

Lismore Flood Risk Management Committee

Meeting Notice

Lismore City Council acknowledges the people of the Bundjalung nation, traditional custodians of the land on which we meet.

MEMBERS ONLY are requested to attend.

Members of the Community Reference Group are invited to attend as observers.

A meeting of the Flood Risk Management Committee will be held at the Council Chambers on Thursday, 10 April 2025 at 1:00 pm

3 April 2025



ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

A guiding checklist for councillors, staff and community committees

Ethical decision making

- Is the decision or conduct legal?
- Is it consistent with government policy, Council's objectives and Code of Conduct?
- What will the outcome be for you, your colleagues, the Council, anyone else?
- Does it raise a conflict of interest?
- Do you stand to gain personally at public expense?
- Can the decision be justified in terms of public interest?
- Would it withstand public scrutiny?

Conflict of interest

A conflict of interest is a clash between private interest and public duty. There are two types of conflict:

- Pecuniary – an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to yourself or another person or entity defined in part 4 of the Lismore City Council Code of Conduct with whom you are associated.
- Non-pecuniary – a private or personal interest that you have that does not amount to a pecuniary interest as defined in the Lismore City Council Code of Conduct. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.

The test for conflict of interest

- Is it likely I could be influenced by personal interest in carrying out my public duty?
- Would a fair and reasonable person believe I could be so influenced?
- Conflict of interest is closely tied to the layperson's definition of "corruption" – using public office for private gain.
- Important to consider public perceptions of whether you have a conflict of interest.

Identifying problems

- Do I have private interests affected by a matter I am officially involved in?
- Is my official role one of influence or perceived influence over the matter?
- Do my private interests' conflict with my official role?

Disclosure and participation in meetings

- A councillor or a member of a Council Committee who has a pecuniary interest in any matter with which the Council is concerned and who is present at a meeting of the Council or Committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.
- The councillor or member must not be present at, or in sight of, the meeting of the Council or Committee:
 - a. at any time during which the matter is being considered or discussed by the Council or Committee, or
 - b. at any time during which the Council or Committee is voting on any question in relation to the matter.

No Knowledge - a person does not breach this clause 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.

Non-pecuniary Interests - Must be disclosed in meetings.

There are a broad range of options available for managing conflicts & the option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with. 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 (eg. 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 (eg. relinquishing 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 of the provisions in the Code of Conduct (particularly if you have a significant non-pecuniary interest)

Whilst seeking advice is generally useful, the ultimate decision rests with the person concerned.

Agenda

1. Welcome and Acknowledgement of Country

2. Apologies and Leave of Absence

3. Confirmation of Minutes

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4. Disclosure of Interest

5. Business

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6. Next Meeting

Business



Business

Subject	Induction on the Code of Conduct for Committee Members
TRIM Record No	BP25/128:EF19/237-7
Prepared by	Senior Strategic Planner
Reason	To provide information to the Flood Risk Management Committee on its obligations under the Code of Conduct - Committee Members, Delegates of Council and Council Advisers 2023
Strategic Theme	Leadership and participation
Strategy	We provide effective management and responsible governance.
Action	Ensure the efficient and effective operation of Council.

Executive Summary

In June 2023, Council adopted a Code of Conduct specific to committee members, delegates and advisers based upon the Model Code of Conduct for Local Councils in NSW. This report provides the Committee with information relevant to Committee Members under the Code of Conduct and seeks acknowledgement that the Committee has understood its obligations under the adopted Code.

Recommendation

That:

the committee notes that members have been provided with a copy of the Code of Conduct Committee Members, Delegates of Council and Council Advisers 2023 which sets out their obligations.

Information

This report provides Committee Members with a copy of the Code of Conduct specific to Council committee members, delegates of Council and Council advisors (adopted by Council on 20 June 2023). This information provides relevant direction to Committee Members regarding their responsibilities in relation to the Code of Conduct.

The adopted Code of Conduct is based upon the Model Code of Conduct for Local Councils in NSW and the associated Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW, as prescribed under the Local Government Act 1993 and the Local Government (General) Regulation 2005. It provides clarity regarding the applicable parts of the Model dependent upon the role the individual is undertaking.

Enquiries regarding the Code of Conduct should be directed to our Governance and Risk Manager.

Attachment/s

1. [LCC Code of Conduct for Committee Members \(adopted June 2023\)](#)



LISMORE CITY COUNCIL - CODE OF CONDUCT

Committee Members, Delegates of Council and Council Advisers

2023

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Lismore City Council acknowledges the people of the Bundjalung Nation, traditional custodians of the land on which we work.

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PART 1 INTRODUCTION

This code of conduct applies to council committee members and delegates of councils who are not councillors or staff of the council. It also applies to advisers of council for the purposes of clause 4.12. It is based on the *Model Code of Conduct for Local Councils in NSW* (“the Model Code of Conduct”) which is made under section 440 of the *Local Government Act 1993* (“LGA”) and the *Local Government (General) Regulation 2021* (“the Regulation”).

The Model Code of Conduct sets the minimum standards of conduct for council officials. It is prescribed by regulation to assist council officials to:

- understand and comply with the standards of conduct that are expected of them
- enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence (section 439)
- act in a way that enhances public confidence in local government.

Section 440 of the LGA requires every council (including county councils) and joint organisation to adopt a code of conduct that incorporates the provisions of the Model Code of Conduct. A council’s or joint organisation’s adopted code of conduct may also include provisions that supplement the Model Code of Conduct and that extend its application to persons that are not “council officials” for the purposes of the Model Code of Conduct (eg volunteers, contractors and members of wholly advisory committees).

A council’s or joint organisation’s adopted code of conduct has no effect to the extent that it is inconsistent with the Model Code of Conduct. However, a council’s or joint organisation’s adopted code of conduct may prescribe requirements that are more onerous than those prescribed in the Model Code of Conduct.

Councillors, administrators, members of staff of councils, delegates of councils, (including members of council committees that are delegates of a council) and any other person a council’s adopted code of conduct applies to, must comply with the applicable provisions of their council’s code of conduct. It is the personal responsibility of council officials to comply with the standards in the code and to regularly review their personal circumstances and conduct with this in mind.

Failure by a council committee member or delegate of the council to comply with a council’s code of conduct may give rise to disciplinary action.

Note: References in this code of conduct to councils are also to be taken as references to county councils and joint organisations.

Note: In adopting code of conduct, joint organisations should adapt it to substitute the terms “board” for “council”, “chairperson” for “mayor”, “voting representative” for “councillor” and “executive officer” for “general manager”

Note: In adopting this code of conduct, county councils should adapt it to substitute the term “chairperson” for “mayor” and “member” for “councillor”.

PART 2 DEFINITIONS

In this code the following terms have the following meanings:

advisory group	a group established by council to provide feedback to council on particular subjects
committee	see the definition of “council committee”
complaint	a code of conduct complaint made for the purposes of clauses 4.1 and 4.2 of the Procedures.
conduct	includes acts and omissions
council	includes county councils and joint organisations
council committee	a committee established by a council comprising of councillors, staff or other persons that the council has delegated functions to and the council’s audit, risk and improvement committee.
council committee member	a person other than a councillor or member of staff of a council who is a member of a council committee or advisory group and a person other than a councillor who is a member of the council’s audit, risk and improvement committee
council official	includes councillors, members of staff of a council, administrators, council committee members, delegates of council and, for the purposes of clause 4.16, council advisers
councillor	any person elected or appointed to civic office, including the mayor and includes members and chairpersons of county councils and voting representatives of the boards of joint organisations and chairpersons of joint organisations
delegate of council	a person (other than a councillor or member of staff of a council) or body, and the individual members of that body, to whom a function of the council is delegated
designated person	a person referred to in clause 4.8
election campaign	includes council, state and federal election campaigns
general manager	includes the executive officer of a joint organisation
joint organisation	a joint organisation established under section 400O of the LGA

LGA	<i>Local Government Act 1993</i>
mayor	includes the chairperson of a county council or a joint organisation
members of staff of a council	includes members of staff of county councils and joint organisations
the Office	Office of Local Government
personal information	information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion
the Procedures	the <i>Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW</i> prescribed under the Regulation
the Regulation	the <i>Local Government (General) Regulation 2021</i>

PART 3 GENERAL CONDUCT OBLIGATIONS

General conduct

- 3.1 You must not conduct yourself in a manner that:
- a) is likely to bring the council or other council officials into disrepute
 - b) is contrary to statutory requirements or the council's administrative requirements or policies
 - c) is improper or unethical
 - d) is an abuse of power
 - e) causes, comprises or involves intimidation or verbal abuse
 - f) involves the misuse of your position to obtain a private benefit
 - g) constitutes harassment or bullying behaviour under this code, or is unlawfully discriminatory.
- 3.2 You must act lawfully and honestly, and exercise a reasonable degree of care and diligence in carrying out your functions under the LGA or any other Act. (*section 439*).

Fairness and equity

- 3.3 You must consider issues consistently, promptly and fairly. You must deal with matters in accordance with established procedures, in a non-discriminatory manner.
- 3.4 You must take all relevant facts known to you, or that you should be reasonably aware of, into consideration and have regard to the particular merits of each case. You must not take irrelevant matters or circumstances into consideration when making decisions.
- 3.5 An act or omission in good faith, whether or not it involves error, will not constitute a breach of clauses 3.3 or 3.4.

Harassment and discrimination

- 3.6 You must not harass or unlawfully discriminate against others, or support others who harass or unlawfully discriminate against others, on the grounds of age, disability, race (including colour, national or ethnic origin or immigrant status), sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding, sexual orientation, gender identity or intersex status or political, religious or other affiliation.
- 3.7 For the purposes of this code, "harassment" is any form of behaviour towards a person that:
- a) is not wanted by the person
 - b) offends, humiliates or intimidates the person,
 - and c) creates a hostile environment.

Bullying

- 3.8 You must not engage in bullying behaviour towards others.
- 3.9 For the purposes of this code, “bullying behaviour” is any behaviour in which:
- a) a person or a group of people repeatedly behaves unreasonably towards another person or a group of persons, and
 - b) the behaviour creates a risk to health and safety.
- 3.10 Bullying behaviour may involve, but is not limited to, any of the following types of behaviour:
- a) aggressive, threatening or intimidating conduct
 - b) belittling or humiliating comments
 - c) spreading malicious rumours
 - d) teasing, practical jokes or ‘initiation ceremonies’
 - e) exclusion from work-related events
 - f) unreasonable work expectations, including too much or too little work, or work below or beyond a worker's skill level
 - g) displaying offensive material
 - h) pressure to behave in an inappropriate manner.
- 3.11 Reasonable management action carried out in a reasonable manner does not constitute bullying behaviour for the purposes of this code. Examples of reasonable management action may include, but are not limited to:
- a) performance management processes
 - b) disciplinary action for misconduct
 - c) informing a worker about unsatisfactory work performance or inappropriate work behaviour
 - d) directing a worker to perform duties in keeping with their job
 - e) maintaining reasonable workplace goals and standards
 - f) legitimately exercising a regulatory function
 - g) legitimately implementing a council policy or administrative processes.

Work health and safety

- 3.12 All council officials, including councillors, owe statutory duties under the *Work Health and Safety Act 2011* (WHS Act). You must comply with your duties under the WHS Act and your responsibilities under any policies or procedures adopted by the council to ensure workplace health and safety. Specifically, you must:
- a) take reasonable care for your own health and safety
 - b) take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons
 - c) comply, so far as you are reasonably able, with any reasonable instruction that is given to ensure compliance with the WHS Act and any policies or procedures adopted by the council to ensure workplace health and safety

- d) cooperate with any reasonable policy or procedure of the council relating to workplace health or safety that has been notified to council staff
- e) report accidents, incidents, near misses, to the general manager or such other staff member nominated by the general manager, and take part in any incident investigations
- f) so far as is reasonably practicable, consult, co-operate and coordinate with all others who have a duty under the WHS Act in relation to the same matter.

Land use planning, development assessment and other regulatory functions

3.13 You must ensure that land use planning, development assessment and other regulatory decisions are properly made, and that all parties are dealt with fairly. You must avoid any occasion for suspicion of improper conduct in the exercise of land use planning, development assessment and other regulatory functions.

3.14 In exercising land use planning, development assessment and other regulatory functions, you must ensure that no action, statement or communication between yourself and others conveys any suggestion of willingness to improperly provide concessions or preferential or unduly unfavourable treatment.

Obligations in relation to meetings

3.15 You must comply with rulings by the chair at council and committee meetings or other proceedings of the council unless a motion dissenting from the ruling is passed.

3.16 You must not engage in bullying behaviour (as defined under this Part) towards the chair, other council officials or any members of the public present during council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions).

3.17 You must not engage in conduct that disrupts council or committee meetings or other proceedings of the council (such as, but not limited to, workshops and briefing sessions), or that would otherwise be inconsistent with the orderly conduct of meetings.

PART 4 PECUNIARY INTERESTS

What is a pecuniary interest?

- 4.1 A pecuniary interest is an interest that you have in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to you or a person referred to in clause 4.3.
- 4.2 You will 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 you might make in relation to the matter, or if the interest is of a kind specified in clause 4.6.
- 4.3 For the purposes of this Part, you will have a pecuniary interest in a matter if the pecuniary interest is:
- (a) your interest, or
 - (b) the interest of your spouse or de facto partner, your relative, or your partner or employer, or
 - (c) a company or other body of which you, or your nominee, partner or employer, is a shareholder or member.
- 4.4 For the purposes of clause 4.3:
- (a) Your “relative” is any of the following:
 - i) your parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - ii) your spouse’s or de facto partner’s parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
 - iii) the spouse or de facto partner of a person referred to in paragraphs (i) and (ii).
 - (b) “de facto partner” has the same meaning as defined in section 21C of the *Interpretation Act 1987*.
- 4.5 You will not have a pecuniary interest in relation to a person referred to in subclauses 4.3(b) or (c):
- (a) if you are unaware of the relevant pecuniary interest of your spouse, de facto partner, relative, partner, employer or company or other body, or
 - (b) just because the person is a member of, or is 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 to, 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.

What interests do not have to be disclosed?

- 4.6 You do not have to disclose the following interests for the purposes of this Part:
- (a) your interest as an elector
 - (b) your interest as a ratepayer or person liable to pay a charge
 - (c) an interest you have in any matter relating to the terms on which the

- provision of a service or the supply of goods or commodities is offered to the public generally, or to a section of the public that includes persons who are not subject to this code
- (d) an interest you have in any matter relating to the terms on which the provision of a service or the supply of goods or commodities is offered to your relative by the council in the same manner and subject to the same conditions as apply to persons who are not subject to this code
 - (e) an interest you have 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)
 - (f) if you are a council committee member, an interest you have 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 you have been appointed to represent the organisation or group on the council committee
 - (g) an interest you have 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
 - (h) an interest you have 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 your relative is a shareholder (but not a director) of the corporation, or is a member (but not a member of the committee) of the association, or is a partner of the partnership
 - (i) an interest you have arising from the making by the council of a contract or agreement with your relative 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 agreements 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:
 - i) the performance by the council at the expense of your relative of any work or service in connection with roads or sanitation
 - ii) security for damage to footpaths or roads
 - iii) any other service to be rendered, or act to be done, by the council by or under any Act conferring functions on the council, or by or under any contract
 - (j) an interest of a person arising from the passing for payment of a regular account for the wages or salary of an employee who is a relative of the person
 - (k) an interest arising from being covered by, or a proposal to be covered by, indemnity insurance as a council committee member

4.7 For the purposes of clause 4.6, “relative” has the same meaning as in clause 4.4, but includes your spouse or de facto partner.

What disclosures must be made by a designated person?

4.8 Designated persons include:

- (a) a person who is a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person's duty as a delegate and the person's private interest
- (b) a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council's functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.

4.9 A designated person:

- (a) must prepare and submit written returns of interests in accordance with clauses 4.15, and
- (b) must disclose pecuniary interests in accordance with clause 4.10.

4.10 A designated person must disclose in writing to the general manager the nature of any pecuniary interest the person has in any council matter with which the person is dealing as soon as practicable after becoming aware of the interest.

4.11 The general manager must, on receiving a disclosure from a designated person, deal with the matter to which the disclosure relates or refer it to another person to deal with.

What disclosures must be made by council advisers?

4.12 A person who, at the request or with the consent of the council or a council committee, gives advice on any matter at any meeting of the council or committee, must disclose the nature of any pecuniary interest the person has in the matter to the meeting at the time the advice is given. The person is not required to disclose the person's interest as an adviser.

4.13 A person does not breach clause 4.12 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 they had a pecuniary interest.

What disclosures must be made by a council committee member?

4.14 A council committee member must disclose pecuniary interests in accordance with clause 4.22 and comply with clause 4.23.

Note: A council committee member identified by council as a “designated

person” for the purposes of clause 4.8(b) must prepare and submit written returns of interests in accordance with clause 4.15

Disclosure of interests in written returns

- 4.15 A designated person must make and lodge with the general manager a return in the form set out in schedule 2 to this code, disclosing the designated person's interests as specified in schedule 1 to this code within 3 months after:
- (a) becoming a designated person, and
 - (b) 30 June of each year, and
 - (c) the designated person becoming aware of an interest they are required to disclose under schedule 1 that has not been previously disclosed in a return lodged under paragraphs (a) or (b)
- 4.16 A person need not make and lodge a return under clause 4.15, paragraphs (a) and (b) if:
- (a) they made and lodged a return under that clause in the preceding 3 months, or
 - (b) they have ceased to be a designated person in the preceding 3 months.
- 4.17 A person must not make and lodge a return that the person knows or ought reasonably to know is false or misleading in a material particular.
- 4.18 The general manager must keep a register of returns required to be made and lodged with the general manager.
- 4.19 Returns required to be lodged with the general manager under clause 4.15(a) and (b) must be tabled at the first meeting of the council after the last day the return is required to be lodged.
- 4.20 Returns required to be lodged with the general manager under clause 4.15(c) must be tabled at the next council meeting after the return is lodged.
- 4.21 Information contained in returns made and lodged under clause 4.15 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

Disclosure of pecuniary interests at meetings

- 4.22 A council committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.
- 4.23 The council committee member must not be present at, or in sight of, the meeting of the committee:
- (a) at any time during which the matter is being considered or discussed by the committee, or

- (b) at any time during which the committee is voting on any question in relation to the matter.

- 4.24 A disclosure made at a meeting of a council committee must be recorded in the minutes of the meeting.
- 4.25 A general notice may be given to the general manager in writing by a council committee member to the effect that the council committee member, or the council committee member's spouse, de facto partner or relative, is:
- (a) a member of, or in the employment of, a specified company or other body, or
 - (b) a partner of, or in the employment of, a specified person.
- Such a notice is, unless and until the notice is withdrawn or until the end of the term of the council in which it is given (whichever is the sooner), sufficient disclosure of the council committee member's interest in a matter relating to the specified company, body or person that may be the subject of consideration by the council committee after the date of the notice.
- 4.26 A council committee member is not prevented from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the council committee member has an interest in the matter of a kind referred to in clause 4.6.
- 4.27 A person does not breach clauses 4.22 or 4.23 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 they had a pecuniary interest.
- 4.28 The Minister for Local Government may, conditionally or unconditionally, allow a council committee member who has a pecuniary interest in a matter with which the council is concerned to be present at a meeting of the committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion that it is the interests of the electors for the area to do so.
- 4.29 A council committee member with a pecuniary interest in a matter who is permitted to be present at a meeting of the committee, to take part in the consideration or discussion of the matter and to vote on the matter under clause 4.28, must still disclose the interest they have in the matter in accordance with clause 4.22.

PART 5 NON-PECUNIARY CONFLICTS OF INTEREST

What is a non-pecuniary conflict of interest?

- 5.1 Non-pecuniary interests are private or personal interests a council official has that do not amount to a pecuniary interest as defined in clause 4.1 of this code. These commonly arise out of family or personal relationships, or out of involvement in sporting, social, religious or other cultural groups and associations, and may include an interest of a financial nature.
- 5.2 A non-pecuniary conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your official functions in relation to a matter.
- 5.3 The personal or political views of a council official do not constitute a private interest for the purposes of clause 5.2.
- 5.4 Non-pecuniary conflicts of interest must be identified and appropriately managed to uphold community confidence in the probity of council decision-making. The onus is on you to identify any non-pecuniary conflict of interest you may have in matters that you deal with, to disclose the interest fully and in writing, and to take appropriate action to manage the conflict in accordance with this code.
- 5.5 When considering whether or not you have a non-pecuniary conflict of interest in a matter you are dealing with, it is always important to think about how others would view your situation.

Managing non-pecuniary conflicts of interest

- 5.6 Where you have a non-pecuniary conflict of interest in a matter for the purposes of clause 5.2, you must disclose the relevant private interest you have in relation to the matter fully and in writing as soon as practicable after becoming aware of the non-pecuniary conflict of interest and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter.
- 5.7 If a disclosure is made at a committee meeting, both the disclosure and the nature of the interest must be recorded in the minutes on each occasion on which the non-pecuniary conflict of interest arises. This disclosure constitutes disclosure in writing for the purposes of clause 5.6.
- 5.8 How you manage a non-pecuniary conflict of interest will depend on whether or not it is significant.
- 5.9 As a general rule, a non-pecuniary conflict of interest will be significant where it does not involve a pecuniary interest for the purposes of clause 4.1, but it involves:

- a) a relationship between a council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the council official's extended family that the council official has a close personal relationship with, or another person living in the same household
- b) other relationships with persons who are affected by a decision or a matter under consideration 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 (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.
- d) membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter
- e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
- f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.

5.10 Significant non-pecuniary conflicts of interest must be managed in one of two ways:

- a) by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or
- b) if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.22 and 4.23.

5.11 If you determine that you have a non-pecuniary conflict of interest in a matter that is not significant and does not require further action, when disclosing the interest you must also explain in writing why you consider that the non-pecuniary conflict of interest is not significant and does not require further action in the circumstances.

- 5.12 Council committee members are not required to declare and manage a non-pecuniary conflict of interest in accordance with the requirements of this Part where it arises from an interest they have 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 they have been appointed to represent the organisation or group on the council committee.

Loss of quorum as a result of compliance with this Part

- 5.13 The Minister for Local Government may, conditionally or unconditionally, allow a council committee member who is precluded under this Part from participating in the consideration of a matter to be present at a meeting of the committee, to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion that it is in the best interests of the electors for the area to do so.
- 5.14 Where the Minister exempts a committee member from complying with a requirement under this Part under clause 5.21, the committee member must still disclose any interests they have in the matter the exemption applies to, in accordance with clause 5.6.

Personal dealings with council

- 5.15 You may have reason to deal with your council in your personal capacity (for example, as a ratepayer, recipient of a council service or applicant for a development 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 members of the public to believe that you are seeking preferential treatment.
- 5.16 You must undertake any personal dealings you have with the council in a manner that is consistent with the way other members of the community deal with the council. You must also ensure that you disclose and appropriately manage any conflict of interest you may have in any matter in accordance with the requirements of this code.

PART 6 PERSONAL BENEFIT

6.1 For the purposes of this Part, a gift or a benefit is something offered to or received by a council official or someone personally associated with them for their personal use and enjoyment.

6.2 A reference to a gift or benefit in this Part does not include:

- a) items with a value of \$10 or less
- b) a political donation for the purposes of the *Electoral Funding Act 2018*
- c) a gift provided to the council as part of a cultural exchange or sister-city relationship that is not converted for the personal use or enjoyment of any individual council official or someone personally associated with them
- d) attendance by a council official at a work-related event or function for the purposes of performing their official duties, or
- e) free or subsidised meals, beverages or refreshments provided to council officials in conjunction with the performance of their official duties such as, but not limited to:
 - i) the discussion of official business
 - ii) work-related events such as council-sponsored or community events, training, education sessions or workshops
 - iii) conferences
 - iv) council functions or events
 - v) social functions organised by groups, such as council committees and community organisations.

Gifts and benefits

6.3 You must avoid situations that would give rise to the appearance that a person or body is attempting to secure favourable treatment from you or from the council, through the provision of gifts, benefits or hospitality of any kind to you or someone personally associated with you.

6.4 A gift or benefit is deemed to have been accepted by you for the purposes of this Part, where it is received by you or someone personally associated with you.

How are offers of gifts and benefits to be dealt with?

6.5 You must not:

- a) seek or accept a bribe or other improper inducement
- b) seek gifts or benefits of any kind
- c) accept any gift or benefit that may create a sense of obligation on your part, or may be perceived to be intended or likely to influence you in carrying out your public duty
- d) subject to clause 6.7, accept any gift or benefit of more than token value as defined by clause 6.9

- e) accept an offer of cash or a cash-like gift as defined by clause 6.13, regardless of the amount
- f) participate in competitions for prizes where eligibility is based on the council being in or entering into a customer–supplier relationship with the competition organiser
- g) personally benefit from reward points programs when purchasing on behalf of the council.

6.6 Where you receive a gift or benefit of any value other than one referred to in clause 6.2, you must disclose this promptly to the general manager in writing. The general manager must ensure that, at a minimum, the following details are recorded in the council's gift register:

- a) the nature of the gift or benefit
- b) the estimated monetary value of the gift or benefit
- c) the name of the person who provided the gift or benefit,
- and d) the date on which the gift or benefit was received.

6.7 Where you receive a gift or benefit of more than token value that cannot reasonably be refused or returned, the gift or benefit must be surrendered to the council, unless the nature of the gift or benefit makes this impractical.

Gifts and benefits of token value

6.8 You may accept gifts and benefits of token value. Gifts and benefits of token value are one or more gifts or benefits received from a person or organisation over a 12-month period that, when aggregated, do not exceed a value of \$100. They include, but are not limited to:

- a) invitations to and attendance at local social, cultural or sporting events with a ticket value that does not exceed \$100
- b) gifts of alcohol that do not exceed a value of \$100
- c) ties, scarves, coasters, tie pins, diaries, chocolates or flowers or the like
- d) prizes or awards that do not exceed \$100 in value.

Gifts and benefits of more than token value

6.9 Gifts or benefits that exceed \$100 in value are gifts or benefits of more than token value for the purposes of clause 6.5(d) and, subject to clause 6.7, must not be accepted.

6.10 Gifts and benefits of more than token value include, but are not limited to, tickets to major sporting events (such as international matches or matches in national sporting codes) with a ticket value that exceeds \$100, corporate hospitality at a corporate facility at major sporting events, free or discounted products or services for personal use provided on terms that are not available to the general public or a broad class of persons, the use of holiday homes, artworks, free or discounted travel.

6.11 Where you have accepted a gift or benefit of token value from a person or organisation, you must not accept a further gift or benefit from the same person or organisation or another person associated with that person or

organisation within a single 12-month period where the value of the gift, added to the value of earlier gifts received from the same person or organization, or a person associated with that person or organisation, during the same 12-month period would exceed \$100 in value.

- 6.12 For the purposes of this Part, the value of a gift or benefit is the monetary value of the gift or benefit inclusive of GST.

Cash like gifts

- 6.13 For the purposes of clause 6.5(e), “cash-like gifts” include, but are not limited to, gift vouchers, credit cards, debit cards with credit on them, prepayments such as phone or internet credit, lottery tickets, memberships or entitlements to discounts that are not available to the general public or a broad class of persons.

Improper and undue influence

- 6.14 You must not use your position to influence other council officials in the performance of their official functions to obtain a private benefit for yourself or for somebody else.
- 6.15 You must not take advantage (or seek to take advantage) of your status or position with council, or of functions you perform for council, in order to obtain a private benefit for yourself or for any other person or body.

PART 7 ACCESS TO INFORMATION AND COUNCIL RESOURCES

Use of certain council information

7.1 In regard to information obtained in your capacity as a council official, you must:

- a) only access council information needed for council business
- b) not use that council information for private purposes
- c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have access by virtue of your position with council
- d) only release council information in accordance with established council policies and procedures and in compliance with relevant legislation.

Use and security of confidential information

7.2 You must maintain the integrity and security of confidential information in your possession, or for which you are responsible.

7.3 In addition to your general obligations relating to the use of council information, you must:

- a) only access confidential information that you have been authorised to access and only do so for the purposes of exercising your official functions
- b) protect confidential information
- c) only release confidential information if you have authority to do so
- d) only use confidential information for the purpose for which it is intended to be used
- e) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person
- f) not use confidential information with the intention to cause harm or detriment to the council or any other person or body
- g) not disclose any confidential information discussed during a confidential session of a council or committee meeting or any other confidential forum (such as, but not limited to, workshops or briefing sessions).

Personal information

7.4 When dealing with personal information you must comply with:

- a) the *Privacy and Personal Information Protection Act 1998*
- b) the *Health Records and Information Privacy Act 2002*
- c) the Information Protection Principles and Health Privacy Principles
- d) the council's privacy management plan
- e) the Privacy Code of Practice for Local Government

Use of council resources

- 7.5 You must use council resources ethically, effectively, efficiently and carefully in exercising your official functions, and must not use them for private purposes, unless this use is lawfully authorised and proper payment is made where appropriate.
- 7.6 You must be scrupulous in your use of council property, including intellectual property, official services, facilities, technology and electronic devices and must not permit their misuse by any other person or body.
- 7.7 You must avoid any action or situation that could create the appearance that council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.
- 7.8 You must not use council resources (including council staff), property or facilities for the purpose of assisting the election campaigns of others unless the resources, property or facilities are otherwise available for use or hire by the public and any publicly advertised fee is paid for use of the resources, property or facility.
- 7.9 You must not use the council letterhead, council crests, council email or social media or other information that could give the appearance it is official council material:
- a) for the purpose of assisting your election campaign or the election campaign of others, or
 - b) for other non-official purposes.
- 7.10 You must not convert any property of the council to your own use unless properly authorised.

Internet access

- 7.11 You must not use council's computer resources or mobile or other devices to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature, or that could otherwise lead to criminal penalty or civil liability and/or damage the council's reputation.

Council record keeping

- 7.12 You must comply with the requirements of the *State Records Act 1998* and the council's records management policy.
- 7.13 All information created, sent and received in your official capacity is a council record and must be managed in accordance with the requirements of the *State Records Act 1998* and the council's approved records management policies and practices.
- 7.14 All information stored in either soft or hard copy on council supplied resources (including technology devices and email accounts) is deemed to be related to the business of the council and will be treated as council records, regardless of

whether the original intention was to create the information for personal purposes.

- 7.15 You must not destroy, alter, or dispose of council information or records, unless authorised to do so. If you need to alter or dispose of council information or records, you must do so in consultation with the council's records manager and comply with the requirements of the *State Records Act 1998*.

PART 8 MAINTAINING THE INTEGRITY OF THIS CODE

Complaints made for an improper purpose

- 8.1 You must not make or threaten to make a complaint or cause a complaint to be made alleging a breach of this code for an improper purpose.
- 8.2 For the purposes of clause 8.1, a complaint is made for an improper purpose where it is trivial, frivolous, vexatious or not made in good faith, or where it otherwise lacks merit and has been made substantially for one or more of the following purposes:
- a) to bully, intimidate or harass another council official
 - b) to damage another council official's reputation
 - c) to obtain a political advantage
 - d) to influence a council official in the exercise of their official functions or to prevent or disrupt the exercise of those functions
 - e) to influence the council in the exercise of its functions or to prevent or disrupt the exercise of those functions
 - f) to avoid disciplinary action under the Procedures
 - g) to take reprisal action against a person for making a complaint alleging a breach of this code
 - h) to take reprisal action against a person for exercising a function prescribed under the Procedures
 - i) to prevent or disrupt the effective administration of this code under the Procedures.

Detrimental action

- 8.3 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for a complaint they have made alleging a breach of this code.
- 8.4 You must not take detrimental action or cause detrimental action to be taken against a person substantially in reprisal for any function they have exercised under the Procedures.
- 8.5 For the purposes of clauses 8.3 and 8.4, a detrimental action is an action causing, comprising or involving any of the following:
- a) injury, damage or loss
 - b) intimidation or harassment
 - c) discrimination, disadvantage or adverse treatment in relation to employment
 - d) dismissal from, or prejudice in, employment
 - e) disciplinary proceedings.

Compliance with requirements under the Procedures

- 8.6 You must not engage in conduct that is calculated to impede or disrupt the consideration of a matter under the Procedures.

- 8.7 You must comply with a reasonable and lawful request made by a person exercising a function under the Procedures. A failure to make a written or oral submission invited under the Procedures will not constitute a breach of this clause.
- 8.8 You must comply with a practice ruling made by the Office under the Procedures.

Disclosure of information about the consideration of a matter under the Procedures

- 8.9 All allegations of breaches of this code must be dealt with under and in accordance with the Procedures.
- 8.10 You must not allege breaches of this code other than by way of a complaint made or initiated under the Procedures.
- 8.11 You must not make allegations about, or disclose information about, suspected breaches of this code at council, committee or other meetings, whether open to the public or not, or in any other forum, whether public or not.
- 8.12 You must not disclose information about a complaint you have made alleging a breach of this code or any other matter being considered under the Procedures except for the purposes of seeking legal advice, unless the disclosure is otherwise permitted under the Procedures.
- 8.13 Nothing under this Part prevents a person from making a public interest disclosure to an appropriate public authority or investigative authority under the *Public Interest Disclosures Act 1994*.

Complaints alleging a breach of this Part

- 8.14 Complaints alleging a breach of this Part by a council committee member or delegate of council are to be managed by the general manager in accordance with the Procedures.

SCHEDULE 1: DISCLOSURES OF INTERESTS AND OTHER MATTERS IN WRITTEN RETURNS SUBMITTED UNDER CLAUSE 4.15

Part 1: Preliminary

Definitions

1. For the purposes of the schedules to this code, the following definitions apply:

address means:

- a) in relation to a person other than a corporation, the last residential or business address of the person known to the designated person disclosing the address, or
- b) in relation to a corporation, the address of the registered office of the corporation in New South Wales or, if there is no such office, the address of the principal office of the corporation in the place where it is registered, or
- c) in relation to any real property, the street address of the property.

de facto partner has the same meaning as defined in section 21C of the *Interpretation Act 1987*.

disposition of property means a conveyance, transfer, assignment, settlement, delivery, payment or other alienation of property, including the following:

- a) the allotment of shares in a company
- b) the creation of a trust in respect of property
- c) the grant or creation of a lease, mortgage, charge, easement, licence, power, partnership or interest in respect of property
- d) the release, discharge, surrender, forfeiture or abandonment, at law or in equity, of a debt, contract or chose in action, or of an interest in respect of property
- e) the exercise by a person of a general power of appointment over property in favour of another person
- f) a transaction entered into by a person who intends by the transaction to diminish, directly or indirectly, the value of the person's own property and to increase the value of the property of another person.

gift means a disposition of property made otherwise than by will (whether or not by instrument in writing) without consideration, or with inadequate consideration, in money or money's worth passing from the person to whom the disposition was made to the person who made the disposition, but does not include a financial or other contribution to travel.

interest means:

- a) in relation to property, an estate, interest, right or power, at law or in equity, in or over the property, or
- b) in relation to a corporation, a relevant interest (within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth) in securities issued or made available by the corporation.

listed company means a company that is listed within the meaning of section 9 of the *Corporations Act 2001* of the Commonwealth.

occupation includes trade, profession and vocation.

professional or business association means an incorporated or unincorporated body or organisation having as one of its objects or activities the promotion of the economic interests of its members in any occupation.

property includes money.

return date means:

- a) in the case of a return made under clause 4.15(a), the date on which a person became a designated person
- b) in the case of a return made under clause 4.15(b), 30 June of the year in which the return is made
- c) in the case of a return made under clause 4.15(c), the date on which the designated person became aware of the interest to be disclosed.

relative includes any of the following:

- a) a person's spouse or de facto partner
- b) a person's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- c) a person's spouse's or de facto partner's parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descendant or adopted child
- d) the spouse or de facto partner of a person referred to in paragraphs (b) and (c).

travel includes accommodation incidental to a journey.

Matters relating to the interests that must be included in returns

2. *Interests etc. outside New South Wales:* A reference in this schedule or in schedule 2 to a disclosure concerning a corporation or other thing

includes any reference to a disclosure concerning a corporation registered, or other thing arising or received, outside New South Wales.

3. *References to interests in real property:* A reference in this schedule or in schedule 2 to real property in which a designated person has an interest includes a reference to any real property situated in Australia in which the designated person has an interest.
4. *Gifts, loans etc. from related corporations:* For the purposes of this schedule and schedule 2, gifts or contributions to travel given, loans made, or goods or services supplied, to a designated person by two or more corporations that are related to each other for the purposes of section 50 of the *Corporations Act 2001* of the Commonwealth are all given, made or supplied by a single corporation.

Part 2: Pecuniary interests to be disclosed in returns

Real property

5. A person making a return under clause 4.15 of this code must disclose:
 - a) the street address of each parcel of real property in which they had an interest on the return date, and
 - b) the street address of each parcel of real property in which they had an interest in the period since 30 June of the previous financial year, and
 - c) the nature of the interest.
6. An interest in a parcel of real property need not be disclosed in a return if the person making the return had the interest only:
 - a) as executor of the will, or administrator of the estate, of a deceased person and not as a beneficiary under the will or intestacy, or
 - b) as a trustee, if the interest was acquired in the ordinary course of an occupation not related to their duties as the holder of a position required to make a return.
7. An interest in a parcel of real property need not be disclosed in a return if the person ceased to hold the interest prior to becoming a designated person.
8. For the purposes of clause 5 of this schedule, “interest” includes an option to purchase.

Gifts

9. A person making a return under clause 4.15 of this code must disclose:
 - a) a description of each gift received in the period since 30 June of the previous financial year, and
 - b) the name and address of the donor of each of the gifts.
10. A gift need not be included in a return if:
 - a) it did not exceed \$500, unless it was among gifts totalling more than \$500 made by the same person during a period of 12 months or less, or b) it was a political donation disclosed, or required to be disclosed, under
Part 3 of the *Electoral Funding Act 2018*, or c) the donor was a relative of the donee, or
 - d) subject to paragraph (a), it was received prior to the person becoming a designated person.
11. For the purposes of clause 10 of this schedule, the amount of a gift other than money is an amount equal to the value of the property given.

Contributions to travel

12. A person making a return under clause 4.15 of this code must disclose:
- a) the name and address of each person who made any financial or other contribution to the expenses of any travel undertaken by the person in the period since 30 June of the previous financial year, and
 - b) the dates on which the travel was undertaken, and
 - c) the names of the states and territories, and of the overseas countries, in which the travel was undertaken.
13. A financial or other contribution to any travel need not be disclosed under this clause if it:
- a) was made from public funds (including a contribution arising from travel on free passes issued under an Act or from travel in government or council vehicles), or
 - b) was made by a relative of the traveller, or
 - c) was made in the ordinary course of an occupation of the traveller that is not related to their functions as the holder of a position requiring the making of a return, or
 - d) did not exceed \$250, unless it was among gifts totalling more than \$250 made by the same person during a 12-month period or less, or
 - e) was a political donation disclosed, or required to be disclosed, under Part 3 of the *Electoral Funding Act 2018*, or
 - f) was made by a political party of which the traveller was a member and the travel was undertaken for the purpose of political activity of the party in New South Wales, or to enable the traveller to represent the party within Australia, or
 - g) subject to paragraph (d) it was received prior to the person becoming a designated person.
14. For the purposes of clause 13 of this schedule, the amount of a contribution (other than a financial contribution) is an amount equal to the value of the contribution.

Interests and positions in corporations

15. A person making a return under clause 4.15 of this code must disclose:
- a) the name and address of each corporation in which they had an interest or held a position (whether remunerated or not) on the return date, and
 - b) the name and address of each corporation in which they had an interest or held a position in the period since 30 June of the previous financial year, and
 - c) the nature of the interest, or the position held, in each of the corporations, and
 - d) a description of the principal objects (if any) of each of the corporations, except in the case of a listed company.

16. An interest in, or a position held in, a corporation need not be disclosed if the corporation is:
- a) formed for the purpose of providing recreation or amusement, or for promoting commerce, industry, art, science, religion or charity, or for any other community purpose, and
 - b) required to apply its profits or other income in promoting its objects, and
 - c) prohibited from paying any dividend to its members.
17. An interest in a corporation need not be disclosed if the interest is a beneficial interest in shares in a company that does not exceed 10 per cent of the voting rights in the company.
18. An interest or a position in a corporation need not be disclosed if the person ceased to hold the interest or position prior to becoming a designated person.

Interests as a property developer or a close associate of a property developer

19. A person making a return under clause 4.15 of this code must disclose whether they were a property developer, or a close associate of a corporation that, or an individual who, is a property developer, on the return date.

20. For the purposes of clause 19 of this schedule:

close associate, in relation to a corporation or an individual, has the same meaning as it has in section 53 of the *Electoral Funding Act 2018*.

property developer has the same meaning as it has in Division 7 of Part 3 of the *Electoral Funding Act 2018*.

Positions in trade unions and professional or business associations

21. A person making a return under clause 4.15 of the code must disclose:
- a) the name of each trade union, and of each professional or business association, in which they held any position (whether remunerated or not) on the return date, and
 - b) the name of each trade union, and of each professional or business association, in which they have held any position (whether remunerated or not) in the period since 30 June of the previous financial year, and
 - c) a description of the position held in each of the unions and associations.
22. A position held in a trade union or a professional or business association need not be disclosed if the person ceased to hold the position prior to becoming a designated person.

Dispositions of real property

23. A person making a return under clause 4.15 of this code must disclose particulars of each disposition of real property by the person (including the street address of the affected property) in the period since 30 June of the previous financial year, under which they wholly or partly retained the use and benefit of the property or the right to re-acquire the property.
24. A person making a return under clause 4.15 of this code must disclose particulars of each disposition of real property to another person (including the street address of the affected property) in the period since 30 June of the previous financial year, that is made under arrangements with, but is not made by, the person making the return, being a disposition under which the person making the return obtained wholly or partly the use of the property.
25. A disposition of real property need not be disclosed if it was made prior to a person becoming a designated person

Sources of income

26. A person making a return under clause 4.15 of this code must disclose:
- a) each source of income that the person reasonably expects to receive in the period commencing on the first day after the return date and ending on the following 30 June, and
 - b) each source of income received by the person in the period since 30 June of the previous financial year.
27. A reference in clause 26 of this schedule to each source of income received, or reasonably expected to be received, by a person is a reference to:
- a) in relation to income from an occupation of the person: (i) a description of the occupation, and
(ii) if the person is employed or the holder of an office, the name and address of their employer, or a description of the office, and
(iii) if the person has entered into a partnership with other persons, the name (if any) under which the partnership is conducted, or
 - b) in relation to income from a trust, the name and address of the settlor and the trustee, or
 - c) in relation to any other income, a description sufficient to identify the person from whom, or the circumstances in which, the income was, or is reasonably expected to be, received.
28. The source of any income need not be disclosed by a person in a return if the amount of the income received, or reasonably expected to be received, by the person from that source did not exceed \$500, or is not reasonably expected to exceed \$500, as the case may be.

29. The source of any income received by the person that they ceased to receive prior to becoming a designated person need not be disclosed.
30. A fee paid to a councillor or to the mayor or deputy mayor under sections 248 or 249 of the LGA need not be disclosed.

Debts

31. A person making a return under clause 4.15 of this code must disclose the name and address of each person to whom the person was liable to pay any debt:
- a) on the return date, and
 - b) at any time in the period since 30 June of the previous financial year.
32. A liability to pay a debt must be disclosed by a person in a return made under clause 4.15 whether or not the amount, or any part of the amount, to be paid was due and payable on the return date or at any time in the period since 30 June of the previous financial year, as the case may be.
33. A liability to pay a debt need not be disclosed by a person in a return if:
- a) the amount to be paid did not exceed \$500 on the return date or in the period since 30 June of the previous financial year, as the case may be, unless:
 - (i) the debt was one of two or more debts that the person was liable to pay to one person on the return date, or at any time in the period since 30 June of the previous financial year, as the case may be, and
 - (ii) the amounts to be paid exceeded, in the aggregate, \$500,
 - or
 - b) the person was liable to pay the debt to a relative, or
 - c) in the case of a debt arising from a loan of money the person was liable to pay the debt to an authorised deposit-taking institution or other person whose ordinary business includes the lending of money, and the loan was made in the ordinary course of business of the lender, or
 - d) in the case of a debt arising from the supply of goods or services:
 - (i) the goods or services were supplied in the period of 12 months immediately preceding the return date, or were supplied in the period since 30 June of the previous financial year, as the case may be, or
 - (ii) the goods or services were supplied in the ordinary course of any occupation of the person that is not related to their duties as the holder of a position required to make a return, or
 - e) subject to paragraph (a), the debt was discharged prior to the person becoming a designated person.

Discretionary disclosures

34. A person may voluntarily disclose in a return any interest, benefit, advantage or liability, whether pecuniary or not, that is not required to be disclosed under another provision of this Schedule.

SCHEDULE 2: FORM OF WRITTEN RETURN OF INTERESTS SUBMITTED UNDER CLAUSE 4.21Disclosures by councillors and designated persons' return

1. The pecuniary interests and other matters to be disclosed in this return are prescribed by Schedule 1 of the *Model Code of Conduct for Local Councils in NSW* (the Model Code of Conduct).
2. If this is the first return you have been required to lodge with the general manager after becoming a councillor or designated person, do not complete Parts C, D and I of the return. All other parts of the return should be completed with appropriate information based on your circumstances at the return date, that is, the date on which you became a councillor or designated person.
3. If you have previously lodged a return with the general manager and you are completing this return for the purposes of disclosing a new interest that was not disclosed in the last return you lodged with the general manager, you must complete all parts of the return with appropriate information for the period from 30 June of the previous financial year or the date on which you became a councillor or designated person, (whichever is the later date), to the return date which is the date you became aware of the new interest to be disclosed in your updated return.
4. If you have previously lodged a return with the general manager and are submitting a new return for the new financial year, you must complete all parts of the return with appropriate information for the 12-month period commencing on 30 June of the previous year to 30 June this year.
5. This form must be completed using block letters or typed.
6. If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.
7. If there are no pecuniary interests or other matters of the kind required to be disclosed under a heading in this form, the word "NIL" is to be placed in an appropriate space under that heading.

Important information

This information is being collected for the purpose of complying with clause 4.21 of the Model Code of Conduct.

You must not lodge a return that you know or ought reasonably to know is false or misleading in a material particular (see clause 4.23 of the Model Code of Conduct). Complaints about breaches of these requirements are

to be referred to the Office of Local Government and may result in disciplinary action by the council, the Chief Executive of the Office of Local Government or the NSW Civil and Administrative Tribunal. The information collected on this form will be kept by the general manager in a register of returns. The general manager is required to table all returns at a council meeting.

Information contained in returns made and lodged under clause 4.21 is to be made publicly available in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner.

You have an obligation to keep the information contained in this return up to date. If you become aware of a new interest that must be disclosed in this return, or an interest that you have previously failed to disclose, you must submit an updated return within three months of becoming aware of the previously undisclosed interest.

Disclosure of pecuniary interests and other matters by [full name of councillor or designated person]

as at [return date]

in respect of the period from [date] to [date] [councillor's or designated

person's signature]

[date]

A. Real Property

Street address of each parcel of real property in which I had an interest at the return date/at any time since 30 June	Nature of interest

B. Sources of income

1 Sources of income I reasonably expect to receive from an occupation in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from an occupation at any time since 30 June

Description of occupation	Name and address of employer or description of office held (if applicable)	Name under which partnership conducted (if applicable)

2 Sources of income I reasonably expect to receive from a trust in the period commencing on the first day after the return date and ending on the following 30 June

Sources of income I received from a trust since 30 June

Name and address of settlor	Name and address of trustee

3 Sources of other income I reasonably expect to receive in the period commencing on the first day after the return date and ending on the following 30 June

Sources of other income I received at any time since 30 June

[Include description sufficient to identify the person from whom, or the circumstances in which, that income was received]

C. Gifts

Description of each gift I received at any time since 30 June	Name and address of donor
---	---------------------------

D. Contributions to travel

Name and address of each person who made any financial or other contribution to any travel undertaken by me at any time since 30 June	Dates on which travel was undertaken	Name of States, Territories of the Commonwealth and overseas countries in which travel was undertaken
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E. Interests and positions in corporations

Name and address of each corporation in which I had an interest or held a position at the return date/at any time since 30 June	Nature of interest (if any)	Description of position (if any)	Description of principal objects (if any) of corporation (except in case of listed company)
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F. Were you a property developer or a close associate of a property developer on the return date? (Y/N)

G. Positions in trade unions and professional or business associations

Name of each trade union and each professional or business association in which I held any position (whether remunerated or not) at the return date/at any time since 30 June	Description of position
---	-------------------------

H. Debts

Name and address of each person to whom I was liable to pay any debt at the return date/at any time since 30 June

I. Dispositions of property

1 Particulars of each disposition of real property by me (including the street address of the affected property) at any time since 30 June as a result of which I retained, either wholly or in part, the use and benefit of the property or the right to re-acquire the property at a later time

2 Particulars of each disposition of property to a person by any other person under arrangements made by me (including the street address of the affected property), being dispositions made at any time since 30 June, as a result of which I obtained, either wholly or in part, the use and benefit of the property

J. Discretionary disclosures

Business

Subject	Flood Risk Management Committee Terms of Reference
TRIM Record No	BP25/159:EF19/237-7
Prepared by	Senior Strategic Planner
Reason	To provide all members with the Committee's Terms of Reference (as amended 26 March 2025).
Strategic Theme	Leadership and participation
Strategy	We provide effective management and responsible governance.
Action	Ensure the efficient and effective operation of Council.

Executive Summary

At Council's Extraordinary meeting on 25 March 2025, it was resolved to amend the Terms of Reference for the Flood Risk Management Committee. The Terms of Reference include details such as scope, term of the committee, protocol and procedure. The Terms of Reference need to be provided to ensure all members understand and accept the scope and limitations of the Committee.

Recommendation

That:

1. Each Committee member acknowledges they have received a copy of the Terms of Reference for the Flood Risk Management Committee (as amended 26 March 2025) and understands the scope and limitations of the Committee.

Information

The NSW state government's Flood Risk Management Manual 2023 establish the need for a flood risk management committee to oversee the development of balanced flood risk management (FRM) plans through the FRM process. The manual provides that a committee acts as a forum to discuss technical, social, economic, environmental and cultural issues and to distil differing viewpoints on issues into studies and an FRM plan.

The adopted Terms of Reference for the FRM Committee provides that the committee also assists in:

- formulating objectives (in accordance with ecologically sustainable development principles), strategies and outcomes sought from the process.
- providing a link between the local community and Council.
- identifying the flood problem to be assessed and the study areas.
- considering and making recommendations to Council on appropriate development controls for use until the Plan is completed, approved and implemented.
- supervising the collection of necessary data and supervising and monitoring the progress and findings of studies being undertaken in the various stages of the Plan.
- providing input into known flood behaviour as part of the flood study.
- identifying management options and providing input into their consideration as part of the management study.
- identifying implementation strategies for the Plan.
- monitoring and assessing the effectiveness of the Plan during and after its implementation.

- coordinating and monitoring the public education programs essential to the long-term viability of the Plan; and
- coordinating with other relevant agencies.

At the Extraordinary meeting held on 25 March 2025, Council resolved to undertake the following amendments to the Terms of Reference:

1. the Flood Risk Management Committee Terms of Reference be amended as follows:
 - a) Clause 5 – Membership of the Committee be amended to include ‘up to 9’ instead of 6 community members, with ‘4 other community member (not geographically specific)’ members instead of 1.
 - b) Clause 5 – Advisory member Northern Rivers Reconstruction Corporation be amended to NSW Reconstruction Authority.
 - c) Clause 5 – the ‘1 technical specialist from Southern Cross University’ is removed.

The above amendments have been undertaken and are included in Attachment 1 of this report.

A resolution is sought from the Committee to confirm that members have read the amended Terms of Reference for the Flood Risk Management Committee and understands the scope and limitations of the Committee.

Attachment/s

1. [↓](#) Terms of Reference Flood Risk Management Committee (as amended 26 March 2025)



Flood Risk Management Committee Terms of Reference (As amended by Council 26/03/2025)

1. Name

Flood Risk Management Committee

2. Background

The NSW Government's **Flood Risk Management Manual** and the **Flood Prone Land Policy** guide local government in managing flood risk in their communities.

The main objective of the Policy is to reduce the impact of flooding and flood liability on owners and occupiers of flood-prone property and reduce public and private losses. The Policy recognises the benefits of use, occupation and development of flood-prone land. The Policy is incorporated into the NSW Flood Risk Management Manual, which emphasises the importance of developing and implementing flood risk management plans. The purpose of a flood risk management plan is to evaluate all factors (including social, economic, ecological and cultural impacts and flood risk) that affect the use of flood prone land and address existing, future and continuing flood risks in a comprehensive manner through a range of different management measure.

The Manual supports the Policy and guides councils through the flood risk management process. The Manual helps councils develop and implement local flood risk management plans and outlines the technical assistance provided by the NSW Government.

The **Flood Risk Management Guidelines** complement the Manual to help councils to fulfil their role in developing and managing flood-prone land while reducing damage from floods.

The purpose of a **Flood Risk Management Plan** is to provide input into the strategic and statutory planning roles of councils. It does not, by intent, purport to be the only document relevant to development of flood prone land. The Plan provides the type of information necessary for adequate forward planning for flood prone land.

The first formal step in the process is the formation of a committee chaired by Council. It is advisory in nature as responsibility for planning matters lies with Council as a whole. Therefore, the committee should report directly to Council.



3. Scope

The principal objective of the Committee is to assist Council in the development and implementation of a Plan for the area(s) under its jurisdiction. However, the Committee also assists in:

- formulating objectives (in accordance with ecologically sustainable development principles), strategies and outcomes sought from the process;
- providing a link between the local community and Council;
- Identifying the flood problem to be assessed and the study areas;
- considering and making recommendations to Council on appropriate development controls for use until the Plan is completed, approved and implemented;
- supervising the collection of necessary data and supervising and monitoring the progress and findings of studies being undertaken in the various stages of the Plan;
- providing input into known flood behaviour as part of the flood study;
- identifying management options and providing input into their consideration as part of the management study;
- identifying implementation strategies for the Plan;
- monitoring and assessing the effectiveness of the Plan during and after its implementation;
- coordinating and monitoring the public education programs essential to the long-term viability of the Plan; and
- coordinating with other relevant agencies.

Once the Committee has completed the prime task of developing a Plan and associated implementation strategy, and Council has adopted these, a limited group, including community representatives, to be defined by Council will remain to oversee implementation.

4. Limitations

- The Committee does not have any formal powers, as it has an advisory role.
- The Committee is unable to commit Council to any expenditure or specific course of action.
- Committee members are not authorised to speak or issue media releases on behalf of the Committee or Council.

5. Membership of the Committee

The Committee consists of:



- A minimum of two (2) Lismore City Councillors (with the Chair of the Committee to be the Mayor or the Mayor's nominee).
- 1 technical specialist from Lismore City Council;
- 1 technical specialist from Rous County Council;
- 1 representative from NSW Department of Climate Change, Energy, the Environment and Water (DCCEEW); and
- 1 representative from SES.

And up to 9 community members as follows:

- 1 community member from North Lismore;
- 1 community member from South Lismore;
- 4 other community member (not geographically specific)
- 1 First Nation's community member
- 1 community member representing business owners; and
- 1 community member representing environmental groups.

Representatives from the following organisations will be invited as advisory members to the committee but will not be included as formal members of the committee for the purpose of establishing quorum:

- NSW Reconstruction Authority; and
- CSIRO

Technical specialist and representative positions on the Committee will be nominated by their relevant organisations. State and Federal Government agency representatives do not have voting rights but provide advice in relation to their area of expertise and departmental function. The Lismore City Council staff position will also not have voting rights.

Community member positions on the Committee are to be filled following an Expressions of Interest process and selection by Council.

The selection criteria for community representatives will be as follows:

- Demonstration of connection and links to their geographic community or community of interest (as appropriate) and;
- Demonstration of awareness in relation to flood risk management issues.



5.1 **Technical Sub-Committee**

The Committee should also maintain a specialist Technical Sub-Committee to deal with complex technical issues. The role of the Sub-Committee is to provide technical assistance and advice to enable the Committee to fulfill its advisory role to Council efficiently, confident that studies and option assessments are technically adequate, and the options proposed are practical and feasible.

The Sub-Committee includes membership from Council, Rous County Council and the Department of Planning and Environment (OPE) and other technical experts as required. A representative of SES is also included when the Sub-Committee is considering emergency management issues.

5.2 **Term of the Committee**

- Membership of the Committee is for a period commencing from the date of selection by Council, to be within six months of the most recent general election and continuing until six months after the next general election, or as soon as otherwise practicable.
- The Committee may be dissolved or established by Council resolution.
- Casual vacancies on the Committee may be filled by Council resolution.
- A Committee member will cease being a member of the Committee if:
 - (a) the Committee is dissolved by Council resolution;
 - (b) a written notice of resignation is provided by a member;
 - (c) a member is absent for three consecutive meetings; or
 - (d) if a technical specialist or representative, a member ceases working for or representing their relevant organisation.

6. **Meeting Protocol & Procedure**

- Meetings of the Committee will follow the Agenda.
- Agenda items will be requested when a meeting is called.
- Members will speak through the Chairperson.
- Members will be respectful of each other and not interrupt a speaker.
- Professional or specialist advisers may be invited to address Committee meetings from time to time as required.
- Matters will be decided by show of hands. Proxy votes will not be accepted.
- Members of the public will be welcomed to meetings of the Committee but shall not vote on matters before the Committee. Members of the public may



request to make representations to the Committee or to raise questions at the discretion of the Chairperson.

- Members of the public cannot make audio or video recordings of the meetings. Notes can be taken.
- Minutes will be taken at each meeting, and they will be made available to Committee members and the public when they become available.
- Minutes will be reported to the next scheduled Council meeting for consideration and adoption.

7. Meeting Frequency

The Committee will meet as needed during the preparation of the Flood Risk Management Plan as directed by the Chairperson.

8. Quorum

Quorum consists of half the currently appointed members with voting rights plus one.

9. Conflict of Interest

Committee members are required to disclose any potential conflict of interest and appropriately manage any conflict to the satisfaction of Council.

Business

Subject	Update from NSW Reconstruction Authority
TRIM Record No	BP25/192:EF19/237-7
Prepared by	Senior Strategic Planner
Reason	
Strategic Theme	Leadership and participation
Strategy	We collaborate with other agencies to achieve great outcomes.
Action	Develop working relationships with government, non-government, private sector and community-based agencies.

Executive Summary

The NSW Reconstruction Authority will provide an update to the Committee.

Recommendation

That:

1. The Committee note the presentation.

Information

Stephen Timms and Karen McPaul from the NSW Reconstruction Authority will provide an update to the Committee on the Authority's program of works.

Attachment/s

There are no attachments for this report.

Business

Subject	Update - current projects being undertaken by DCCEEW
TRIM Record No	BP25/209:EF19/237-7
Prepared by	Senior Strategic Planner
Reason	An update for the Committee on the projects being undertaken by the Department of Climate Change, Energy, the Environment and Water
Strategic Theme	An inclusive and healthy community
Strategy	Our community is safe, happy and healthy.
Action	Maintain public health, safety and amenity.

Executive Summary

The Department of Climate Change, Energy, the Environment and Water (DCCEEW) will provide an update to the Committee.

Recommendation

That:

1. The Committee note the presentation.

Information

Toong Chin from DCCEEW will provide an update to the Committee on the projects being undertaken, including the NSW Flood Warning Project.

Attachment/s

There are no attachments for this report.

Business

Subject	Update from CSIRO Northern Rivers Resilience Initiative
TRIM Record No	BP25/131:EF19/237-7
Prepared by	Senior Strategic Planner
Reason	CSIRO Northern Rivers Resilience Initiative (NRRI) Project Leader Dr Jai Vaze has provided an update on the NRRI.
Strategic Theme	Leadership and participation
Strategy	We collaborate with other agencies to achieve great outcomes.
Action	Develop working relationships with government, non-government, private sector and community-based agencies.

Executive Summary

An update is provided by CSIRO Northern Rivers Resilience Initiative (NRRI) project leader Dr Jai Vaze for the Committee's information.

Recommendation

That:

1. The Committee note the update.

Information

An update on the Northern Rivers Resilience Initiative (NRRI) is provided by CSIRO Senior Principal Research Scientist (Hydrologist) Dr Jai Vaze, who is NRRI Project Leader, as follows:

The LiDAR and bathymetry datasets collected as part of the NRRI project and made available to the public through the Geoscience Australia website, along with other data, have been used to develop a detailed hydrodynamic model for the entire Richmond River catchment.

The hydrodynamic module of the MIKE21 Flow Model FM of MIKE ZERO 2024 for Linux (MIKE21 FM – MIKE flexible mesh model) is used in this work. The team has almost finalized the model mesh configuration to make sure that the final selected configuration represents all the important flow features across the entire Richmond catchment while also making sure that the number of mesh elements are within the acceptable limits of the model (currently around 10.5 million).

The focus is on reproducing larger flood event peaks (e.g., 2017, 2022) while also making sure that the final model setup (same setup for all events with the only change of event specific initial spatial soil moisture, rainfall and evapotranspiration) can reproduce reliable inundation estimates at the Richmond catchment scale for the complete range of floods (2008, 2009 and 2013). The model is currently running for all the flood events, and we expect to get the close to final results in April.

Once successful calibrated and validated, a calibration report will be provided to NEMA by 30 June 2025 and made available to public through NEMA website soon after that.

Stakeholder consultations will take place in the region after this to finalise 2 to 5 flood mitigation scenarios for the Richmond River catchment. The team will use the calibrated model to undertake scenario analysis to recommend possible long term flood mitigation actions.

Lismore Flood Risk Management Committee

Meeting held 10 April 2025 - Update from CSIRO Northern Rivers Resilience Initiative

The report for this work and fully calibrated model is due by June 2025. Scenario testing will take place in 2025-2026.

More details are available at [Northern Rivers Resilience Initiative - CSIRO](#) and [Northern Rivers Resilience Initiative | National Emergency Management Agency \(nema.gov.au\)](#).

Attachment/s

There are no attachments for this report.

Business

Subject	Lismore flood information graphics
TRIM Record No	BP25/133:EF19/237-7
Prepared by	Senior Strategic Planner
Reason	To update the Lismore Flood Level and History of Lismore Flood Events graphics to include the peak flood level that occurred during Tropical Cyclone Alfred.
Strategic Theme	An inclusive and healthy community
Strategy	Our community is safe, happy and healthy.
Action	Maintain public health, safety and amenity.

Executive Summary

Following a resolution of Council in December 2024, staff have updated the Lismore Flood Levels graphic and published it on Council's website. Given the recent flooding as a result of Tropical Cyclone (TC) Alfred, further amendments have been undertaken to include the peak flood level from this event in both the Lismore Flood Levels and the History of Lismore Flood Events graphics.

Recommendation

That:

1. The committee notes the Lismore Flood Levels and History of Lismore Flood Events graphics have been updated to include the peak flood level of 9.31m that occurred on 8 March 2025 during the Tropical Cyclone Alfred weather event.

Information

At the December 2024 Council meeting, it was resolved to include the updated Lismore Flood Levels graphic on its website, opting for the table to be amended by height and consistent with Lismore City Council style guide. Council staff updated the table in accordance with the above resolution and the Lismore Flood Level graphic was made publicly available on 28 February 2025.

During the recent flooding that occurred from the Tropical Cyclone Alfred weather event, a peak flood level of 9.31m was recorded (on 8 March 2024) at the Wilsons River, Lismore (Rowing Club gauge) on the Bureau of Meteorology (BOM) website. In keeping with Council's ongoing commitment to provide residents with accurate and timely flood communication, this 'moderate' flood level has been included within the flood information graphics available on Council's website.

The previous version of the Lismore Flood Level graphic included fifteen (15) moderate and major events that have occurred since the construction of the levee. The table that presents the flood events has now been amended to include the March 2025 event, resulting in 16 moderate and major flood events. The History of Lismore Flood Events graphic has been updated to include the 2025 event within the bar graph that presents all recorded flood events from 1887 – 2025. A copy of both the published graphics accompanies this report.

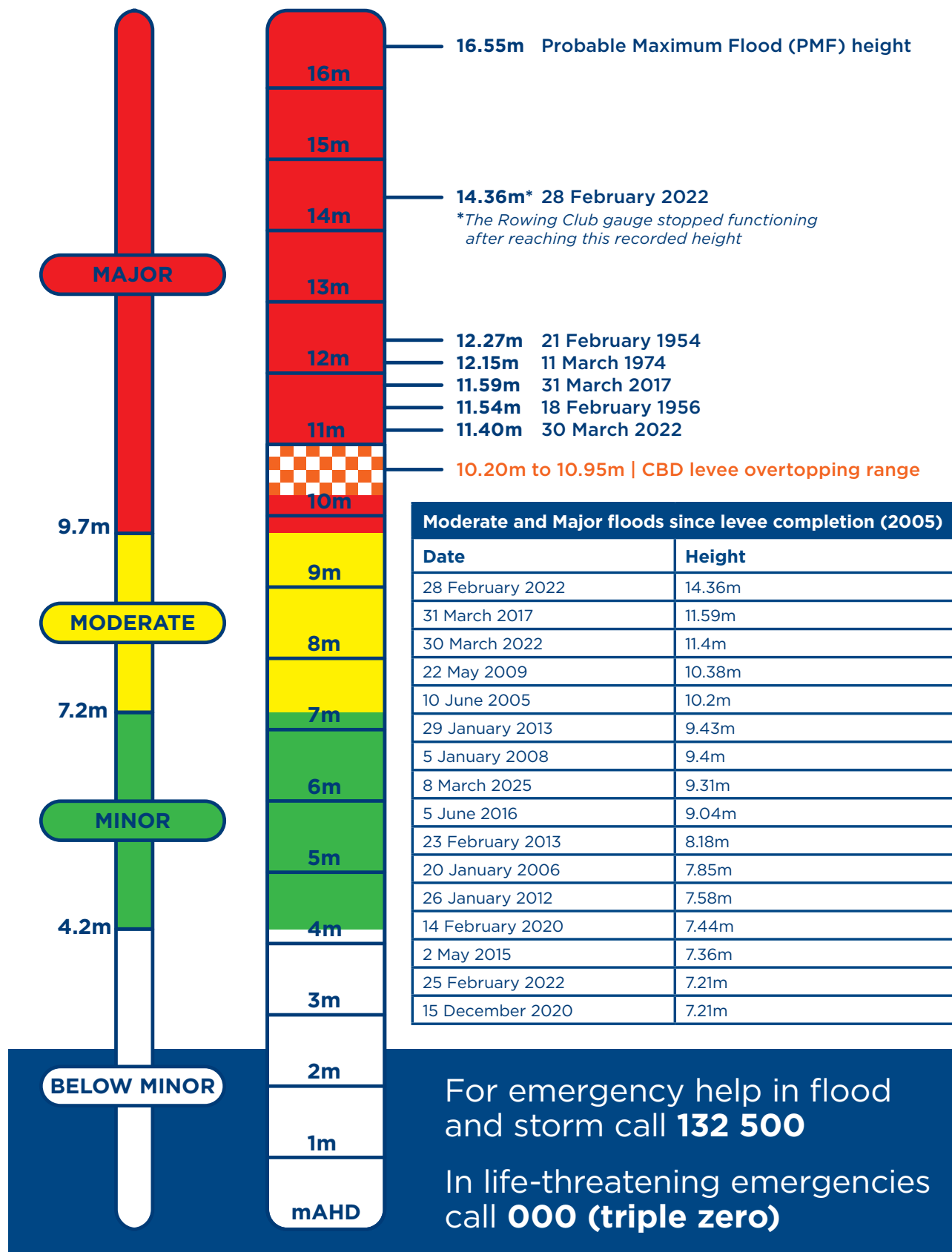
Attachment/s

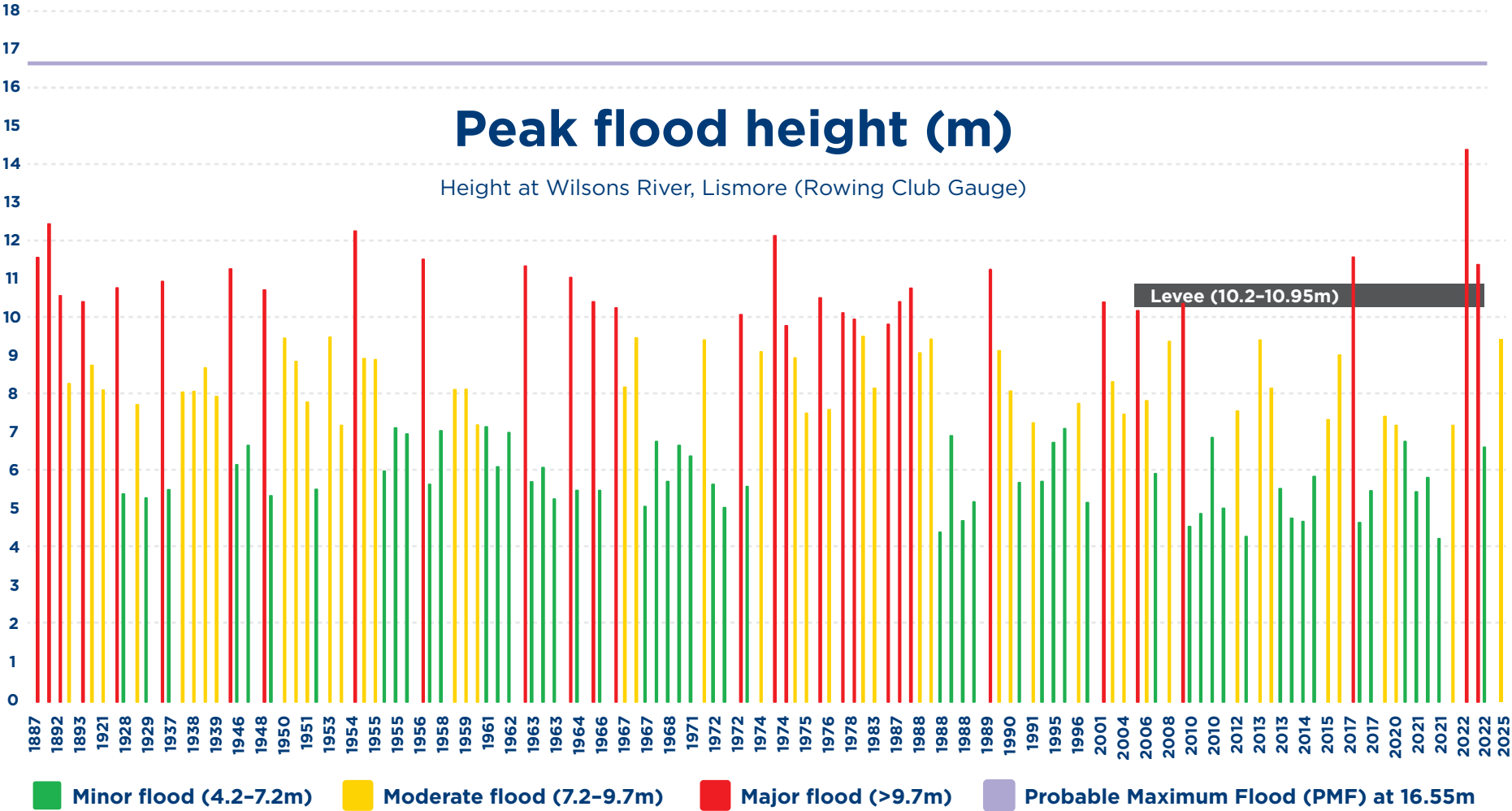
1. [Lismore Flood Levels graphic 2025_v4](#)
2. [History of Lismore Flood Events graphics 2025](#)



LISMORE FLOOD LEVELS

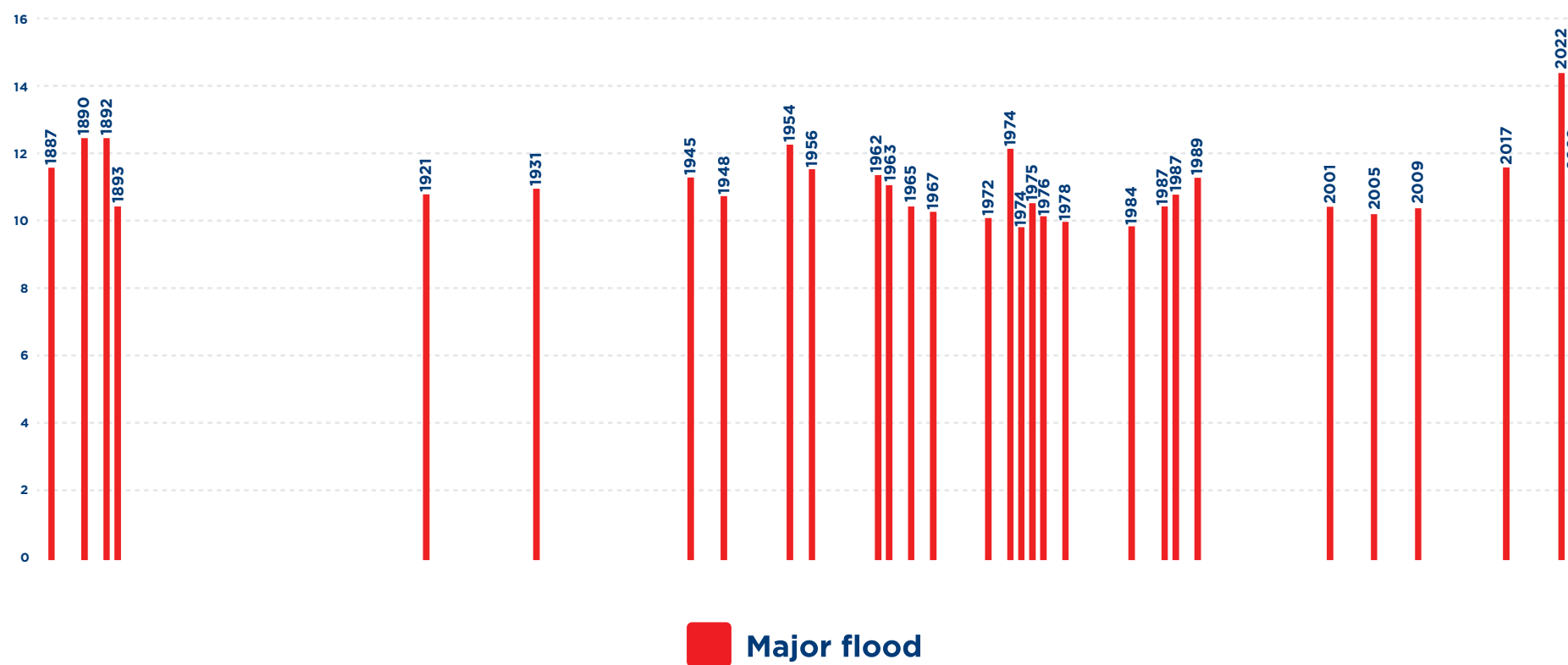
*Height at Wilsons River, Lismore (Rowing Club Gauge)







History of Major flood events in Lismore



Height at Wilsons River, Lismore (Rowing Club Gauge)

Business

Subject	Update - Last Roads Out Map
TRIM Record No	BP25/161:EF19/237-7
Prepared by	Senior Strategic Planner
Reason	To provide an update on the Council resolution to publish a link to the 'Last Roads Out' Map on SES website.
Strategic Theme	An inclusive and healthy community
Strategy	Our community is safe, happy and healthy.
Action	Maintain public health, safety and amenity.

Executive Summary

Council resolved to publish a link to the 'Last Roads Out' map on SES's website however the 'Last Roads Out' map has been removed from SES website. The current resolution cannot be enacted as written therefore an update is being provided for the Committee's consideration.

Recommendation

That:

1. The committee note the report.

Information

At the 4 December 2024 Flood Risk Management Committee meeting, the Committee resolved to publish a link to the SES's online 'Last Roads Out' map on Lismore City Council's website, directing users to the current SES Local Flood Plan evacuation routes.

Unable to locate the historical 'Last Road Out' map on the SES website, Council staff contacted local SES officer, Elena Palamara, who provided the following advice:

The SES are currently developing new flood guides, with maps that are easier to read and more community focused. Given current SES staff deployment, no timeframe for completion of this work can be provided at this time.

The flood information available on Council's website was updated during March 2025 and contains links to SES localised pages like 'local information (Lismore)' and 'local flood insights'. It is recommended Council staff continue liaising with SES staff to ensure that when the new flood guides and maps are published on the SES website, the correct link is also available on Council's website.

Attachment/s

There are no attachments for this report.

Lismore Flood Risk Management Committee Minutes

4 December 2024

MINUTES OF THE LISMORE FLOOD RISK MANAGEMENT COMMITTEE HELD IN COUNCIL CHAMBERS ON WEDNESDAY, 4 DECEMBER 2024 AT 1:00PM

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

Present

Cr Rob (Chair), Cr Waters, Cr Jensen (*left meeting at 1.40 pm*), Mr Andrew Logan (audio visual) (*left meeting at 2.30 pm*), Mr Ian McPherson, Mr Graham Askey, Mr Col Baker, Mrs Leisa Block (audio visual), Mr Bill Moorhouse, Ms Elena Palamara

In Attendance

LCC Officers: Mr Butron, Chief Community Officer, Mr Jewell, Senior Strategic Planner, Mrs van Iersel, Strategic Planning Coordinator, Ms Burgess, Emergency Management Coordinator (*left meeting at 2.10 pm*), Miss Hull, Executive Assistant to Chief Community Officer,

Presenters: Ms Karen McPaul and Mr Stephen Timms (audio visual)

Observers: Mr Richard Trevan, Mrs Beth Trevan, Ms Joanna Jones (audio visual)

Apologies

Mr Mark Tirris, Mr Toong Chin, Cr Dalton-Earls, Mr Robert Kay

Non Attendance

Cr Knight-Smith, Mr Damien Maher, Mr Peter Cinque

Confirmation of Minutes

RESOLVED that the Minutes from the meeting dated 25 July 2024 were confirmed at the Council meeting on 12 November 2024.

(Member Askey/Councillor Jensen)

Voting For: Councillors Rob, Jensen and Waters; Members Logan, McPherson, Askey, Baker, Block and Moorhouse

Voting Against: Nil

Disclosure of Interest

Nil disclosed.

5.1 Update from CSIRO on Northern Rivers Resilience Initiative

RESOLVED that the Committee note the presentation.

(Councillors Jensen/Waters)

Voting For: Councillors Rob, Jensen and Waters; Members Logan, McPherson, Askey, Baker, Block and Moorhouse

Voting Against: Nil

5.2 Elvis Demonstration

Apology received from presenter, Robert Kay during the meeting. Item deferred to next committee meeting.

5.3 Update from NSW Reconstruction Authority

RESOLVED that the Committee note the presentations by Karen McPaul and Stephen Timms, NSW Reconstruction Authority.

(Members Moorhouse/Baker)

Voting For: Councillors Rob, Jensen and Waters; Members Logan, McPherson, Askey, Baker, Block and Moorhouse

Voting Against: Nil

5.4 Last Roads Out map

That the Committee recommends that Council publish a link to the 'Last Roads Out' map on SES's website directing users to the current SES Local Flood Plan evacuation routes.

(Member Askey/Councillor Waters)

Voting For: Councillors Waters; Members Logan, Askey, Baker, Block and Moorhouse

Voting Against: Member McPherson, Councillor Rob

Lismore Flood Risk Management Committee Minutes

4 December 2024

5.5 Flood model extension

RESOLVED that the Committee note the presentation provided..

(Councillor Waters/Member Askey)

Voting For: Councillors Rob and Waters; Members Logan, McPherson, Askey, Baker, Block and Moorhouse

Voting Against: Nil

5.6 Lismore Flood Levels graphic

RESOLVED that the Committee include the updated Lismore Flood Levels graphic on its website opting for the table to be amended by height and consistent with Lismore City Council style guide.

(Member Askey/Member Baker)

Voting For: Councillors Rob and Waters; Members McPherson, Askey, Baker, Block and Moorhouse

Voting Against: Nil

Closure

The Chair congratulated and thanked the current committee members for their support and encouraged all members to reapply once Council has put out EOI for the next committee.

This concluded the business and the meeting terminated at 2.45 pm.