or campaign donor or related entity has a matter before council,

then the councillor must declare a non-pecuniary conflict of interests, disclose the nature of the interest, and manage the conflict of interest by having no involvement in the matter, by absenting yourself from and not taking part in any debate or voting on the issue\*.

Councillor should note that political contributions below \$1,000, or political contributions to a

registered political party or group by which a councillor is endorsed, may still give rise to a non-pecuniary conflict of interests. Councillors should determine whether or not such conflicts are significant and take the appropriate action to manage them.

### **Other business or employment**

If you are a member of staff of council considering outside employment or contract work that relates to the business of the council or that might conflict with your council duties, you must notify and seek the approval of the General manager in writing.

As a member of staff, you must ensure that any outside employment or business you engage in will not:

- conflict with your official duties
- involve using confidential information or council resources obtained through your work with the council
- require you to work while on council duty
- discredit or disadvantage the council.

### **Personal dealings with council**

You may have reason to deal with your council in your personal capacity (e.g. As a ratepayer, recipient of a council service or applicant for a consent granted by council). You must not expect or request preferential treatment in relation to any matter in which you have a private interest because of your position. You must avoid any action that could lead member of the public to believe that you are seeking preferential treatment.

Non-pecuniary conflicts of interests must be dealt with in at least one of the following ways:

- It may be appropriate that no action be taken where the potential for conflict is minimal. However, Councillors should consider providing an explanation of why they consider a conflict does not exist.
- Limit involvement if practical (e.g. Participate in discussion but not in decision making or vice-versa). Care needs to be taken when exercising this option.
- Remove the source of the conflict (e.g. Relinquish or divesting the personal interest that creates the conflict)
- Have no involvement by absenting yourself from and not taking part in any debate or voting on the issue as if the provisions in Section 451 of the Local Government Act apply (particularly if you have a significant non-pecuniary interest).

### Case Study...

A Councillor is a member of a large metropolitan club. However, he/she is not active in the club or involved with the management of the club. In this situation, the Councillor merely enjoys the facilities of the club as a privilege of membership.

Should a matter relating to the club arise at Council, it is appropriate that the Councillor informs the Council of his/her membership (i.e. declare a non-pecuniary conflict of interests that is less than significant). It is unlikely that his/her interest as a club member would overshadow his/her role as a Councillor representing the view of residents and ratepayers generally. Therefore, he/she could participate in the decision making process.

### Case Study....

A Councillor is a member of a club in a small community. The Councillor is very active in the running of the club and while not an office holder, he/she is well known to all club members.

The club has recently submitted a development application to the Council for a major extension of its facilities.

In this situation, there may be a public perception that the Councillor's activities with the club would make it difficult for the Councillor to view the matter as representative of residents and ratepayers generally. This may meet the definition of a significant non-pecuniary conflict of interests. If so, the Councillor should disclose his/her conflict of interest in the matter when it comes up for consideration. The Councillor must then refrain from participating in Council's discussion and voting on the matter. The Councillor must leave the room during the discussion and vote on the matter.

In both these situations, the Councillors have two different interests in the matters. The first is their interest as a Councillor representing residents and ratepayers generally; the second is as club members who are keen to see the club prosper and provide better facilities for its members. There is nothing wrong with a Councillor having community as well as civic interests, though there are times when these interests may be perceived as a significant

### Case study.....

A Councillor is the patron of a club in the local area by virtue of the fact that Councillor is a well-known and respected person in the community. The Councillor does not participate in club activities on a regular basis, but is involved in promoting the club, raising awareness of the clubs events and championing the clubs cause.

The club has recently submitted an application to the Council for the renewal of its lease of a Council facility at a discounted rate.

In this situation, the Councillor has an interest as a patron of the club and as one who is keen to see the club prosper and provide better facilities for its members.

There may be a public perception that the Councillor's activities with the club would make it difficult for the Councillor to view the matter as representative of residents and ratepayers generally. This may meet the definition of a significant non-pecuniary conflict of interests. If so, the Councillor should disclose his/her conflict of interest in the matter when it comes up for consideration. The Councillor must then refrain from participating in Council's discussion and voting on the matter. The Councillor must leave the room during the discussion and vote on the matter. The councillor's decision, in this instance needs to take into account the level of involvement he/she has with the club.

If the mayor or a councillor is the patron of a local club/organisation they should declare a non-pecuniary interest in any relevant matter as there is likely to be a community perception that a personal interest exists. Even though the Mayor often automatically becomes the patron of a club/organisation (because of his position), possibly even without his/her knowledge, he/she should declare a non-pecuniary interest in the matter when/if a related matter comes before the Council and/or a Council Committee.

It is up to each individual Councillor to determine whether he or she has a significant or less than significant non-pecuniary interest in matter before the council and this will subsequently determine whether they should vote on the matter in question.

### Disclosure to be recorded (Section 453)

A disclosure (and the reason(s) for the disclosure) made at a meeting of the Council or Council Committee or sub-Committee must be recorded in the minutes of the meeting.

## Some examples of conflict of interests

The following information is taken from the ICAC *“Under Careful Consideration: Key Issues for Local Government”* publication<sup>1</sup> and provides some examples of where conflict of interests may occur within Councils.

### **“Tendering and purchasing**

*A Council has advertised for a firm to supply and fit office equipment. A Councillor who is representative on the Council’s panel assessing the tender bids, has a close friend who is a senior executive in a firm submitting a bid. This may affect, or may be suspected to affect, the Council’s ability to make an unbiased decision.”*

### **“Elected officials – business interests**

*Many Councillors have business and professional interests in the local government area that they represent. Conflicts can arise if their public positions allow them access to information and opportunities that could be used to advance their personal and business interests.*

*For example, a Councillor may be tempted to influence an application to set up a new business in the town (area) if his (her) own business could lose custom as a result.”*

## Conflict of interest checklist

If you are unsure as to whether or not you have a conflict of interests in relation to a matter, you should consider these 6 points:

Do you have a personal interest in a matter you are officially involved with?

Is it likely you could be influenced by a personal interest in carrying out your public duty?

Would a reasonable person believe you could be so influenced?

What would be the public perception of whether or not you have a conflict of interests?

Do your personal interests conflict with your official role?

What steps do you need to take and that a reasonable person would expect you to take to appropriately manage any conflict of interests?

The following checklist should be considered by any person who considers that they may have an interest in a matter with which Council is concerned. This checklist should be used as a **guide only**.

If after considering the checklist you are still unsure of your obligation, please immediately contact the General Manager who may, if appropriate, seek advice to clarify whether an interest exists.

Note that this checklist does not affect your obligation to disclose all interests in accordance with sections 444 and 445 of the *Local Government Act*.

<sup>1</sup> ICAC. *Under Careful Consideration: Key Issues for Local Government*. Guidelines to Reduce Conflicts of Interest in Councils. March 1997

1. Do I, a relative, friend or associate stand to gain or lose financially from Council’s decision or action on this matter?

**Yes:** a pecuniary interest exists – you must declare the interest and leave the meeting when the matter is being discussed and voted on.

**No:** no statutory *pecuniary* interest exists, continue consideration of non-pecuniary (conflict of) interest.

2. Non-pecuniary (conflict of) interest considerations:

- Do I, a relative, friend or associate stand to gain or lose my/our reputation because of Council’s decision or action?
- Have I made any promises or commitments in relation to the matter?
- Have I received a benefit or hospitality from someone who stands to gain or lose from Council’s decision or action?
- Am I a member of an association, club or professional organisation, or do I have particular ties and affiliations with organisations or individuals, who stand to gain or lose from Council’s consideration of the matter?
- Is the person an election campaign donor or someone who helped during my election campaign?
- If I do participate in assessment or decision making, would I be unhappy if my colleagues and the public became aware of my association or connection?
- Would a fair and reasonable person perceive that I was influenced by a personal interest in performing my public duty?

**Yes:** If the answer to any of the above questions is yes, then the Councillor should declare a non-pecuniary interest in the matter in question. The management of the interest will depend on whether the councillor determines that the non-pecuniary interest is significant or less than significant, based on the considerations listed under the heading *“Disclosure and management of non-pecuniary interest*.

3. Is the matter so remote or insignificant that it could not reasonably or objectively be regarded as likely to influence any decision which you might make in relation to the matter?

**Yes:** no conflict of interest exists

4. Will the relevant matter affect you or an associate more than any other member of the community?

**Yes:** disclose the interest - the management of the interest will depend on whether the councillor determines that the non-pecuniary interest is significant or less than significant, based on the

considerations listed under the heading “Disclosure and management of non-pecuniary interest.

5. Am I confident of my ability to act impartially and in the public interest?

**No:** disclose the interest – you need to exclude yourself from consideration and voting on the relevant matter.

Code	Name	Progress Report Status
<b>01</b>	<b>Leadership in Sustainability</b>	
<b>1a</b>	<b>Vision for Randwick City Council</b>	
<b>S008</b>	<b>Financial Planning</b>	<b>100%</b>
Comments	All financial plans were reviewed for inclusion in the final long term financial plan. They were reviewed again as part of the development of the draft 2013-14 Annual Budget which was adopted in June.	
<b>S009</b>	<b>Manage Council's financial performance</b>	<b>100%</b>
Comments	The March Budget Review was submitted to Council at the May Ordinary Meeting and the budget variations were adopted. The 2013-14 Annual Operating and Capital Budget was adopted in June 2013.	
<b>S064</b>	<b>Sustainability projects</b>	<b>100%</b>
Comments	Work continues on energy and water saving projects and community participation in environmental education workshops. Additional funding obtained under WaSIP with \$856,000 paid to Council for projects to be completed over next 12 months.	
<b>P003</b>	<b>Update 10 year financial plan</b>	<b>100%</b>
	This project has been completed	
<b>P027</b>	<b>Council's planning and reporting</b>	<b>100%</b>
Comments	The Draft Operational Plan 2013-14 was prepared, and the final document was adopted at the June Council meeting. The public exhibition period was from 1 May until 31 May 2013, and included two advertisements in the Southern Courier, exhibition material available at the libraries, Des Renford Aquatic Centre and the Customer Service Centre. The draft Operational Plan was promoted on councils website and attracted general conversations on our Facebook page. The Your Say Randwick consultation website saw 437 unique visitors and 158 document downloads.	
<b>P028</b>	<b>Delivery Program for 2013-17</b>	<b>100%</b>
Comments	The Draft Operational Plan 2013-14 was prepared, including actions for the first year within the new Delivery Program 2013-17. The Operational Plan 2013-14, was adopted at the June Council meeting and contained all formal submissions received during the public exhibition period.	
<b>1b</b>	<b>Leadership</b>	
<b>S001</b>	<b>Property Portfolio</b>	<b>100%</b>
Comments	All Council owned properties are managed in accordance with Council policies and in line with lease and licence terms and conditions. Outdoor	

Code	Name	Progress Report Status
<b>dining licence fees are set in accordance with Council's adopted pricing policy.</b>		
<b>S002</b>	<b>Management of tenders and contracts</b>	<b>99%</b>
Comments	Tenders processed in accordance with legislative requirements. Inventory stocktake at 99% accuracy. All Purchasing catalogues updated within one week of supplier being created in Accounts Payable system. List of preferred suppliers, State Government and Local Government Procurement Contracts updated quarterly.	
<b>S003</b>	<b>Code of conduct</b>	<b>100%</b>
Comments	All Government Information (Public Access) Act 2009 (GIPA) and Access to information application responses delivered within the service standard. Business papers for Council and Committee meetings were uploaded to our website by the Wednesday prior to each Council Meeting. Business papers also are now available to Councillors and staff via the ipad Dashboard App and all were uploaded on the Tuesday in the week prior to Council/Committee meetings. Minutes were uploaded to the website on the Tuesday following the week of the meeting. Where possible printing was undertaken in-house. All internal printing was completed within the service standard.	
<b>S004</b>	<b>Management of electronic document system</b>	<b>100%</b>
Comments	TRIM quarterly reports are prepared for all Managers, Directors & the General Manager.	
<b>S005</b>	<b>Archive</b>	<b>100%</b>
Comments	The archiving of physical and electronic information is in accordance with the Archive Plan.	
<b>S006</b>	<b>Management of insurance premiums</b>	<b>100%</b>
Comments	Renewals all in place and claims managed by Echelon Claims Management Firm.	
<b>S010</b>	<b>Provide Organisational financial information</b>	<b>100%</b>
Comments	All Council and Committee Reports were submitted on time. Financial advice continued to be provided to the organisation through the quarter.	
<b>S011</b>	<b>Ensure timely customer service requests</b>	<b>100%</b>
Comments	A total of 9670 service requests were received by council during this period. 95.54% of service requests were completed within Service Level Agreement standard.	
<b>S012</b>	<b>Rates and charges</b>	<b>100%</b>
Comments	All 2012-13 rates and charges were levied in accordance with legislative provisions. Outstanding rates and charges continue to be actively pursued. 2012-13 outstanding collections is at 2.48% which is inside the industry benchmark for a metropolitan council of < 5.0%. 2011-12 outstanding collections at 2.38%. 2010-11 outstanding collections at 2.22%. 2009-10 outstanding collections at 2.64%.	

Code	Name	Progress Report Status
<b>S013</b>	<b>Manage Council's Investment portfolio</b>	<b>100%</b>
Comments	All investments are made in accordance with the adopted policy and investment guidelines. The Investment Policy updated March 2013. Monthly investment reports were submitted to Council. Independent advice was received on the investment portfolio. Returns achieved in accordance with adopted budget.	
<b>S014</b>	<b>Business processes and systems</b>	<b>100%</b>
Comments	Continue with go live roll out for (IMoWs) mobility solution. Library system tender specifications are being finalised, TRIM upgrade project commenced, Microsoft Office upgrade in planning and UAT stage, Implementation of Leisure Centre Management software for DRAC ongoing.	
<b>S015</b>	<b>Information technology support</b>	<b>100%</b>
Comments	A number of system updates were performed in the period including the QikKids application for Moverly Children's Centre and the rollout of Microsoft Office 2010 to a targeted group. Overall system performance was as expected with no downtime during the period. A number of critical security updates were rolled out to pilot target groups.	
<b>S016</b>	<b>Technology support for Information Services</b>	<b>100%</b>
Comments	The Online Services Gap Analysis workshops were undertaken. The Oncall and Paid Cleanup database has been implemented and is being used by the Call Centre and Waste Supervisors. The RFQ for the replacement web content management system and new website is underway.	
<b>S017</b>	<b>Organisational information support</b>	<b>100%</b>
Comments	Long term Information Services Financial Plan completed. Information Services 2014-17 Strategy is in progress. Information Services Security Plan in progress. Information Services BC & DR Plan completed.	
<b>S018</b>	<b>GIS system</b>	<b>100%</b>
Comments	Four new map layers were created, examples of map layers created include: map layer of postcode area within Randwick LGA, map layer of survey marks. Sixteen map layers have been updated. Examples of updated map layers include: map layer of proposed lightrail stops, map layer of resident parking scheme audit and map layer of outdoor dining register. Seventy-five cartographic maps have been produced. Examples of maps produced include: map of Matraville Precinct; map of LEP2012 land zoning information at Randwick Environment Park and maps of different land management options at La Perouse loop.	
<b>S020</b>	<b>Online services</b>	<b>100%</b>
Comments	The web pages for Integrated Transport are currently being revised.	
<b>S021</b>	<b>Maintain the NAR register</b>	<b>100%</b>
Comments	1,401 new customer contact details were updated in the Corporate Names and Address Register. 512 Names and Address anomalies were	

Code	Name	Progress Report Status
	<b>identified and corrected.</b>	
<b>S052</b>	<b>Media and public comment</b>	<b>100%</b>
Comments	The Communications Department responded to 68 media enquiries on a variety of issues. 99% of media deadlines were met and the average processing time for enquiries was one day.	
<b>S053</b>	<b>Publicise Council's achievements, programs, policies and projects</b>	<b>100%</b>
Comments	The Communications Unit issued 24 media releases this quarter to local and metro media outlets, resulting in extensive coverage in local publications, as well as high profile metro media coverage including exclusive stories on Channel 10 News on the Fallen Lifesavers Memorial project and Council's rockfishing survey.	
<b>S054</b>	<b>Visual communications</b>	<b>100%</b>
Comments	More than 100 publications were submitted to the Communications team for proofing and approval. Publications submitted included; posters, flyers, reports, signage, bus shelter posters, brochures, postcards, newsletters, banners, corporate documents and advertisements. Highlights: More than 100 publications were submitted to the Communications team for proofing and approval.	
<b>S062</b>	<b>Workplace Health &amp; Safety Management</b>	<b>100%</b>
Comments	No workcover breaches during reporting period.	
<b>P001</b>	<b>Legislative compliance</b>	<b>100%</b>
Comments	Software packages are currently being investigated with the demonstration of a local government based package expected by August 2013. A decision on this software will be made by September 2013, with implementation by December 2013.	
<b>P004</b>	<b>Organisational customer focus strategies</b>	<b>100%</b>
Comments	Continuous improvement through internal communication and continuous promotion of a positive culture throughout the organisation. Ongoing communication via monthly inductions on organisational customer focus standards and expectations, to ensure services are dealt with in an efficient and consistent manner.	
<b>P029</b>	<b>ICARE corporate values</b>	<b>100%</b>
Comments	There was a strong focus on the application of values in the recent organisation wide annual performance reviews.	
<b>P030</b>	<b>Futurist Forum</b>	<b>100%</b>
Comments	Futurist principles and concepts continue to be embedded in the organisation, particularly through leadership development programs.	
<b>P031</b>	<b>Organisation-wide projects</b>	

Code	Name	Progress Report Status
		100%
<b>Comments</b>	Focus remained largely on internal communication, particularly around the local government reforms.	
<b>P037</b>	<b>Workforce Plan</b>	100%
<b>Comments</b>	Workforce Plan activities continue to be implemented. Highlights: Councils team 'Revolution' competed in the LGMA Australasian Management Challenge in June.	
<b>P038</b>	<b>Workforce Plan 2013-2017</b>	100%
<b>Comments</b>	The Workforce Plan 2013-23 was adopted by Council in February 2013.	
<b>P039</b>	<b>Safety Management</b>	100%
<b>Comments</b>	An Internal audit was completed on AS4801 and the associated recommendations are being implemented.	
<b>1c Continuous Improvement</b>		
<b>P032</b>	<b>Business Excellence</b>	100%
<b>Comments</b>	An organisational wide Promoting Better Practice review was undertaken and the headline results were presented at the annual Managers' Workshop at the end of May.	
<b>P034</b>	<b>Internal Audit Plan</b>	100%
<b>Comments</b>	The implementation of the 2012-13 Annual Audit Plan is complete.	
<b>P035</b>	<b>Customer Satisfaction program</b>	100%
<b>Comments</b>	External customer satisfaction and event evaluation is undertaken in line with the community satisfaction survey and is used to drive internal improvement and was used during the preparation of the Operational Plan 2013-14.	
<b>P036</b>	<b>Knowledge Management</b>	100%
<b>Comments</b>	Results from The Community Satisfaction Survey and The Randwick City Plan Indicators Methodology were assessed and used in finalising the Operational Plan 2013-14.	
<b>P040</b>	<b>Crisis Management plan</b>	100%
<b>Comments</b>	The draft suite of Business Continuity and Crisis Management documents are under review.	

Code	Name	Progress Report Status
<b>02</b>	<b>A Vibrant and Diverse Community</b>	
<b>2a</b>	<b>Understanding Community Needs</b>	
<b>S061</b>	<b>External customer satisfaction and event evaluation</b>	<b>100%</b>
Comments	The results of the 2012 Community Satisfaction Survey, Focus Groups and Branding and Communication Survey were analysed and have been used in the preparation of the Delivery Program 2013-17.	
<b>P026</b>	<b>Smart phone application</b>	<b>100%</b>
This project has been completed		
<b>P047</b>	<b>Demographic information</b>	<b>100%</b>
Comments	Detailed demographic profiles were prepared on South Maroubra and southern suburbs. Assistance was provided to community groups using the Australian Bureau Of Statistics (ABS) 2011 Census data. Demographic information was updated with the recently released Australian Bureau of Statistics labour force information.	
<b>2b</b>	<b>Meeting Community Needs</b>	
<b>S065</b>	<b>Activities for Seniors</b>	<b>100%</b>
Comments	Programs during this quarter included a Twilight Tour of the Prince Henry Hospital Nursing and Medical Museum, an intergenerational Playwriting and Performance workshop, The Mayor's Volunteer Morning Tea and an NRMA Road Safety for Seniors Presentation.	
<b>S066</b>	<b>Moverley Children's Centre</b>	<b>100%</b>
Comments	The centre is operating within budget and there are no child placement vacancies.	
<b>S067</b>	<b>Parenting workshops</b>	<b>100%</b>
Comments	Parenting workshops for the June quarter were successfully implemented. Brochures and related promotional material produced by council staff, were printed and widely distributed to service organisations and the general community.	
<b>S068</b>	<b>Activities for Young People</b>	<b>100%</b>
Comments	The Randwick Community Programs and Partnerships team work with local service organisations to plan and provide programs and activities for young people. Randwick City Council supports The Shack Youth Services with funding and subsidised accommodation. Randwick City Council has developed an important partnership with Youth Off The Streets targeting disengaged and disadvantaged youth in crisis in the South Maroubra and La Perouse areas for an intensive program that will run for a minimum of two years. The annual youth week celebrations for 2013 included a festival at Maroubra Beach, a film making workshop and a film competition. The up coming Beach Breaks Carnival in July	

Code	Name	Progress Report Status
	is another activity very popular with local youth.	
<b>S069</b>	<b>Local indigenous communities</b>	<b>100%</b>
Comments	Council worked with Youth Off The Street (YOTS) to establishing an outreach project in Lexington Place, South Maroubra. A community event was also held to launch YOTS's project and to collect information about the needs of young people in the neighbourhood. Council has also supported and funded a number of events to mark Reconciliation Week and NAIDOC Week.	
<b>S070</b>	<b>Cultural grants programs</b>	<b>100%</b>
Comments	Council received 16 applications in its May 2013 funding round of the Community Partnerships Grants Program. Council is assessing the applications with funds provided in 2013-14 financial year.	
<b>2c Strong Partnerships</b>		
<b>S031</b>	<b>Support for key Committees.</b>	<b>100%</b>
Comments	All Traffic Committee papers prepared appropriately and in a timely manner.	
<b>S055</b>	<b>Precinct meetings</b>	<b>100%</b>
Comments	During this quarter, 24 precinct meeting minutes were received, with approximately 60 resolutions requiring action by Council staff. 12 precinct flyers were printed by Council. The quarterly Precinct Coordination Committee Meeting was held on 29 May, and was attended by 15 Precinct Executives and 4 Council staff. The 2013-14 Operational Plan and Budget, as well as Economic and Demographic Stats on Randwick City were presented at the meeting.  Highlights: The quarterly Precinct Coordination Committee Meeting was held on 29 May, and was attended by 15 Precinct Executives and 4 Council staff. The 2013-14 Operational Plan and Budget, as well as Economic and Demographic Stats on Randwick City were presented at the meeting.	
<b>S071</b>	<b>Community Services Committee</b>	<b>100%</b>
Comments	Council is represented at eight service provider and or interagency network meetings to identify emerging issues, discuss programs and projects, and where appropriate, implement jointly funded projects of improved quality. A New partnership project with the organisation, Youth Off the Street was established.	
<b>2d Community Facilities</b>		
<b>S072</b>	<b>Randwick and Prince Henry Community Centres</b>	<b>100%</b>
Comments	Centres continue to cater to a broad range of user groups and activities. Both Centres have met budget.	
<b>P048</b>	<b>Management plan for Community facilities</b>	<b>100%</b>
Comments	Draft Plan of Management for Randwick Community Centre was reported to Council seeking endorsement for exhibition.	

Code	Name	Progress Report Status
<b>2e Accessibility</b>		
<b>P002</b>	<b>Rental policy facilities</b>	<b>100%</b>
This project has been completed		
<b>P068</b>	<b>Installation curb ramps across the city</b>	<b>100%</b>
Comments	Capital Works Footpath Program has concluded and the kerb ramp program is complete for the financial year.	
<b>2f Cultural Diversity</b>		
<b>S073</b>	<b>Council's annual calendar of events</b>	<b>100%</b>
Comments	There were seven events held in this quarter. They included a thank you BBQ for our emergency service workers, opening of the Heffron Park Bike Track, Blenheim House Open Day, ANZAC Day Civic Reception, opening of the Outdoor Gym at Maroubra, the presentation of the Urban Design Awards and the launch of the Business Awards.	
Highlights: The opening of the Heffron Bike Track was a great community event with over 400 people attending to take part in the kids games, entertainment and music powered by pedal power. The BBQ for emergency services was well received by the volunteers and staff who worked on the day and on the clean up of the Malabar Storm.		
<b>S074</b>	<b>Council's cultural arts programs</b>	<b>100%</b>
Comments	The Twilight Concert series for 2013 continued and a number of successful events were held. The popular Randwick Vintage Fair was again hosted in Randwick Town Hall.	
<b>P049</b>	<b>Multi-cultural projects</b>	<b>100%</b>
Comments	Council continues to convene and resource the Inner and Eastern Sydney Migrant Interagency (IESMI). Activities in the June quarter saw the joint delivery of a number of events including Refugee Week and the NRMA Road Safety for Seniors from multicultural backgrounds.	

Code	Name	Progress Report Status
<b>03</b>	<b>An Informed and Engaged Community</b>	
<b>3a</b>	<b>Communicating Effectively</b>	
<b>S019</b>	<b>Interactive online maps</b>	<b>100%</b>
Comments	The introduction of Interactive Map applications on Councils website included, waste zones and pickup dates, buildings for our community projects and wards and councillors map.	
<b>S035</b>	<b>Website maintenance</b>	<b>100%</b>
Comments	Work undertaken on the website included, the new Des Renford Leisure Centre website promoting the new facilities and program. New pages were created for the Road safety section, Library Seniors, Public Works on Land, 2013 Business Awards and the 2013 Urban Design Awards, displaying winners and information about the event. The top five most viewed pages on Randwick City Council's website this quarter were: 1. Home page 66,305 page views 2. Library page 58,409 page views 3. Advanced search page 20,041 page views 4. Current Opportunities page 19,134 page views 5. Contact us page 14,062 page views Highlights: 108,882 people visited the Randwick website during April – June 2013. This marks a 25.29% increase in visitors when compared to the same period last year.	
<b>S038</b>	<b>Hardware, software and web solutions (library)</b>	<b>91%</b>
Comments	Library web pages are updated on a regular basis and the sections have been reworked to improve the user experience. Highlights: The Library is working on its new website design and structure as part of the Council's new website project.	
<b>S056</b>	<b>Communications</b>	<b>100%</b>
Comments	The Communications Department developed and implemented 12 communications plans to inform the community of important Council projects, campaigns and events. Plans were developed for: the Urban Design Awards, Filthy Festival, Business Awards, Chifley Reserve upgrade, Alby Smith Playground upgrade, Heffron Pedal Park opening, Fallen Lifesavers Memorial, Rock Fishing Safety, Maroubra Senior Citizens Centre, Boulevard Reserve Upgrade in Malabar, World Environment Day and the Beach Breaks Carnival.	
<b>S057</b>	<b>Community newsletters</b>	<b>100%</b>
Comments	The Communications Department produced the May edition of the Randwick Community Newsletter. This newsletter featured a Budget special, a story on Council's new waste agreement, and information about the State Government's Urban Activation Precincts. The newsletter was distributed to all 55,000 households in Randwick City. The Communications Department also produced 12 editions of the weekly Randwick eNews. The number of subscribers to eNews increased by 287 to 7,631 subscribers. Highlights: The number of subscribers to Randwick eNews grew from 7,344 to 7,631. Our Communications Survey in 2012 found that more people get information about Council from Randwick eNews than any other source.	
<b>S058</b>	<b>Graphics design</b>	<b>100%</b>

Code	Name	Progress Report Status
<b>Comments</b>	<b>The Communications Department produced graphic design material for 40 projects and 119 individual items of design including bus shelter posters, street banners, signage, wide banners, brochures, flyers, posters, web banners, logos &amp; event branding, programs, awards, cinema ads &amp; advertising. Features included new branding for Council's International Women's Day Art Prize and design concepts to promote Council's Jazz Vintage Fair.</b>	
<b>S059</b>	<b>Council's banner poles</b>	<b>100%</b>
<b>Comments</b>	<b>Council ran three street banner campaigns during this quarter - Shop Locally, Randwick City banners, and Business Awards. Banners promoting our local business community and economy, unique banners celebrating each of the suburbs in Randwick City, and banners to promote involvement in the Randwick City Business Awards. Council also hosted banner campaigns for Randwick Rugby Club and the Australian Turf Club.</b>	
<b>S060</b>	<b>News content</b>	<b>100%</b>
<b>Comments</b>	<b>During this quarter, The Communications Department published 32 items on the news section of the website including media releases and other news stories informing the community of current issues at the time.</b>	
<b>P051</b>	<b>DA E-lodgement</b>	<b>100%</b>
	<b>This project has been completed</b>	
<b>P079</b>	<b>Social media applications (library)</b>	<b>100%</b>
<b>Comments</b>	<b>Project time frames adjusted with more activity projected during 2013-14.</b>	
<b>P080</b>	<b>Library Management System</b>	<b>100%</b>
<b>Comments</b>	<b>The library has completed the necessary research and consultations, and the Library Management System replacement is scheduled for 2013-14. Functional specifications document has been compiled for the tender.</b>	
<b>3b Promoting Services</b>		
<b>S039</b>	<b>Access to information (library)</b>	<b>100%</b>
<b>Comments</b>	<b>There were 2170 searches this quarter on 2115 records in the LINC database. Information sessions were held on topics such as - technology, art appreciation, history, art classes, crossword classes, HSC Ride the Wave and After School - What's Next.</b>	
	<b>Highlights: After School - What's Next is a workshop where school leavers who do not want to go to University, meet industry representatives to find out about careers. This event attracted 63 participants.</b>	
<b>P050</b>	<b>Community information program</b>	<b>100%</b>
<b>Comments</b>	<b>Information was provided at community events, forums and interagencies. Workshops and information sessions were held on issues such as drug use in the community, parenting information and infant massage.</b>	

Code	Name	Progress Report Status
<b>Highlights: Information and services were promoted at the White Ribbon Walk, Eastern Suburbs Disability Information Expo, Seniors Week events, CDAT (Community Drug Action Team) workshops, parenting workshops and Coogee Family Fun Day.</b>		
<b>3c Community Involvement</b>		
S050	<b>Consultation plans projects</b>	<b>100%</b>
<b>Comments</b>	<p>12 community consultations were undertaken or underway during the period under review. The continued integration of social media into community consultation projects, resulted in increased use of on-line community engagement. The Urban Design Awards website enabled on-line voting for the first time. Innovative mapping techniques were used for the Kensington Local Area Traffic Management (LATM) site, which was a first for Randwick Council.</p> <p><b>Highlights:</b> Highlight consultations included the Urban Design Awards, Kensington LATM study, Heffron Park Bike Track naming competition and the Draft Operational Plan and Budget 2013-14. The Fallen Lifesavers consultation attracted interstate interest. Your Say Randwick consultation site had 24,874 site visits, 11,954 unique visitors and 18,064 document downloads. .</p>	
S051	<b>Social media</b>	<b>100%</b>
<b>Comments</b>	<p>Council continues to use social media as a key component of our communications strategy. This quarter, Council's Facebook page gained 266 new followers, bringing the total number of followers from 1,987 to 2,253. The Mayor's Twitter account attracted 94 new followers, bringing the total to 762. 202 tweets (32 more than in the previous quarter) were posted on the @RandwickMayor Twitter account during this period. Council's YouTube channel has now had 17,224 total views. The most viewed clip, with 5,735 views was the Des Renford Aquatic Centre upgrade.</p> <p><b>Highlights:</b> Social media continues to play an important role in our communications strategy. Council's Facebook page is now well established as an effective community engagement tool with the local community, attracting well over 2,000 followers.</p>	

Code	Name	Progress Report Status
<b>04</b>	<b>Excellence in Urban Design and Development</b>	
<b>4a</b>	<b>Improved Design</b>	
<b>P054</b>	<b>Excellence in design</b>	<b>100%</b>
<b>Comments</b>	The comprehensive DCP was endorsed by Council in May and commenced in June, incorporating new design controls and guidance for achieving quality design in new development. <b>Highlights: The Comprehensive DCP was completed and introduces new design guidance to encourage and require quality design in all new development.</b>	
<b>P067</b>	<b>Design Excellence Awards</b>	<b>100%</b>
<b>Comments</b>	The awards were held on 9 May 2013 following receipt of entries, judging and a people's choice survey. <b>Highlights: The 2013 Urban Design Awards, a biennial Council event to recognise and promote excellence in design, was held in May 2013 with a diversity of high quality winners and commendations.</b>	
<b>4b</b>	<b>Robust Development Framework</b>	
<b>S044</b>	<b>Tree Preservation</b>	<b>99%</b>
<b>Comments</b>	Targets are being met for tree applications.	
<b>S077</b>	<b>DA processing</b>	<b>100%</b>
<b>Comments</b>	73.96% of DA's Determined under delegated authority within 40 days (Net time) 94.54% of DA's determined under delegated authority within 60 days (Net time). Mean (Gross) processing time for DA's of 68.19 days and median (gross) processing time for DAs of 49.78 days. <b>Highlights: 94.54% of DA's determined under delegated authority within 60 days is well above the 70% target. Median (gross) processing time for DA's of 49.78 days is well below the target of 65 days.</b>	
<b>S078</b>	<b>Building certification service.</b>	<b>100%</b>
<b>Comments</b>	In 2012/13 Council has issued 80 Construction Certificates and 46 Complying Development Certificates. Council's Building Certification team have also carried out 799 PCA inspections during the course of construction to assess compliance with relevant Building Code and Development Consent requirements. A total of 655 Local approval applications related to construction sites have been approved in the year.	
<b>S079</b>	<b>Regulatory functions</b>	<b>100%</b>
<b>Comments</b>	Council's Environmental Health and Building Regulatory Compliance teams have acted upon 651 Health Related and 787 Regulatory Building Service Requests, resulting in a total number of 1438 service requests, in a median response time of 5 days. A number of standard environmental health and building reports have also been developed. Council has also made a number of submissions to government departments on building certification matters and planning reforms.	

Code	Name	Progress Report Status
<b>P052</b>	<b>DA procedures</b>	100%
Comments	The procedures are reviewed continually to comply with legislative changes and Council requirements.	
<b>P053</b>	<b>Compare Development Approvals against best practice</b>	100%
Comments	A number of DA's are currently being peer reviewed by external consultants, to ensure compliance with best practice.	

Code	Name	Progress Report Status
<b>05</b>	<b>Excellence in Recreation and Lifestyle Opportunities</b>	
<b>5a</b>	<b>Maximise Open Space Use</b>	
<b>P012</b>	<b>The Coast Golf Course - Route development</b>	<b>100%</b>
Comments	Conceptual route for Section 1 has been completed. Section 2 is being investigated including survey and concept design. Council is working with the Coast Golf Club to progress further.	
<b>P013</b>	<b>Malabar Headland walkway</b>	<b>100%</b>
Comments	Council continues to liaise with National Parks and Department of Finance in regards to the design and documentation of the Malabar Headland walkway. Council is working with all parties with the objective of providing high quality access through the Headland to this valuable resource.	
<b>P055</b>	<b>Randwick Environment Park</b>	<b>100%</b>
Comments	Following preliminary community consultations, the draft plan of management was prepared and endorsed at the June council meeting to commence exhibition and extensive consultations. <b>Highlights: Council endorsed the 2013 draft Plan of Management for the Randwick Environment Park for exhibition and for community comment.</b>	
<b>5b</b>	<b>Range of Activities</b>	
<b>S022</b>	<b>Expand community programs (DRLC)</b>	<b>100%</b>
Comments	Attendance numbers were 4% higher than the same period last year. A total of 573,000 visits occurred at Des Renford Aquatic Centre despite the impact of the new building program.	
<b>P014</b>	<b>Heffron Park</b>	<b>100%</b>
Comments	A Development Application for new sport field lighting was lodged this quarter. The flood study was finalised and submitted to Sydney Water. Documentation for Bulk Earthworks being finalised.	
<b>P015</b>	<b>Alby Smith Memorial Park - Playground</b>	<b>100%</b>
Comments	The construction of the Alby Smith Playground is underway and is due for completion at the end of July 2013.	
<b>5c</b>	<b>New Open Space Creation</b>	
<b>P056</b>	<b>Malabar Headland</b>	<b>100%</b>
Comments	The Inter-government agency group met in June to discuss on site management measures, including progress of Commonwealth works at	

Code	Name	Progress Report Status
South Maroubra beach which are now largely completed . Council continues to liaise with the Commonwealth, as owner of the site and National Parks and Wildlife Service as owners of the western part of the site, to progress the planning for a western walking track.		
<b>5d Innovative Library Programs</b>		
<b>S040</b>	<b>Acquisition of new resources</b>	<b>100%</b>
Comments	Library circulation statistics are being collected and customer feedback is being sought on an ongoing basis.	
<b>S041</b>	<b>Library calendar of events</b>	<b>100%</b>
Comments	This period included April school holidays, all the children's events were booked out. The Dungeons and Dragons day attracted 32 players. The exhibition space hosted three exhibitions in this quarter: Artists' books and Zines exhibition, the Tom Bass Sculpture School and the 'Dressed for the Voyage' exhibition of vintage clothing which is similar to that worn by selected passengers of the Titanic. This was the second year that we co-hosted a talk with the Sydney Writers' Festival with writer Arnold Zable entertaining his audience of 75.	
Highlights: 10,252 people attended 357 library events, activities and workshops which catered to all sectors of the community during this quarter.		
<b>P077</b>	<b>Self-check technology</b>	<b>100%</b>
This project has been completed		
<b>P078</b>	<b>Bowen Library upgrade</b>	<b>100%</b>
This project has been completed		

Code	Name	Progress Report Status
<b>06</b>	<b>A Liveable City</b>	
<b>6a</b>	<b>Public Asset Management</b>	
<b>S024</b>	<b>Maintain road reserves</b>	<b>100%</b>
<b>Comments</b>	Completed 215 pothole repairs through service requests. Completed 248 footpath repairs and 51 kerb and gutter repairs through service requests. Completed 41 tree root related footpath requests. Completed 204 sign repairs & installations through service requests. Completed 64 blocked drainage line service requests. Paving repairs were undertaken at Maroubra Junction, Maroubra Beach, Kensington, Randwick & Kingsford .	
<b>S025</b>	<b>Maintain open space areas</b>	<b>100%</b>
<b>Comments</b>	Maintenance of parks, sports fields, and other public areas have been undertaken in accordance with maintenance schedules requiring visits to each site every three weeks. Vandalism, graffiti and other repair works within parks are reported by maintenance crews and remedial works are actioned. <b>Highlights:</b> Completion of replacement tree planting for the large number of uprooted trees within Cromwell Park following the February storm in the Malabar area.	
<b>S026</b>	<b>Maintain Council-owned buildings and structures</b>	<b>100%</b>
<b>Comments</b>	Maintenance of buildings within parks including general repairs, plumbing, electrical maintenance and painting have been undertaken according to agreed schedules. The refurbishment of the amenities building at Councils depot has commenced. <b>Highlights:</b> Commencement of refurbishment of amenities at Council's Storey Street depot.	
<b>P016</b>	<b>Asset Management System</b>	<b>100%</b>
<b>Comments</b>	The consultation process for the updated Asset Management Plans has concluded with the plans for all asset classes now finalised. The draft budget for 2013-14 have been submitted. Annual data collection for roads, footpaths and drainage is ongoing.	
<b>P017</b>	<b>Projects on building amenities</b>	<b>100%</b>
<b>Comments</b>	Preventative, statutory and reactive maintenance tasks are undertaken on Council's buildings and assets. Examples include roof and gutter cleaning, plumbing, carpentry and electrical maintenance. Building Services has also conducted work to various childcare centres as part of the Buildings for our Community program.	
<b>P018</b>	<b>Buildings for our Community program.</b>	<b>100%</b>
<b>Comments</b>	Buildings for our Community year 2012-13 projects to date. Completed projects: KU Randwick Childcare Centre, KU Peter Pan Kindergarten, Moverly Children's Centre, Rainbow Street Childcare Centre, Duffy's Corner Occasional Childcare, Clovelly beach inspectors office, Nagle Park amenities upgrade, Pioneers Park (lower) amenities upgrade and Maroubra Senior Citizens Centre refurbishment. Construction underway: The Des Renford Aquatic Centre upgrade (completion due end of 2013). Design documentation stage: Coral Sea Park amenities upgrade, documentation 95% complete. Chifley Reserve new amenities building - design development 100% complete. Heffron Park (central eastern) new amenities building - construction documentation stage 100% complete.	

Code	Name	Progress Report Status
<b>P019</b>	<b>Open spaces projects</b>	<b>100%</b>
Comments	All financial year projects are on track for completion.	
<b>P020</b>	<b>Road rehabilitation program</b>	<b>100%</b>
Comments	The road rehabilitation program has been completed.	
<b>P021</b>	<b>Footpath construction program</b>	<b>100%</b>
Comments	The footpath construction and renewal program is complete.	
<b>P022</b>	<b>Drainage program and stormwater management</b>	<b>100%</b>
Comments	Drainage projects have been completed. Stage 1 of the Duke Street Project has been completed. Stage 2 to be coordinated with the road works in the 2013/14 budget.	
<b>6b City Places and Image</b>		
<b>S045</b>	<b>Clean beaches</b>	<b>97%</b>
Comments	Beaches are cleaned daily by the mechanical beach rake. Maintenance crews walk and pick up litter daily.	
<b>S046</b>	<b>Clean City</b>	<b>96%</b>
Comments	Town centre streets and footpaths are swept daily both mechanically and manually. Mechanical interruptions to plant have been resolved during this time.	
<b>S047</b>	<b>Graffiti management</b>	<b>97%</b>
Comments	Graffiti removal from public areas is in accordance with the schedule of maintenance, reducing the number of requests entered into the system.	
<b>6c Community Safety</b>		
<b>S023</b>	<b>Pool and recycled water quality</b>	<b>100%</b>
Comments	All external pool water test have achieved 100% compliance with NSW Health Guidelines.	
<b>S027</b>	<b>Community requests for repairs</b>	<b>100%</b>

Code	Name	Progress Report Status
	<p><b>Comments</b> Requests for repairs to public asset through Council's CRM (Customer Relationship Management) system are completed meeting Agreed Service Levels. Examples of requests include; Coast Walkway maintenance, landscape maintenance, noxious weed eradication, parks building maintenance, parks electrical maintenance, parks lighting maintenance, parks general maintenance, parks irrigation and water service maintenance, parks tree maintenance, playground maintenance, street garden maintenance and street weed spraying. A total of 287 service requests were received. 94.8% were completed within agreed service levels.</p>	
<b>S032</b>	<b>Projects for issues including speed, pedestrians and drink driving</b>	<b>100%</b>
<b>Comments</b>	Statistical analysis of crashes in the Randwick Council area are complete and the Action Plan for 2013-14 has been approved by Roads and Maritime Services and will be reported to Council.	
<b>S075</b>	<b>Implement domestic violence prevention projects</b>	<b>100%</b>
<b>Comments</b>	Council staff participate in the Eastern Suburbs Domestic Violence Network to collaborate on local programs and projects, and to share information and resources. Key initiatives were delivered in collaboration with a number of DV organisations through the Love Bites Project, a prevention program delivered through schools.	
<b>S080</b>	<b>Licensed premises and alcohol related behaviour</b>	<b>100%</b>
<b>Comments</b>	In the year to date 61 submissions have been made to the Independent Liquor and Gaming Authority in respect to liquor licence applications notified to Council. Council continues to participate in the Eastern Beaches Crime Prevention Partnership and the Eastern Beaches Liquor Accord.	
	<b>Highlights:</b> Council officers liaise with the Police in relation to a range of regulatory, crime prevention and community safety matters on an ongoing basis and a number of joint compliance inspections have been undertaken with the Police.	
<b>S081</b>	<b>Food safety program</b>	<b>100%</b>
<b>Comments</b>	In 2012/13, Council's Environmental Health Officers have carried out 757 primary inspections and 164 follow-up re-inspections of registered food premises. Council's Environmental Health Officers have also inspected 291 temporary food stalls/vendors. Council's Environmental Health Officers have also conducted Food Safety Training workshops for local food proprietors and implemented a range of activities to promote and assess food safety. Council is currently participating in the NSW Food Authority "Scores on Doors Program".	
	<b>Highlights:</b> Council's Environmental Health Officers have carried out a total of 921 inspections of food premises within Randwick in 2012/13.	
<b>S082</b>	<b>Enforcement strategies</b>	<b>100%</b>
<b>Comments</b>	In 2012-13, a total of 1357 Companion Animal related Customer Action Requests have been investigated, 98.75% of which were actioned within agreed service level timeframes. Investigations and monitoring is also undertaken in relation to the use of Council's beaches and reserves by fitness groups and responsibilities relating to dogs. Council's Rangers also implemented a program during the summer months to regulate the use of Council's beachside reserves, car parks and streets by campervans and camping activities. Council's Rangers are also undertaking an increased role in regulating construction sites and investigating related customer service requests.	
	<b>Highlights:</b> Council's Rangers are promoting responsible dog ownership in conjunction with Council's Communications Section.	
<b>P005</b>	<b>Surf and Water safety</b>	<b>100%</b>

Code	Name	Progress Report Status
<b>This project has been completed</b>		
<b>P065</b>	<b>Compliance assessment program</b>	<b>100%</b>
Comments	The operating hours of applicable late night trading food premises at Coogee are subject to on-going compliance monitoring, including the investigation of any complaints. Council's Environmental Officers and Rangers are also engaged to assist with the investigation and monitoring of nominated late night food premises and licensed premises, to assess compliance with consent requirements. Night-time and after-hours compliance inspections have also been undertaken at various premises with the Police.	
<b>P069</b>	<b>Network surveillance</b>	<b>100%</b>
Comments	Council officers liaise with the Police on a range of regulatory, community safety and crime prevention matters and in 2012/13, Council has processed 12 CCTV Applications from the NSW Police.	
<b>P070</b>	<b>Implement a program to educate on the impacts of alcohol.</b>	<b>100%</b>
Comments	Council continues to liaise with local organisations, service providers, community groups and appropriate agencies to develop projects and opportunities for education based on an awareness of the effects of alcohol.	
<b>6d Strategic Land Use Framework</b>		
<b>P057</b>	<b>Comprehensive LEP/DCP preparation</b>	<b>100%</b>
Comments	The new LEP is being implemented. The Comprehensive DCP was reported to Council and endorsed in May, and formally commenced on 14 June 2013. Highlights: Council's suite of local planning documents was completed this financial year, including the comprehensive LEP and DCP.	
<b>P058</b>	<b>S94A Development Plan</b>	<b>100%</b>
Comments	The plan is being implemented and monitored.	
<b>6e Housing Diversity</b>		
<b>S076</b>	<b>Home maintenance services</b>	<b>100%</b>
Comments	Randwick Council Home Maintenance and Modification Service conducted a total of 138 home maintenance and modification jobs in this quarter to residents who are frail, aged, or have a disability. A total of 2,133 jobs were completed in the 2012/13 financial year.	
<b>P059</b>	<b>Accessibility of housing</b>	<b>100%</b>
Comments	Housing accessibility matters were incorporated as a new section in the Comprehensive DCP, which was reported to Council in May and commenced in June 2013.	

Code	Name	Progress Report Status
<b>Highlights: Housing accessibility controls have enhanced in Council's new comprehensive DCP.</b>		
<b>P060</b>	<b>Affordable housing</b>	100%
Comments	Housing affordability provisions have been incorporated into the Comprehensive DCP, which was reported to Council in May and endorsed for commencement in June 2013.	
<b>Highlights: Housing affordability provisions have been strengthened in Council's new DCP.</b>		
<b>6f Distinctive Neighbourhoods</b>		
<b>P061</b>	<b>Maroubra Beach Town Centre</b>	100%
Comments	The outcomes of the Maroubra Beach commercial centre design review informed a section in the Comprehensive DCP, and the DCP was endorsed by Council in May for commencement in June 2013.	
<b>Highlights: The Maroubra Beach commercial centre controls were updated following extensive community consultations over a number of years.</b>		

Code	Name	Progress Report Status
<b>07</b>	<b>Heritage that is Protected and Celebrated</b>	
<b>7a</b>	<b>Heritage</b>	
<b>S042</b>	<b>Access to heritage documents and resources</b>	<b>100%</b>
Comments	A library development grant application, "Paper Cuts", was successful and funding of \$7211 has been received from the State Library for the digitisation of the newspaper clippings books in the coming year. The new Photo gallery software upgrade is complete and data editing is in progress. Additional photographs can now be added to this online resource. <b>Highlights: The digitisation of the Randwick City Council Minute Book is proceeding and should ensure greater access by the community.</b>	
<b>S043</b>	<b>Promote services and collections</b>	<b>100%</b>
Comments	Historian Pauline Curby has donated digital copies of the Coogee Pier Company from NSW State records for the library's collection. On 21 April, 14 walkers participated in the Coogee Heritage walk. Library staff have facilitated talks at the monthly Historical Society meetings. Children from Maroubra Bay Public School visited the local studies collection to investigate the history of the suburb through historical images. Library staff assisted OLSH Kensington in research and images for their school history, which was launched in April.	
<b>P062</b>	<b>Maintain heritage monuments/murals</b>	<b>100%</b>
Comments	Work programs are underway for scheduled sculpture and monument upgrades.	
<b>P063</b>	<b>Heritage land use zonings</b>	<b>100%</b>
Comments	New heritage items were clarified in the comprehensive LEP, setting out their heritage details. Heritage consultants were appointed and have prepared heritage inventory sheets.	

Code	Name	Progress Report Status
<b>08</b>	<b>A strong Local Economy</b>	
<b>8a</b>	<b>Employment Opportunities</b>	
<b>S007</b>	<b>Economic Development Strategy</b>	<b>100%</b>
Comments	Economic Development initiatives are being implemented. The first 2013 Randwick City Business and Economic Leadership Forum was held on April 18. The Chambers of Commerce, Randwick City Tourism Inc and the Business Enterprise Centre continue to be supported. All Randwick City Tourism Inc monthly Executive Committee meetings and the AGM were attended with administrative support provided by Council.	
<b>P072</b>	<b>Economic opportunities</b>	<b>100%</b>
Comments	The Business Enterprise Centre (BEC) is a government endorsed small business assistance agency, and with Council support, is now running the NSW Government "Small Business Connect" program at the Randwick Community Centre on Tuesdays. The availability of this service has been promoted across the City to advise the small business services on offer. The Randwick City Economic and Demographic Profile was updated in April 2013 in order to reflect recently released census data. A series of four free online business skills workshops were put together by Council in partnership with the BEC for those residents and business owners of Randwick City who are wanting to start a new business or wanting to grow and promote an existing business using online platforms from the digital platform world. The two hour workshops were held fortnightly and were fully booked.	
<b>8b</b>	<b>Vibrant Town Centres</b>	
<b>P023</b>	<b>Develop an online business and services directory</b>	<b>100%</b>
Comments	Work is underway towards the development of a comprehensive online Randwick City business and services directory. Evaluation of current models is in progress.	
<b>P071</b>	<b>Streetscape works</b>	<b>100%</b>
This project has been completed		
<b>8c</b>	<b>Strong Hospital and University Precinct</b>	
<b>P064</b>	<b>Precinct Plan</b>	<b>100%</b>
Comments	The Precinct Plan is being implemented, primarily through ongoing investigation and advocacy for light rail to Randwick. In response to the NSW Government announcement of Urban Activation Precincts (UAPs) in Dec 2012, Council officers have liaised with the State on existing background information and research related to these precinct planning reviews.	
<b>8d</b>	<b>Effective Partnerships</b>	
<b>P073</b>	<b>Economic leadership forum</b>	<b>100%</b>

Code	Name	Progress Report Status
<b>Comments</b>	<p>The Randwick Business and Economic Leadership Forum - Change and Opportunity - was held at the Prince Henry Centre on 18 April 2013. Invitees to the Forum included representatives from a wide range of locally based businesses, and institutions, schools, Chambers of Commerce, Precinct Committees and State and Federal Members. The key note speaker was economist and demographer Dr Kim Houghton who presented on emerging economic trends in Randwick City, potential areas for business growth over the next five years and the demographic changes shaping consumer markets. The second speaker was Chris Lock, Deputy Director General within Transport for NSW, who presented on the plans announced by the NSW Government to extend light rail in Sydney from Circular Quay to Randwick and Kingsford. Mr Lock encouraged interactive discussion during his presentation and answered many audience questions.</p> <p><b>Highlights:</b> The Randwick City Business and Economic Leadership forum provided members of the business community with access to high standard data based economic opinion.</p>	
<b>P074</b>	<b>Partnerships with key locally based organisations</b>	<b>100%</b>
<b>Comments</b>	<p>Council has been working closely with the Kingsford Chamber of Commerce with the planning of the short term actions to be undertaken over the next 12 months under the Kingsford Town Centre Strategy. Council partnered with Randwick TAFE in the inaugural World Environment Day Business Breakfast on June 5. Discussions are being held with Randwick TAFE regarding future partnerships. Economic Development partnered with Sustainability to promote Earth Hour in Randwick City by engaging with local restaurants and cafes in a 'Dine By Candlelight' event on March 13. Randwick, Waverley and Woollahra Councils have partnered to develop the Eastern Suburbs Economic Activity Study. The final document will be a comprehensive economic analysis of the three Council area to be used as a planning resource for local businesses.</p>	
<b>8e Tourism</b>		
<b>P075</b>	<b>Tourism's important role in the local economy</b>	<b>100%</b>
<b>Comments</b>	<p>Council has provided administrative support for all Randwick City Tourism Inc (RCT Inc) monthly Executive Committee Meetings and the AGM. Randwick City Tourism committee members have been regularly provided with information on current tourism initiatives and updated visitor statistics.</p>	

Code	Name	Progress Report Status
<b>09</b>	<b>Integrated and Accessible Transport</b>	
<b>9a</b>	<b>Active Transport Network</b>	
<b>P007</b>	<b>Route 2 - Centennial Park to La Perouse</b>	<b>100%</b>
<b>Comments</b>	Alison Road cycle way under construction	
<b>9b</b>	<b>Sustainable Transport</b>	
<b>P008</b>	<b>Information Transport guides</b>	<b>100%</b>
<b>Comments</b>	Transport Access Guides (TAG's) distributed as needed. Bike route signage audit completed	
<b>P009</b>	<b>Car-share program</b>	<b>100%</b>
<b>Comments</b>	The additional sites identified for car share have been installed, with other sites to be investigated on request from the car share operator.	
<b>9c</b>	<b>Integrated Transport</b>	
<b>P010</b>	<b>Rail system</b>	<b>100%</b>
<b>Comments</b>	Council is continuing to work with the State Government on the planning stages of the light rail, in particular the placement of stations and the associated impact on the local community.	
<b>9d</b>	<b>Traffic Management</b>	
<b>S033</b>	<b>Road safety matters</b>	<b>100%</b>
<b>Comments</b>	All matters required to be considered by Traffic Committee are complete and their outcomes are progressing.	
<b>S083</b>	<b>Parking enforcements</b>	<b>100%</b>
<b>Comments</b>	In 2012-13 year to date, 3831 parking related Customer Action Requests have been investigated. Of these, 99.95% were actioned within service agreed timeframes. Council's Rangers and Parking Officers also undertake patrols and enforcement activities in key locations including school zones, business areas and resident parking locations.	
<b>P011</b>	<b>Traffic measures</b>	<b>100%</b>
<b>Comments</b>	A consultant for the Kensington Local Area Traffic Management (LATM) scheme has been appointed. Community consultation has been completed and the consultant is working on a draft plan. All nominated accident 'blackspot' treatments for selected sites for the 2012-13	

Code	Name	Progress Report Status
<b>financial year have been constructed or are underway.</b>		
<b>9e Parking Management</b>		
<b>S034</b>	<b>Area based scheme</b>	<b>100%</b>
<b>Comments</b>	<b>All proposed assessments of new Area Based implementations were completed.</b>	

Code	Name	Progress Report Status
<b>10</b>	<b>A Healthy Environment</b>	
<b>10a</b>	<b>Leader in Environmental Sustainability</b>	
<b>S063</b>	<b>Sustainability education programs, events and activities.</b>	<b>100%</b>
Comments	<p>'Think, Act, Save' community education campaign held with various events as part of World Environment Day. Events included Randwick TAFE breakfast presentation, UNSW sustainable food presentation and Community RESPECT Forum with Columban Mission Institute. Over 1000 residents obtained free mulch from the depot over 5 weekends. Free workshops for residents included: Seed saving; Permaculture Orchards; Living Smart; Energy Saving; Bicycle Maintenance; Food Waste Challenge; and Bringing Birds and Bees to Backyards. The Marine and Coastal Program had 370 participants at South Maroubra Lifesaving Club.</p> <p>Highlights: 'Think, Act, Save' community education campaign held with various events organised and supported as part of World Environment Day (June 5). National Permaculture Day was well attended as was the Autumn program for Marine and Coastal Adventure activities.</p>	
<b>10b</b>	<b>Management of Environmental Risks</b>	
<b>P024</b>	<b>Upgrade of the Chifley Sports Reserve</b>	<b>65%</b>
Comments	Council has engaged a contractor to undertake the redevelopment of Chifley Reserve. Work is due to commence in July 2013.	
<b>P025</b>	<b>Floodplain Risk Management</b>	<b>100%</b>
Comments	The Coogee Bay Flood Study and Kensington Centennial Park Flood Study have been finalised and adopted. Tenders have been awarded for the next stage of the process being the preparation of Floodplain Risk Management Studies and Plans for the Coogee Bay, Maroubra Bay and Kensington Centennial Park catchments. A grant submission has been lodged with Botany Council for an additional flood study for the catchment covering the portions of Randwick, Maroubra and Kingsford that drain towards the Botany lakes system.	
<b>P041</b>	<b>Responding to Climate Change including reductions in greenhouse gas emissions</b>	<b>100%</b>
Comments	This project has been completed	
<b>10c</b>	<b>Biodiversity and Natural Heritage</b>	
<b>S028</b>	<b>Bush regeneration and revegetation</b>	<b>100%</b>
Comments	<p>Regeneration of bushland areas is supported by contract staff and volunteers and is meeting agreed targets of weed removal. Ongoing works to remove select weed species along the Coastal Walk is achieving desired results. Lantana removal is ongoing at Grant Reserve prior to revegetation with local native species. Remediation works at the north side of Clovelly Bay, as part of the coastal fauna corridor have commenced.</p> <p>Highlights: Grant funds for Biodiversity Corridor Project amounting to \$21,000 will improve Burrows Park and Alexandria Parade South Coogee Walk.</p>	
<b>S029</b>	<b>Database of terrestrial native animals and plants</b>	<b>100%</b>

Code	Name	Progress Report Status
<b>Comments</b>	Reporting of identified flora and fauna species is undertaken by bushland and coastal walk staff and bush regeneration contractors within Council's bushland reserve sites. The biodiversity database is continually updated. The Eastern Suburbs Banksia Scrub monitoring program is ongoing for Randwick Environment Park bushland. Flora surveys for all quadrants within the park have been set up in GIS and the statistical data analysis has been prepared and is ready for the flora survey to commence.	
	<b>Highlights:</b> Stage 1 of The Trennery Reserve wetland restoration project was completed during this performance period. This project has enhanced the visual amenity of this park and has assisted with stabilisation of this previously eroded area.	
<b>S030</b>	<b>Weeds and pest control</b>	<b>100%</b>
<b>Comments</b>	Noxious weed inspections are undertaken on private properties following reports from residents. Bitou Bush control works at Lake Malabar are complete and are funded from a Department of Lands Grant for Bitou Bush control. Noxious weed removal from all bushland reserves is undertaken by contractors and volunteers with a particular focus on Eastern Suburbs Banksia Scrub sites including Arthur Byrne Reserve and Randwick Environment Park.	
	<b>Highlights:</b> Upgrade of protective fencing of coastal dunes at South Maroubra beach.	
<b>10d Sustainable Waste Technologies</b>		
<b>S048</b>	<b>Garbage and recycling</b>	<b>96%</b>
<b>Comments</b>	All scheduled garbage and recycling services were met. Monthly meetings with Council's garbage contractors are held to monitor performance and address any issues that may arise.	
<b>S049</b>	<b>Waste collection</b>	<b>96%</b>
<b>Comments</b>	Waste collection services were met in accordance with agreed service levels. The mobility job allocation system (IMOWS) continues to be rolled out to all waste vehicles.	
<b>P076</b>	<b>Waste Treatment technology</b>	<b>100%</b>
<b>Comments</b>	More the 4,700 tonnes of waste has been treated at an Alternative Waste Treatment (AWT) Facility this quarter. This alternative waste treatment along with dry recycling, garden waste processing, ewaste polystyrene and mattress recycling has lifted the quarterly landfill diversion to approximately 58% with annual diversion reaching as high as 48%.	
	<b>Highlights:</b> Randwick Council's landfill diversion rate reached 58% for this quarter and 48% for the year.	
<b>10e Waste Minimisation</b>		
<b>P042</b>	<b>3 Council collaboration</b>	<b>100%</b>
	This project has been completed	
<b>P043</b>	<b>Strategic waste management</b>	<b>100%</b>
<b>Comments</b>	The Household Chemical Clean Out event in May resulted in approximately 31,399 kg of household chemicals collected from 983 Randwick	

Code	Name	Progress Report Status
	<p>residents for environmentally sound disposal. Waste and recycling education was delivered to two schools a preschool and a school holiday care program, reaching approximately 100 students. Approx 1500 mattresses were collected for recycling, 90 tonnes of electronic television and computer waste recycled at Perry Street Recycling Centre as well as 150kgs of expanded polystyrene.</p> <p><b>Highlights:</b> The Household Chemical Clean Out event attended by more than 900 participants removal was 31,399 kgs of unwanted chemicals and paints etc.</p>	
<b>P044</b>	<b>Improve waste collection services</b>	<b>100%</b>
Comments	More than 90 tonnes of televisions and computers and 1300 kilograms of expanded Polystyrene have been collected and recycled through Council's drop-off services at the Perry Street recycling centre this quarter.	
<b>10f Water Cycle Management</b>		
<b>P006</b>	<b>Harvesting - Stormwater, rainwater, wastewater</b>	<b>100%</b>
Comments	This project has been completed	
<b>P045</b>	<b>Reducing water consumption</b>	<b>100%</b>
Comments	This project has been completed	
<b>P066</b>	<b>Water quality analysis</b>	<b>100%</b>
Comments	Council's environmental consultants have completed the water quality study at Yarra Bay and Frenchman's Bay. Council officers have been working with representatives from NSW EPA Beach watch program, in relation to the monitoring of new sites at South Maroubra beach (South Maroubra Rock pool, South Maroubra and South Maroubra Drain) and Gordon's Bay, in response to concerns about water quality in these locations.	
<b>10g Greenhouse Gas Emissions</b>		
<b>P046</b>	<b>Energy efficiency</b>	<b>100%</b>
Comments	30 Kilowatt solar photovoltaic systems were installed at Bowen Library and The Des Renford Leisure Centre. A solar Hotwater System was installed at Des Renford Leisure Centre with funding from Local Government Energy Efficiency grant. A web based monitoring system has been established to track the electricity generation from Council's Solar Photovoltaic systems.	
Highlights:	Additional 60 kilowatts of solar PV panels will almost double Council's existing renewable energy generation (from 73 kW to 133kW).	