

An Ordinary Meeting of Lismore City Council will be held at the Council Chambers on June 9, 2026, 10:00 AM

Attachments Excluded From Agenda

Eber Butron
General Manager

3 June 2026



Attachments

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

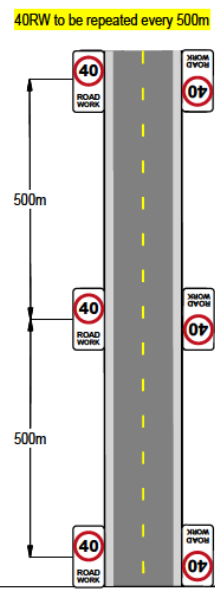

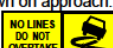



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Road Name: Tuntable Creek Road

Record of Modifications

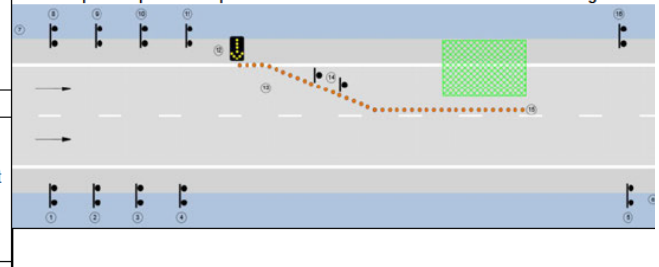
Description of Minor modifications:

Approved By: _____
 Signature: _____
 Date: _____
 Certificate No: _____

<p>SPEED RESTRICTION REPEATER SIGNS</p> <p>Erect single speed restriction repeater signs as required</p>  <p>Repeater max spacing 500m</p> <p>Locate on the shoulder side No requirement for duplication TCWS Ref - Table 4-9</p>	<p>TAPERS & BUFFERS</p> <p>Lateral shift taper = 15m min* Buffer zone = 30m min* Bollard/ Cone spacing = 12m max** * Based on 40km/h traffic speed ** Spacing to be reduced for curves</p> <p>These end of queue or additional warning signs may be placed as end of queue management or additional warning, refer to TCAWS manual cl 4.6.3 and figure 4.4</p>   OR 
<p>40RW to be repeated every 500m</p> 	<p>UNSEALED ROAD</p> <p>When the travel lanes are unsealed, the following sign must be shown on approach.</p>  <p>FRESH SEAL</p> <p>When the seal has been placed, but prior to sweeping and line marking, the following signs must be shown on approach.</p> 
<p>SPEED ZONE SELECTION</p> <p>Speed zone selection based on clearance to plant/worker from travel lane.</p> <p>40km/h may only be used when people/plant are within 1.5m of the edge line.</p> <p>40km/h zones must be no longer than 500m</p> <p>All change in speed zones must be duplicated on both sides of the carriage way.</p>    <p><1.5m 1.5-3.0m 3m-6m</p>	

Sequence for Installation Of Signs And Devices

Multi-lane roads:
 The sequence of installation should be as illustrated in the following order:
 1: Locate advance warning vehicle and TMA to shadow sign installation vehicle.
 2 to 5: Install advance warning signs in unaffected lane.
 6: Install 'End Roadwork/speed reinstatement'.
 7: Use the existing road network to turn where safe to do so.
 8: Locate advance warning vehicle and TMA to shadow sign installation vehicle.
 9 to 12: Install advance warning signs in obstructed (affected) lane.
 13: Install 'Flashing Arrow' and delineation devices on approach to start of taper.
 14: Position TMA in travel lane to shadow installation of taper.
 14 and 15: Install taper and delineation devices to form taper, safety buffer and past work area
 16: Install 'End Roadwork/speed reinstatement'.
 17: Use the existing road network to turn where safe to do so.
 18: TMA positioned to shadow work area.
 19: ITCP qualified person completes drive around to confirm TGS is installed as designed.



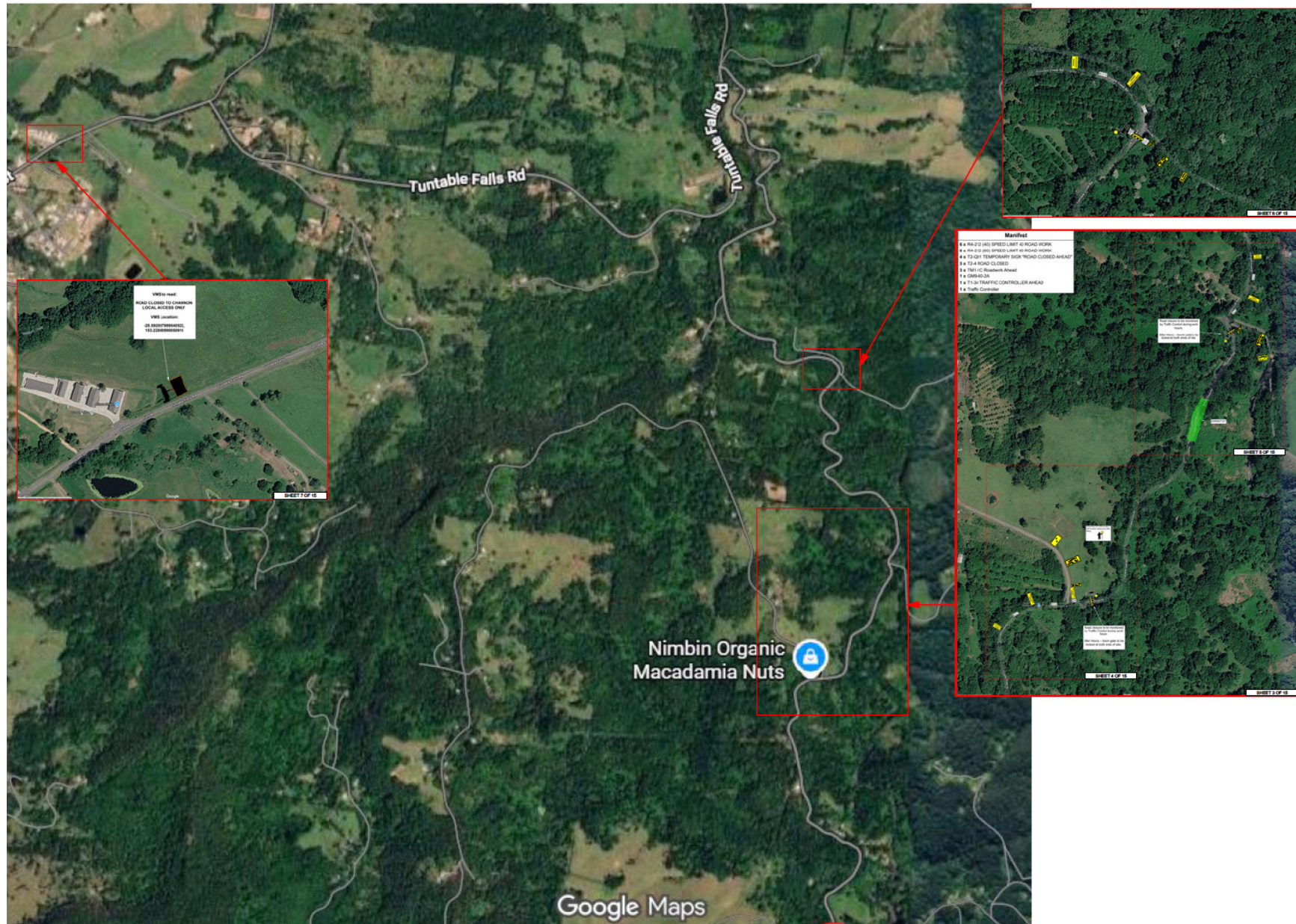
Two-lane, two-way roads:
 The sequence of installation should be as illustrated in the following order:
 1: Install the termination signs when initially leaving work area, 'End Road Work/speed reinstatement' (affected direction).
 2: Use the existing road network to turn where safe to do so.
 3 to 7: Place approach signs in unaffected direction, including the PTCD (traffic controller to remain with the PTCD).
 8: Install 'End Road Work/speed reinstatement' (unaffected direction).
 9: Use the existing road network to turn where safe to do so.
 10 to 14: Place approach signs in the affected direction, including the PTCD (traffic controller to remain with PTCD).
 15 and 16: Traffic controller/s to stop traffic and taper/lane closure delineation implemented
 17: ITCP qualified person completes drive around to confirm TGS is installed as designed



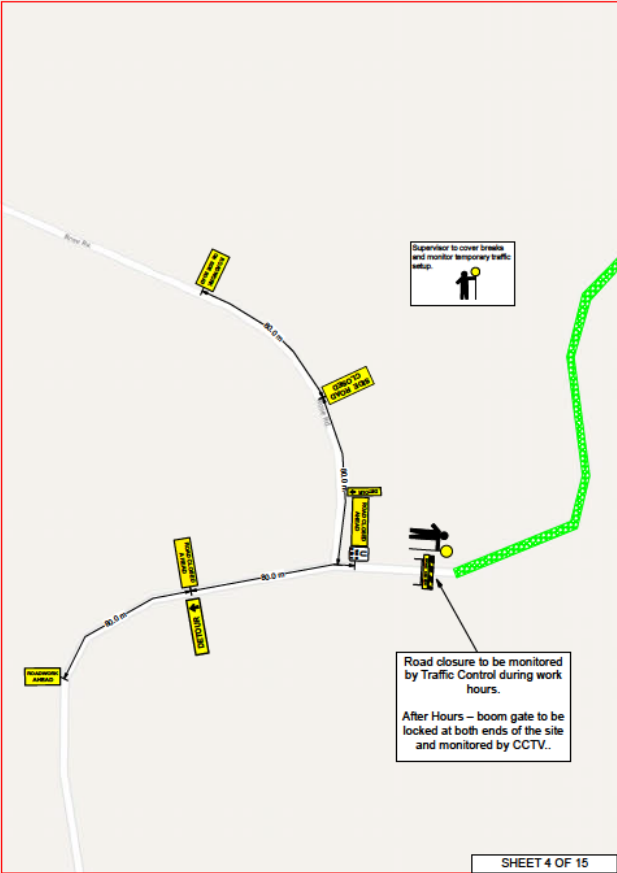
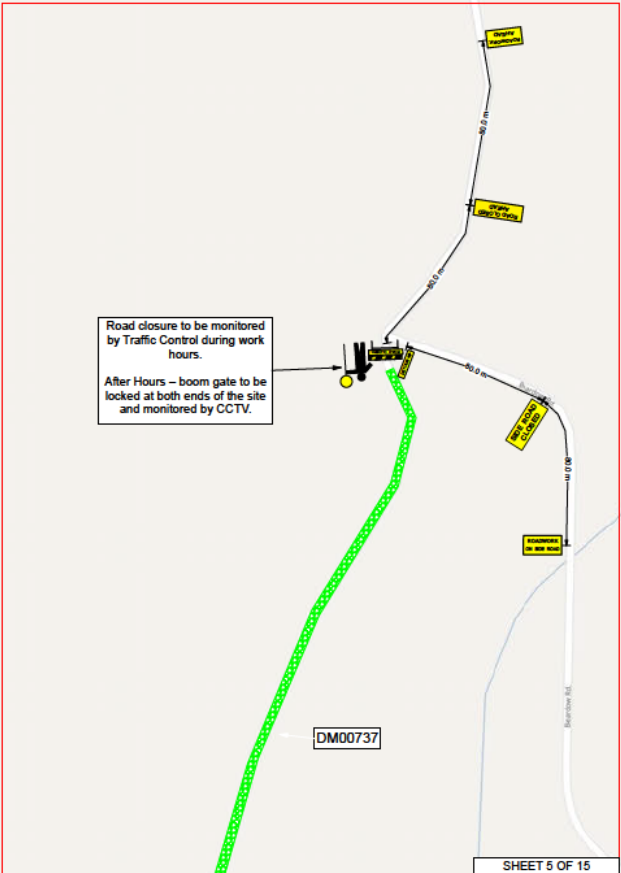
CMCHull JV
TGS2037 - Site Specific Traffic Guidance Scheme
Location: DM00737

Date: 29/04/2026
 Reviewed By: Allan Clarke
 Signature: _____
 Author: Jeremy Clarke
 Signature: _____

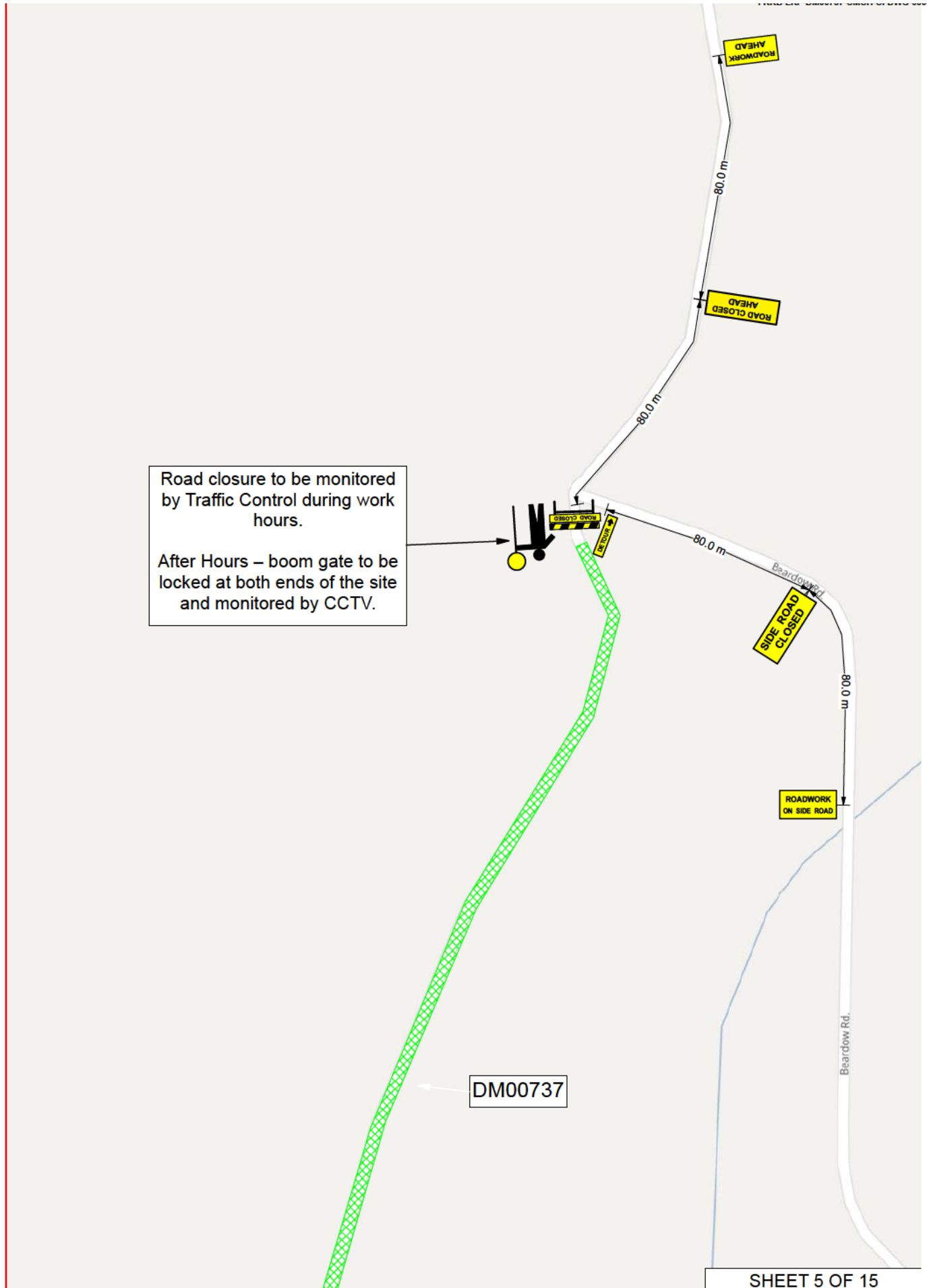
Designed in accordance with Traffic Control at Worksites Manual v8.1 2022
 Project Manager
 Cert. No: TCT0003291
 Operations Supervisor
 Cert. No: TCT0034316

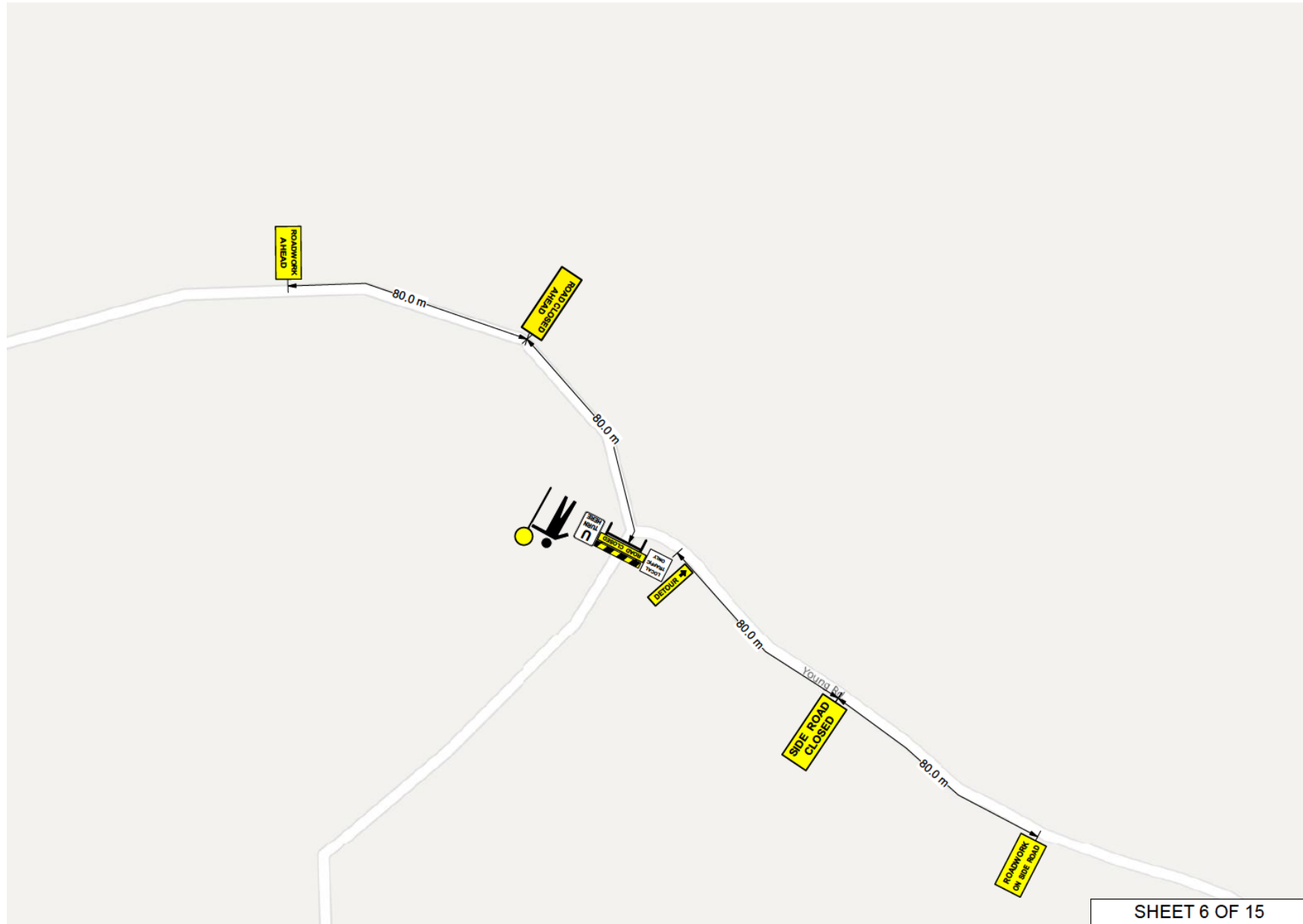


Manifest
6 x DETOUR RIGHT
6 x R4-212 (40) SPEED LIMIT 40 ROAD WORK
6 x R4-212 (60) SPEED LIMIT 60 ROAD WORK
6 x ROADWORK ON SIDE ROAD
6 x SIDE ROAD CLOSED
6 x T5-1 (R)
5 x T2-Q01 TEMPORARY SIGN "ROAD CLOSED AHEAD"
5 x T5-1 (L)
3 x T2-4 ROAD CLOSED
3 x TM1-1C Roadwork Ahead
3 x Traffic Controller
2 x LOCAL TRAFFIC ONLY
2 x T1-32
2 x T5-1 (F)
2 x TM1-25C Roadwork On Side Road
1 x GM9-40-2A
1 x T1-34 TRAFFIC CONTROLLER AHEAD
1 x T1-6
1 x T2-23



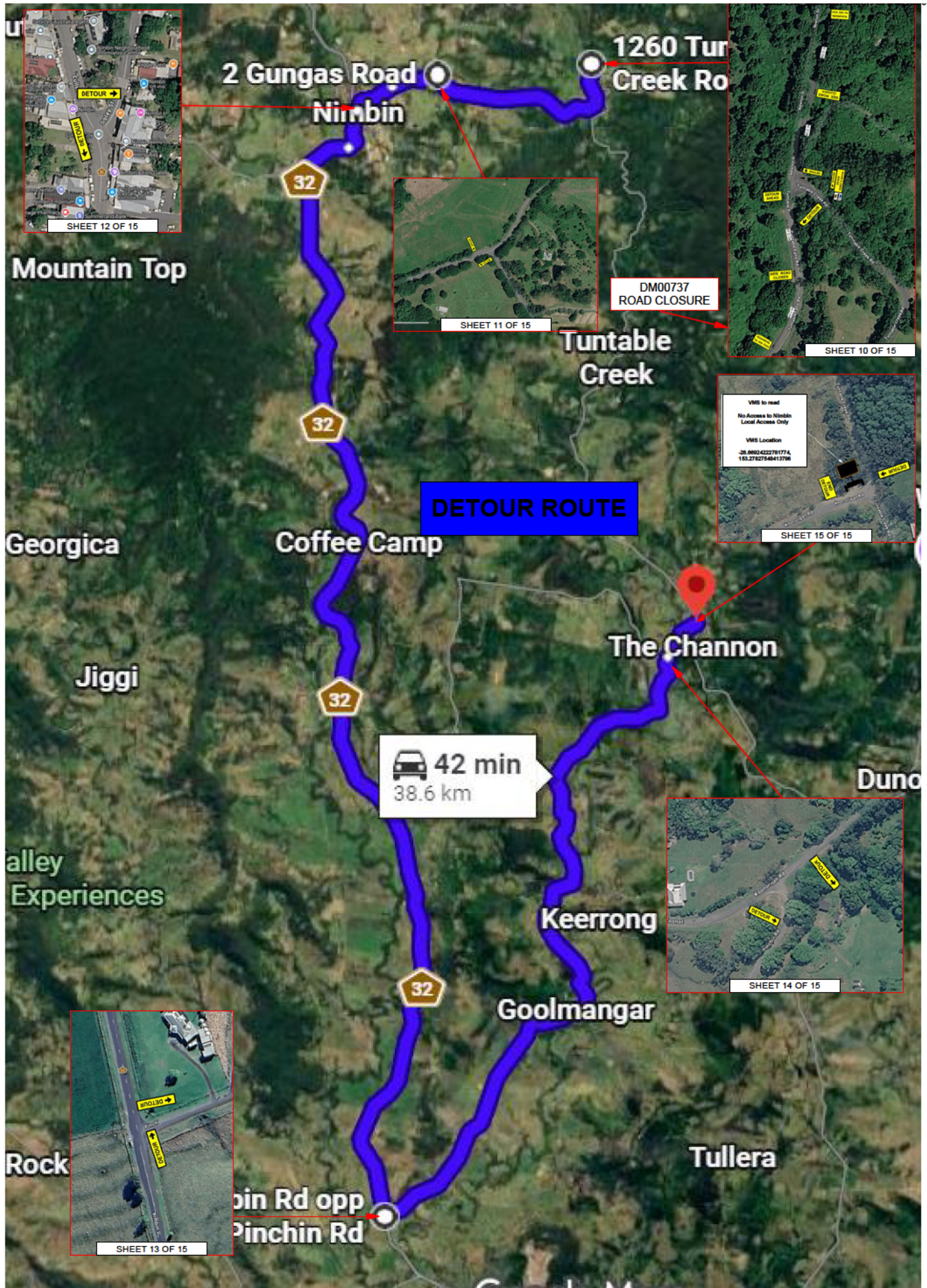
SHEET 3 OF 15

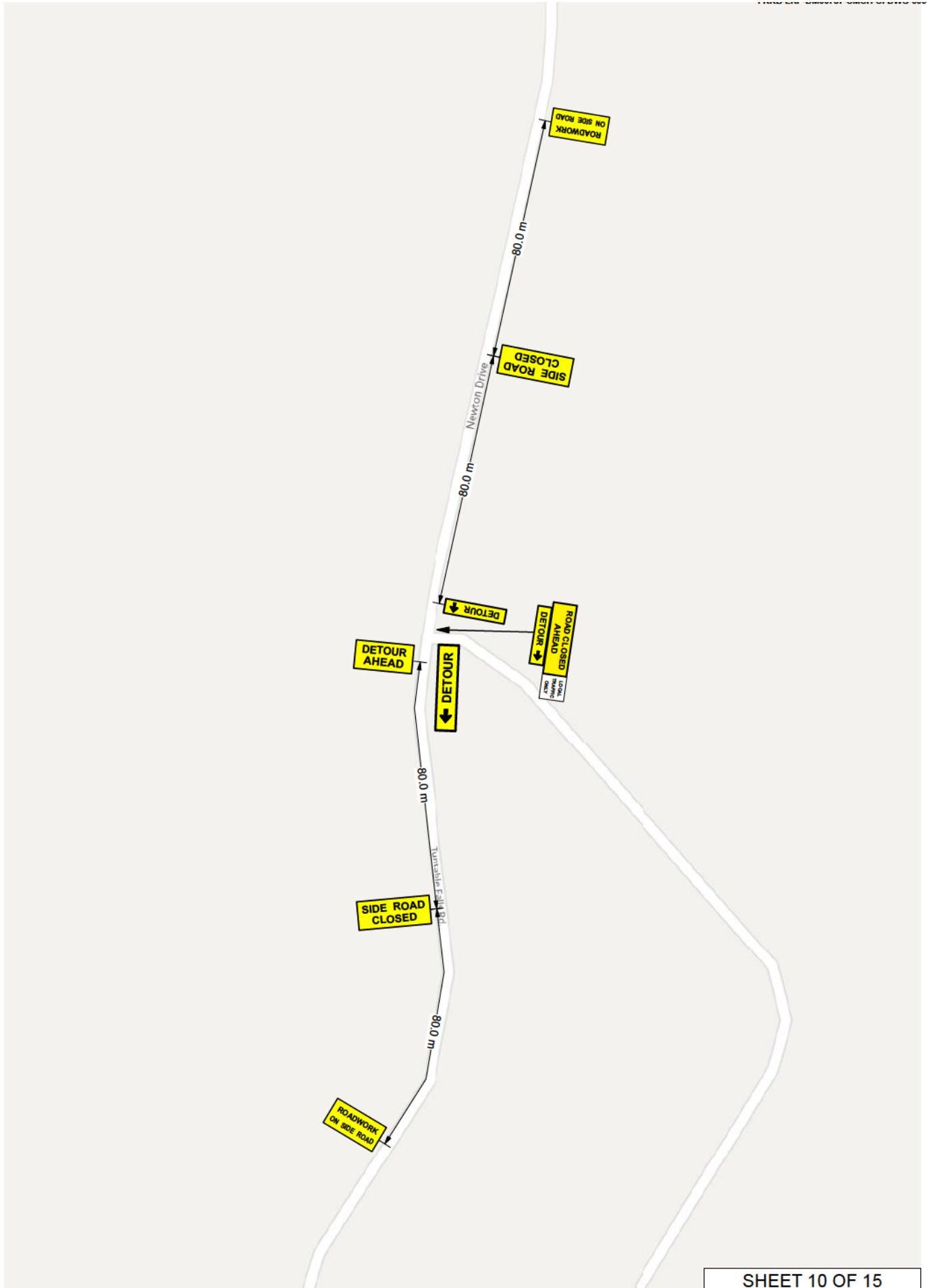


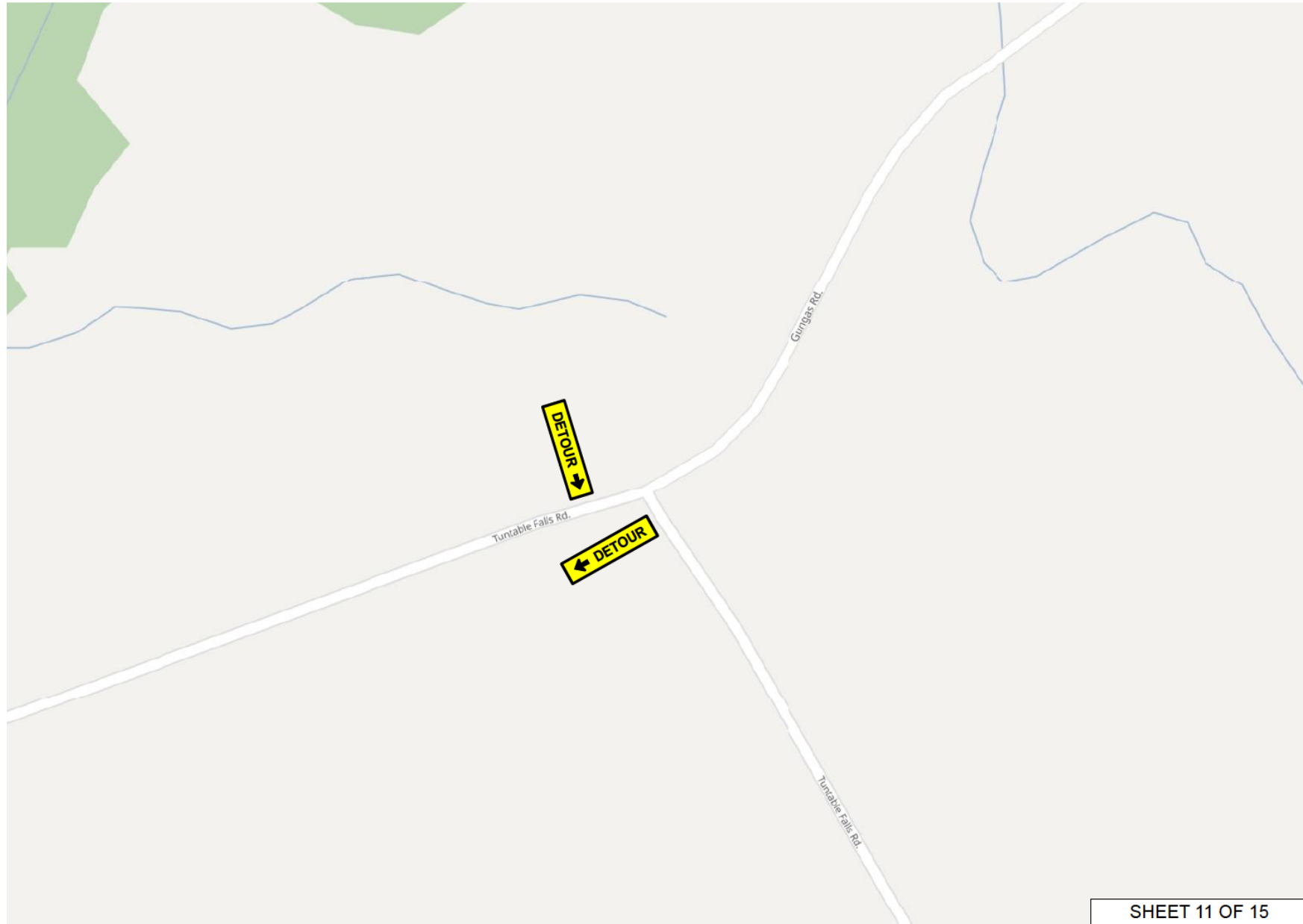


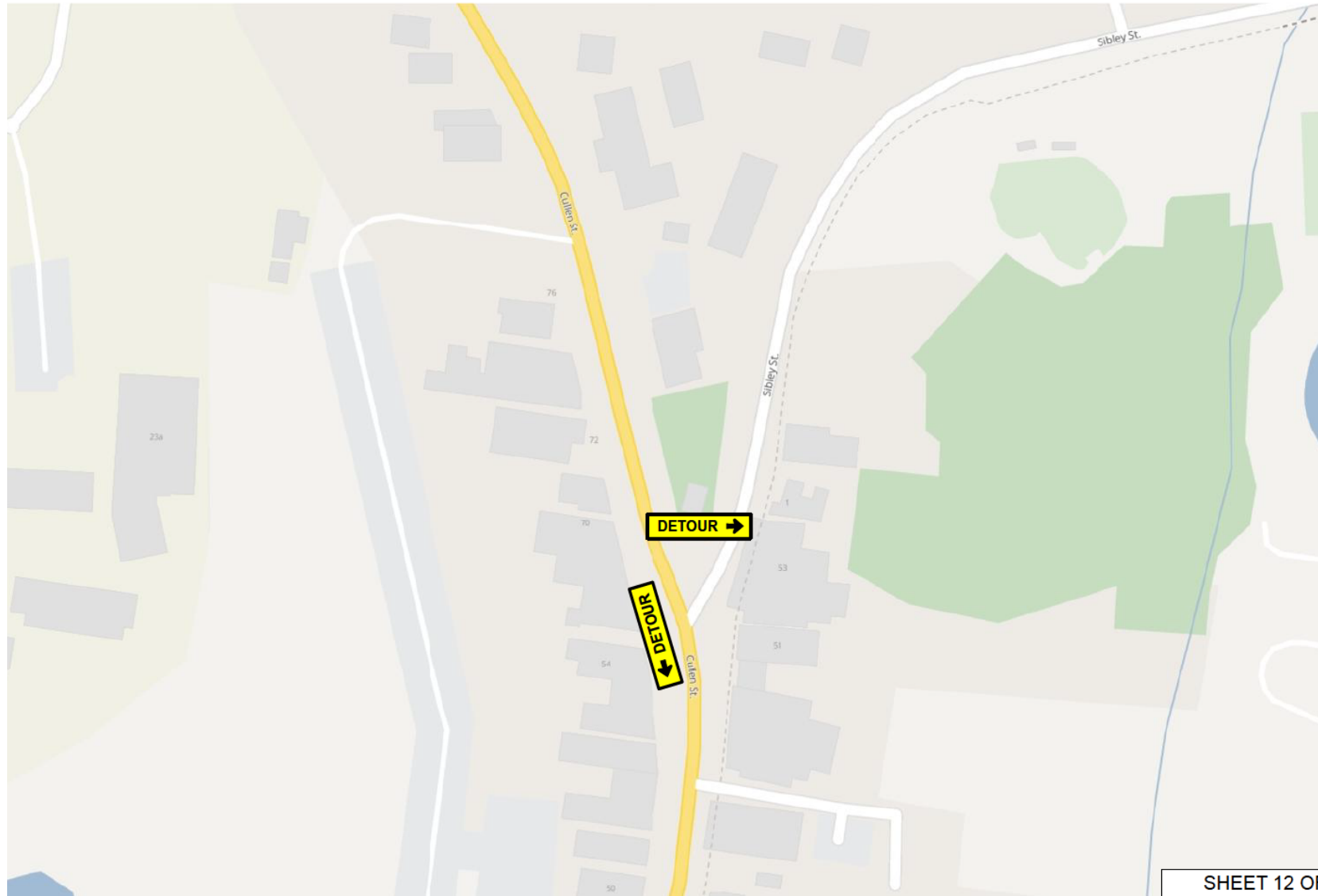










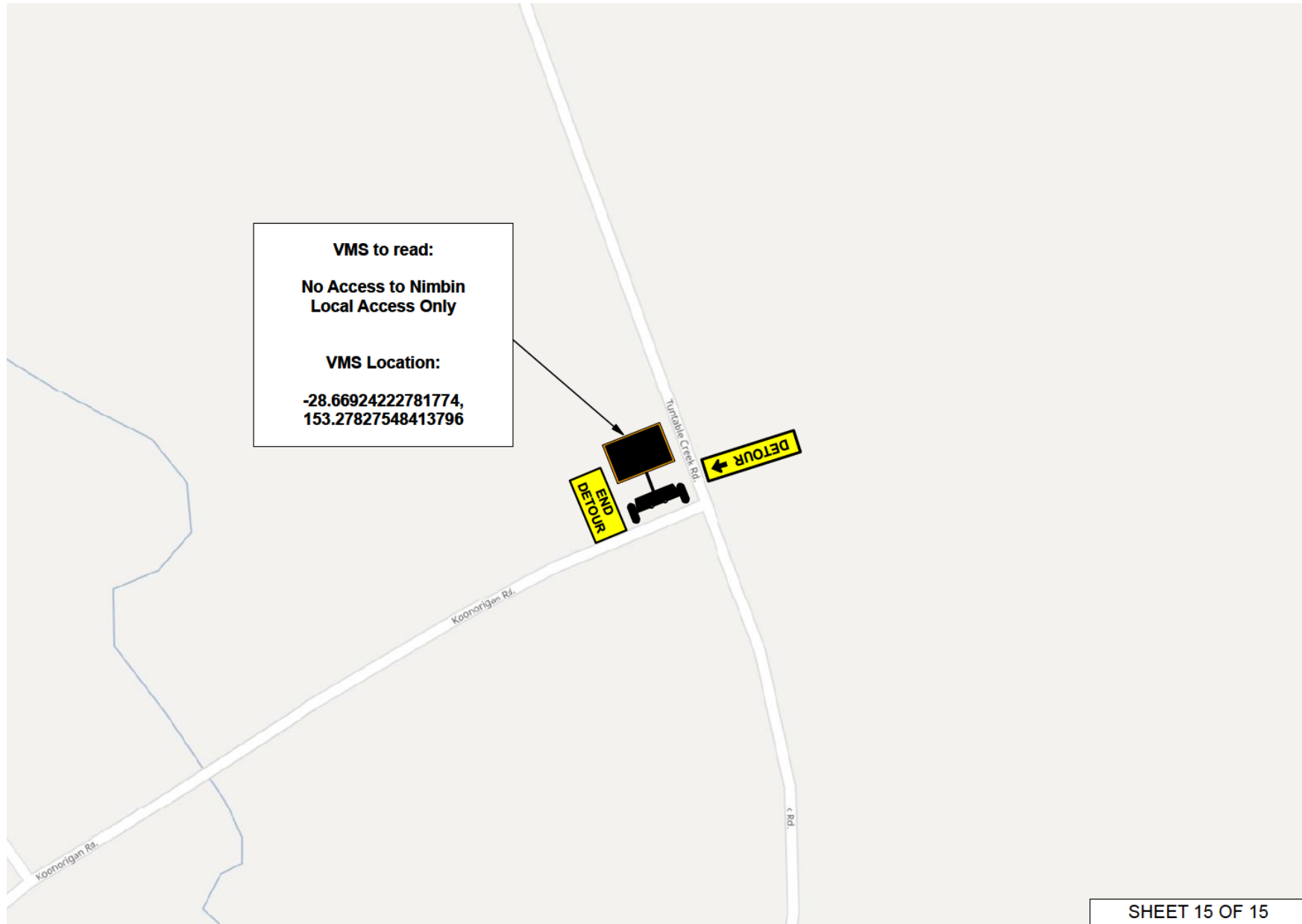


SHEET 12 OF 15



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SHEET 15 OF 15



Lismore City Council

CODE OF MEETING PRACTICE

Date of Adoption: 9 June 2026

Version 3.0

Version Control

VERSION	DESCRIPTION	APPROVAL	APPROVAL DATE
DRAFT	Code of Meeting Practice – Council Meeting August 2022		
DRAFT	Code of Meeting Practice – Public Exhibition Draft		
ADOPTED	Code of Meeting Practice – Adopted	Council	11 October 2022
DRAFT	Code of Meeting Practice – Public Exhibition Draft 3.16(a)		
1.1	Code of Meeting Practice – Adopted October 2023 clause 3.16(a)	Council	10 October 2023
1.2	Code of Meeting Practice – Adopted November 2023 clause 4.1	Council	21 November 2023
DRAFT	Code of Meeting Practice – Public Exhibition Draft 3.10(a) & 3.14(a)		
DRAFT 1.3	Code of Meeting Practice – Public Exhibition Draft New council term		
1.3	Code of Meeting Practice – Adopted February 2025	Council	11 February 2025
DRAFT 1.4	Code of Meeting Practice – Public Exhibition Draft change to 18.3		
DRAFT 2.0	Code of Meeting Practice – Comply with new Model Code		
2.0	Code of Meeting Practice – Adopted	Council	10 February 2026
3.0	Code of Meeting Practice – reinstated following disallowance and including change to 18.3	Council	9 June 2026

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1 INTRODUCTION

Lismore City Council's Code of Meeting Practice (the Code) is based on the Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is made under section 360 of the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation).

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

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

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

This Code meets those requirements. Provisions used throughout the Code are shown below:

Provision	Explanation	Identified by:
Mandatory	Provisions which must be included in the Code	No symbol
Optional	Provisions suggested by OLG which may be included in the Code	◆
Optional (amended)	Utilises or replaces non-mandatory provisions suggested by OLG, to meet organisational needs	♣
Supplementary	Additional provisions drafted by Council to meet organisational needs.	♠

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

2 MEETING PRINCIPLES

2.1 Council and committee meetings should be:

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

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

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

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

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

Respectful: Councillors, staff and meeting attendees treat each other with respect.

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

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

Note to be added here

3 BEFORE THE MEETING

Timing of ordinary council meetings

3.1 (Omitted use 3.2)

3.2 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

Note: Councils must use either clause 3.1 or 3.2

Extraordinary meetings

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

Note: Clause 3.3 reflects section 366 of the Act.

Notice to the public of council meetings

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

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

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

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

Notice to councillors of ordinary council meetings

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

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

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

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

Notice to councillors of extraordinary meetings

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

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

Giving notice of business to be considered at council meetings

- 3.10 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted eleven* (11) business days before the meeting is to be held.
- ♠ (a) A councillor may submit no more than three (3) notices of motion to be considered at each Ordinary meeting of the Council.
- 3.11 A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.
- 3.12 ◆ If the general manager considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the general manager may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.
- 3.13 ◆ A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the general manager must either:
- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or
 - (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

Questions with notice

- 3.14 A councillor may, by way of a notice submitted under clause 3.10, ask a question for response by the general manager about the performance or operations of the council.
- ♠ (a) A councillor may submit no more than three (3) questions with notice for response at each Ordinary meeting of the Council.
- 3.15 A councillor is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.
- 3.16 The general manager or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting:
- ♠ (a) Any response provided to a question with notice submitted under clause 3.16 will be included in the minutes of the meeting. In the case of an oral response a transcript of the response is to be included on the minutes.

Agenda and business papers for ordinary meetings

- 3.17 The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.
- ♠ Subject to unforeseen circumstances, the General Manager will endeavour to cause the business paper to be provided to Councillors no later than 1 week prior to the scheduled Ordinary Council meeting.

- 3.18 The general manager must ensure that the agenda for an ordinary meeting of the council states:
- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
 - (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
 - (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
 - (d) any business of which due notice has been given under clause 3.10.
- 3.19 Nothing in clause 3.18 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.
- 3.20 The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.
- 3.21 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:
- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
 - (b) states the grounds under section 10A(2) of the Act relevant to the item of business.
- Note: Clause 3.21 reflects section 9(2A)(a) of the Act.**
- 3.22 The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Statement of ethical obligations

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

Availability of the agenda and business papers to the public

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

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

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

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

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

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

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

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

Agenda and business papers for extraordinary meetings

- 3.28 The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.
- 3.29 Despite clause 3.28, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:
- a) a motion is passed to have the business considered at the meeting, and
 - b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 3.30 A motion moved under clause 3.29(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.
- 3.31 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.29(a) can speak to the motion before it is put.
- 3.32 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.29(b) on whether a matter is of great urgency.

Briefing sessions

- 3.33 ◆ Prior to each ordinary meeting of the council, the general manager may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.
- 3.34 ◆ Pre-meeting briefing sessions are to be held in the absence of the public.
- 3.35 ◆ Pre-meeting briefing sessions may be held by audio-visual link.
- 3.36 ◆ The general manager or a member of staff nominated by the general manager is to preside at pre-meeting briefing sessions.
- 3.37 ◆ Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.
- 3.38 ◆ Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions

and how the conflict of interest was managed by the councillor who made the declaration.

- 3.39 ♣ Council manages other briefing sessions and workshops in line with policy
1.2.20 Council Briefings Policy

4 PUBLIC FORUMS

Public Access Session – Addressing Council on an Agenda Item

- 4.1 ♣ The council may hold a public forum prior to each meeting of the council for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public Access will begin one (1) hour before the scheduled start of the meeting and will be livestreamed.
- 4.2 ◆ Public forums may be held by audio-visual link at the discretion of the mayor ♣.
- 4.3 ◆ Public forums are to be chaired by the mayor or their nominee.
- 4.4 ◆ To speak at public access, a person must first make an application to the council in the approved form. Applications to speak at the public forum must be received by 4pm the day before the Council meeting and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak ‘for’ or ‘against’ the item.
- 4.5 ◆ A person may apply to speak on no more than three ♣ (3) items of business on the agenda of the council meeting.
- 4.6 ◆ Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at a public forum.
- 4.7 ◆ The general manager or their delegate may refuse an application to speak at a public forum. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 4.8 ◆ No more than two ♣ (2) speakers are to be permitted to speak ‘for’ and two (2) speakers ‘against’ each item of business on the agenda for the council meeting.
- 4.9 ◆ If more than the permitted number of speakers apply to speak ‘for’ or ‘against’ any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at public access.
- 4.10 ◆ If more than the permitted number of speakers apply to speak ‘for’ or ‘against’ any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor’s nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.
- 4.11 ◆ Approved speakers at a public access are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public forum, and to identify any equipment needs by 4pm ♣ the day before the scheduled start time of the Council meeting. The general manager or their delegate may refuse to allow such material to be presented.

- 4.12 ♦ The general manager or their delegate is to determine the order of speakers at public access. There will be a maximum of ten (10) speakers at any one public access session. ♦
- 4.13 ♦ Each speaker will be allowed three ♦ (3) minutes to address the council. This time is to be strictly enforced by the chairperson.
- 4.14 ♦ Speakers at public access must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.
- 4.15 ♦ A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at public access. Questions put to a speaker must be direct, succinct and without argument.
- 4.16 ♦ Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to one ♦ (1) minute.
- 4.17 ♦ Speakers at public access cannot ask questions of the council, councillors, or council staff.
- 4.18 ♦ The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to four ♦ (4) minutes in response to an address to the council at a public forum after the address and any subsequent questions and answers have been finalised.
- 4.19 ♦ Where an address made at a public forum raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.
- 4.20 ♦ When addressing the council, speakers at a public forum must comply with this code and all other relevant council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.
- 4.21 ♦ If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.
- 4.22 ♦ Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.
- 4.23 ♦ Where a speaker engages in conduct of the type referred to in clause 4.20, the general manager or their delegate may refuse further applications from that person to speak at public forums for such a period as the general manager or their delegate considers appropriate.
- 4.24 ♦ Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the councillor who made the declaration.

5 COMING TOGETHER

Attendance by councillors at meetings

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

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

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

- 5.3 Omitted

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

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

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

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

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

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

The quorum for a meeting

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

Note: Clause 5.9 reflects section 368(1) of the Act.

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

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

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

Meetings held by audio-visual

- 5.16 ♦ A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each councillor.
- 5.17 ♦ Where the mayor determines under clause 5.16 that a meeting is to be held by audio-visual link, the general manager must:
- (a) give written notice to all councillors that the meeting is to be held by audio-visual link, and
 - (b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
 - (c) cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting
- 5.18 ♦ This code applies to a meeting held by audio-visual link under clause 5.16 in the same way it would if the meeting was held in person.

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

Attendance by councillors at meetings by audio-visual link

- 5.19 ◆ Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee.
- 5.20 ◆ A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.
- 5.21 ◆ Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.20.
- 5.22 ◆ The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.
- 5.23 ◆ A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 5.24 ◆ A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:
- (a) the meetings the resolution applies to, and
 - (b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.
- 5.25 ◆ If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 5.26 ◆ A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link. However, the council and committees of the council are under no obligation to approve a councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the councillor to attend the meeting by these means.
- 5.27 ◆ The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.
- 5.28 ◆ This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.
- 5.29 ◆ A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times

during the meeting except as may be otherwise provided for under this code.

- 5.30 ◆ A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

Entitlement of the public to attend council meetings

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

Note: Clause 5.31 reflects section 10(1) of the Act.

- 5.32 Clause 5.31 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

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

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

Note: Clause 5.33 reflects section 10(2) of the Act.

◆ **Note: if adopted, clauses 15.14 and 15.15 confers a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted clause 15.14 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting. Alternatively if adopted clause 15.15 authorises chairpersons to expel persons other than councillors from a council or committee meeting.**

Webcasting of meetings

- 5.34 Each meetings of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.

- 5.35 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:

- (a) the meeting is being recorded and made publicly available on the council's website, and
- (b) persons attending the meeting should refrain from making any defamatory statements.

- 5.36 The recording of a meeting is to be made publicly available on the council's website:

- (a) at the same time as the meeting is taking place, or
- (b) as soon as practicable after the meeting.

- 5.37 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.

- 5.38 Clauses 5.36 and 5.37 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

Note: Clauses 5.34 – 5.38 reflect section 236 of the Regulation.

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

Attendance of the general manager and other staff at meetings

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

Note: Clause 5.40 reflects section 376(1) of the Act.

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

Note: Clause 5.41 reflects section 376(2) of the Act.

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

Note: Clause 5.42 reflects section 376(3) of the Act.

5.43 The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.

5.44 The general manager and other council staff may attend meetings of the council and committees of the council by audio-visual-link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the general manager.

6 THE CHAIRPERSON

The chairperson at meetings

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

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

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

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

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

6.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

6.4 The election of a chairperson must be conducted:

- a) by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
- b) by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.

6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

- 6.6 For the purposes of clause 6.5, the person conducting the election must:
- a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
 - b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.
- 6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.
- 6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

- 6.9 When the chairperson rises or speaks during a meeting of the council:
- a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
 - b) every councillor present must be silent to enable the chairperson to be heard without interruption.

7 MODES OF ADDRESS

- 7.1 ◆ If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2 ◆ Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3 ◆ A councillor is to be addressed as 'Councillor [surname]'.
- 7.4 ◆ A council officer is to be addressed by Mr/Ms/Mrs ♠ [surname].

8 ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

8.1 (Omitted use 8.2)

8.2 ♣ The general order of business for an ordinary meeting of the council shall be:

1. Opening of meeting
2. Acknowledgement of country
3. Pause for reflection
4. Apologies and applications for leave of absence or attendance by audio-visual link.
5. Confirmation of minutes
6. Disclosures of Interest
7. Mayoral minute(s) and condolence motions
8. Matters arising
9. Reports of the general manager
10. Reports of committees
11. Notices of motion/Questions with notice.
12. Confidential matters
13. Conclusion of the meeting

Note: Councils must use either clause 8.1 or 8.2.

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

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

- 8.4 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.3 may speak to the motion before it is put.

9 CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be dealt with at a council meeting

- 9.1 The council must not consider business at a meeting of the council:
- a) unless a councillor has given notice of the business, as required by clause 3.10, and
 - b) unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.
- 9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:
- a) is already before, or directly relates to, a matter that is already before the council, or
 - b) is the election of a chairperson to preside at the meeting, or
 - c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
 - d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.
- 9.3 Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:
- a) a motion is passed to have the business considered at the meeting, and
 - b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.
- 9.4 A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.
- 9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral minutes

- 9.6 Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.
- 9.7 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.
- 9.8 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.
- 9.9 A mayoral minute must not be used to put without notice matters that are routine and not urgent, or matters for which proper notice should be given because of their complexity. For

the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.

- 9.10 ◆ Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the recommendation if adopted.

Staff reports

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

Reports of committees of council

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

Questions

- 9.14 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.14.
- 9.15 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.
- 9.16 A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.
- 9.17 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.
- 9.18 Councillors must put questions directly, succinctly, respectfully and without argument.
- 9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

10 RULES OF DEBATE

Motions to be seconded

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

Notices of motion

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

Chairperson's duties with respect to motions

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

Motions requiring the expenditure of funds

- 10.9 ◆ A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

Amendments to motions

- 10.10 An amendment to a motion must be moved and seconded before it can be debated.
- 10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.
- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended

while the amendment to the original motion is being debated.

- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Foreshadowed motions

- 10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

- 10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.
- 10.25 Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:
- a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
 - b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.
- 10.26 The chairperson must immediately put to the vote, without debate, a motion moved under

clause 10.25. A seconder is not required for such a motion.

- 10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.
- 10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.
- 10.29 All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.
- 10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

Participation by non-voting representatives in joint organisation board meetings

- 10.31 Omitted

11 VOTING

Voting entitlements of councillors

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

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

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

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

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

- 11.4 Omitted

Voting at council meetings

- 11.5 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.
- 11.6 (omitted)
- 11.7 (omitted)
- 11.8 (omitted)
- 11.9 (omitted)
- 11.10 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.
- 11.11 ♦ All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

Note: If clause 11.11 is adopted, clauses 11.6 – 11.9 and clause 11.13 may be omitted.

Voting on planning decisions

- 11.12 The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- 11.13 (omitted)
- 11.14 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.
- 11.15 Clauses 11.12–11.14 apply also to meetings that are closed to the public.

Note: Clauses 11.12–11.15 reflect section 375A of the Act.

Note: The requirements of clause 11.12 may be satisfied by maintaining a register of the minutes of each planning decision.

12 COMMITTEE OF THE WHOLE

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

Note: Clause 12.1 reflects section 373 of the Act.

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

Note: Clauses 10.20–10.30 limit the number and duration of speeches.

- 12.3 The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.
- 12.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

13 DEALING WITH ITEMS BY EXCEPTION

- 13.1 ◆ The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 13.2 ◆ Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3 ◆ The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4 ◆ Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.3.
- 13.5 ◆ A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6 ◆ Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7 ◆ Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

14 CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

Grounds on which meetings can be closed to the public

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

- production in legal proceedings on the ground of legal professional privilege,
- h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- i) alleged contraventions of the council's code of conduct.

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

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

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

Matters to be considered when closing meetings to the public

- 14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

- a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

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

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

- a) are substantial issues relating to a matter in which the council or committee is involved, and
- b) are clearly identified in the advice, and
- c) are fully discussed in that advice.

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

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

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

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

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

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

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

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

Notice of likelihood of closure not required in urgent cases

- 14.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:
- a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
 - b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
 - i. should not be deferred (because of the urgency of the matter), and
 - ii. should take place in a part of the meeting that is closed to the public.

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

Representations by members of the public

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

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

- 14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received by 4pm the day before the meeting * at which the matter is to be considered.
- 14.12 The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13 No more than four (4) speakers * are to be permitted to make representations under clause 14.9.
- 14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council.
- 14.15 The general manager (or their delegate) is to determine the order of speakers.

- 14.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than four (4) speakers * to make representations in such order as determined by the chairperson.
- 14.17 Each speaker will be allowed two (2) minutes * to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-councillors from meetings closed to the public

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

Obligations of councillors attending meetings by audio-visual link

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

Information to be disclosed in resolutions closing meetings to the public

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

Note: Clause 14.21 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

- 14.22 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.

- 14.23 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 14.21 during a part of the meeting that is webcast.

15 KEEPING ORDER AT MEETINGS

Points of order

- 15.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

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

Motions of dissent

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

Acts of disorder

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

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

Note: Clause 15.11 reflects section 233 of the Regulation.

15.12 The chairperson may require a councillor:

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

Note: Clause 15.12 reflects section 182 of the Regulation.

How disorder at a meeting may be dealt with

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

Expulsion from meetings

15.14 Omitted— use 15.15

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

Note: Councils may use either clause 15.14 or clause 15.15.

15.16 ♦ Clause 15.15 does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

15.17 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

Note: Clause 15.17 reflects section 233(2) of the Regulation.

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

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

15.20 If a councillor or a member of the public fails to leave the place where a meeting of the council

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

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

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

Use of mobile phones and the unauthorised recording of meetings

- 15.23 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.24 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.25 Without limiting clause 15.18, a contravention of clause 15.24 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.18. Any person who contravenes or attempts to contravene clause 15.24, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.26 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

16 CONFLICTS OF INTEREST

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

17 DECISIONS OF THE COUNCIL

Council decisions

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

Note: Clause 17.1 reflects section 371 of the Act in the case of councils and section 400T(8) in the case of joint organisations.

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

Rescinding or altering council decisions

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

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

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

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

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

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

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

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

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

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

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

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

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

- 17.10 ♦ A notice of motion to alter or rescind a resolution relating to a development application must be submitted to the general manager no later than 4pm on the day after the meeting at which the resolution was adopted.

- 17.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

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

- 17.12 Omitted
- 17.13 Omitted
- 17.14 Omitted

Recommitting resolutions to correct an error

- 17.15 ◆ Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:
- (a) to correct any error, ambiguity or imprecision in the council's resolution, or
 - (b) to confirm the voting on the resolution.
- 17.16 ◆ In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.
- 17.17 ◆ The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.
- 17.18 ◆ A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.
- 17.19 ◆ A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.
- 17.20 ◆ A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

18 TIME LIMITS ON COUNCIL MEETINGS

- 18.1 ◆ Meetings of the council and committees of the council are to conclude no later than 5 hours after it begins♣.
- 18.2 ◆ If the business of the meeting is unfinished after 5 hours* the council or the committee may, by resolution, extend the time of the meeting by a maximum * of 30 minutes.
- 18.3 ◆ If the business of the meeting is unfinished after 5 hours* and the council does not resolve to extend the meeting, or if the meeting is unfinished after 30 minute extension, the chairperson must either:
- a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
 - b) adjourn to the Thursday following the meeting at 6pm to extend no later than 9pm and defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council if the business of the meeting is still unfinished.
- 18.4 ◆ Clause 18.3 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.

- 18.5 ◆ Where a meeting is adjourned under clause 18.3 or 18.4, the general manager must:
- a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
 - b) publish the time, date and place at which the meeting will reconvene on the council's website and in such other manner that the general manager is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

19 AFTER THE MEETING

Minutes of meetings

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Implementation of decisions of the council

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

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

20 COUNCIL COMMITTEES

Application of this Part

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

Council committees whose members are all councillors

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

Functions of committees

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

Notice of committee meetings

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

Attendance at committee meetings

- 20.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:
- a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
 - b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.
- 20.9 Clause 20.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

- 20.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:
- a) to give notice of business for inclusion in the agenda for the meeting, or
 - b) to move or second a motion at the meeting, or
 - c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

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

Procedure in committee meetings

- 20.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.
- 20.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 20.15.
- 20.17 Omitted

- 20.18 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

- 20.19 The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.
- 20.20 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.
- 20.21 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.20 during a part of the meeting that is webcast.

Disorder in committee meetings

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

Minutes of council committee meetings

- 20.23 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:
- a) ◆ the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,
 - b) details of each motion moved at a meeting and of any amendments moved to it,
 - c) the names of the mover and seconder of the motion or amendment,
 - d) whether the motion or amendment was passed or lost, and
 - e) such other matters specifically required under this code.
- 20.24 ◆ All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.
- 20.25 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.
- 20.26 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.
- 20.27 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.
- 20.28 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

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

21 IRREGULARITIES

- 21.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:
- a vacancy in a civic office, or
 - a failure to give notice of the meeting to any councillor or committee member, or
 - any defect in the election or appointment of a councillor or committee member, or
 - a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
 - a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.

22 DEFINITIONS

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
audio-visual link	means a facility that enables audio and visual communication between persons at different places
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 20.11 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day

division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2021</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June

Council Briefings Policy

Council Policy Number: 1.2.20



Council Briefings Policy

Council Policy Number: 1.2.20

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Statement of Intent

Council holds information sessions called briefing sessions (or briefings) under its general powers as a body politic. Briefings are informal gatherings and can provide useful background information to councillors on issues. Council will also hold interactive training sessions called workshops for councillors when required.

1 Scheduling

Council, through the General Manager, will schedule regular briefings throughout the year involving interested councillors, Council officers and invited participants, as required. Briefings are designed to assist councillors in obtaining further information, knowledge and expertise regarding Council matters as well as clarifying issues relating to its functions, policies, codes or broader local government and management issues.

Briefings may be scheduled at the discretion of the General Manager or by resolution of Council.

Briefings should not be used for detailed or advanced discussions where agreement is reached and/or a (de-facto) decision is made. Any policy decision or debate from the options, should be left to the open forum of a formal Council or Committee Meeting. Briefings are merely a means which enable councillors to bring an informed mind to the appropriate decision-making forum. Briefings support developing councillor knowledge and expertise and assist in their role as public officials.

Where briefings are held in relation to development applications or business enterprises, Council needs to remember its obligations and responsibilities under the Code of Conduct, and community perceptions in terms of unfair advantage and transparency of process.

Briefings should be about presenting information and encouraging feedback – but strictly avoiding debate between councillors over a particular matter, with a view to decision making.

The Mayor (or Deputy Mayor or their nominated representative) will be the Chairperson of the briefings.

2 Public Access and Participation at Scheduled Briefings

Briefings are open to the public. Briefings may be closed to the public at the discretion of the General Manager only on occasions where Council is considering information which, by its nature, is confidential and ought not to be publicly disclosed, and consistent with the provisions for closing meetings to the public under the *Local Government Act 1993*.

Briefings which are planned to be open to the public will be advertised on Council’s website.

Questions to and from members of the public present at briefings may be directed through and be at the discretion of the Chairperson.

3 Public Forum Session

Council will allocate up to 15 minutes for a ‘Public Forum’ session known as public access at the beginning of scheduled open councillor briefings. This session is to enable members of the public to raise Council related issues.

For a member of the public to address Council during public access, they must acknowledge all relevant adopted Council codes, policies and procedures at all times, and submit an application in the approved form to address Council in public access.

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Speakers have until four (4) hours before the start of the briefing to book into the public access session.

Speakers will be limited to four (4) minutes each. With responses to questions limited to one (1) minute.

Councillors may ask questions of a speaker following an address.

Council will not determine any matter raised in public access, however Council may request or formally resolve by Notice of Motion at an ordinary council meeting to call for a further briefing or report to Council from the General Manager on a matter presented at public access.

The following matters will not be considered by Council in public access:

- a) proposed or current development and rezoning applications and related matters
- b) a third (3rd) or subsequent application by a single member of the public to address Council on the same issue in the same calendar year. The General Manager, at its discretion, may elect to exempt representatives or members of community groups from this restriction in consultation with councillors
- c) any formal procurement process, contract negotiation or dispute resolution being undertaken. (Formal procurement process' includes (but is not limited to) processes such as Expressions of Interest (EOI), Request for Quotation (RFQ), Request for Tender (RFT)
- d) matters relating to the proper exercise of Council's regulatory functions
- e) any matter the General Manager (or their delegate) considers inappropriate for discussion in public access

Should the General Manager (or their delegate) consider a matter inappropriate for public access the:

- a) General Manager (or their delegate) will inform the applicant and Council that the matter is considered inappropriate for public access and the reason why
- b) applicant will be informed as soon as possible
- c) applicant will be advised, in writing, as to the most appropriate method to raise the matter with Council

4 Delegates Reports

Council will allocate up to 15 minutes for a verbal delegates report session at the beginning of scheduled briefings. The session is to enable councillors to report on and discuss issues that are raised in their capacity as Council delegates.

Council will not determine any matter raised in the Delegates Reports session, however Council may request or formally resolve by Notice of Motion to call for a further briefing or report to Council from the General Manager on a matter presented at Delegates Reports.

A weekly list of meetings/forums councillors are attending is to be made available to all councillors.

5 Managing Conflicts of Interest

Councillors' (including the mayor) must disclose and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing, in the same way they are required to do at a Council or Committee meeting.

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Council is to maintain a written record of all conflict of interest declarations made at briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

As no minutes are kept at briefings, conflicts of interest are to be made verbally at the meeting, and in writing either prior to or during the meeting using the online form.

Any disclosure of interest received prior to a briefing commencing will be made public by inclusion on the briefing agenda, and/or by the Chairperson as part of the Disclosures of Interest agenda item.

6 Workshops

Workshops may be scheduled at the discretion of the General Manager or by resolution of Council.

The Mayor (or the Deputy Mayor or their nominated representative) will be the Chairperson of the workshops.

Workshops are closed to the public to provide an environment conducive to learning and frank and fearless discussion.

Workshops will be used to train and inform councillors.

Review

This policy will be reviewed once every Council term, or earlier if required.

The General Manager (or their nominated delegate) has delegated authority from Council to make administrative changes, which do not change the intent of this policy.

Document History and Version Control

Document History and Version Control			
Trim Ref	Version	Summary of Changes / Consultation	Date
	1.0	Policy created	12/12/2017
	1.1	Council reviewed	10/04/2018
ED22/45126	1.2	Council reviewed	11/10/2022
ED22/45126	1.3	Council reviewed	10/12/2024
		Policy revoked	10/02/2026
ED22/45126	1.4	Policy reinstated	09/06/2026

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Modern Slavery Prevention Policy

Council Policy Number: 1.8.28



Modern Slavery Prevention Policy

Council Policy Number: 1.8.28

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Document #: ED26/16613	Document Title: Modern Slavery Prevention Policy	
Version #: 1.0	Developed By: Corporate Sustainability	Council Approval Date:

Introduction

Lismore City Council recognises that modern slavery is both a serious crime and a violation of fundamental human rights and is committed to taking reasonable steps to ensure it does not procure goods and services that are the product of modern slavery.

Council will strive for collaboration and consultation with stakeholders and suppliers, while supporting continuous improvements in approaching modern slavery.

Council recognises this is an ongoing responsibility and will continue to strengthen its approach through ongoing engagement with stakeholders and suppliers, and improvement of its practices.

1 Objectives

The objectives of this policy are to:

- a) ensure Lismore City Council complies with its obligations under the *Modern Slavery Act 2018* and takes proactive, reasonable steps to prevent, identify and mitigate modern slavery risks across its operations and supply chains
- b) ensure Council employees are aware of the requirements in relation to modern slavery
- c) promote ethical procurement practices, encourage responsible supplier behaviour, strengthen transparency and accountability, and support the protection of human rights
- d) ensure goods and services procured by Council are not the product of modern slavery

2 Scope

This policy applies to:

- a) all Council operations and activities, including the procurement of goods, services, construction and commissioning
- b) all Council employees, contractors, consultants, volunteers, suppliers and business partners engaged by Council

3 Definitions

Term	Definition
Guidance on Reasonable Steps (GRS)	the NSW Anti-slavery Commissioner's framework outlining the risk-based actions public entities must take to identify, manage, and report on modern slavery risks in their operations and supply chains.
Modern Slavery	As defined by the <i>Modern Slavery Act</i> , including the following types of exploitation: <ol style="list-style-type: none"> a) trafficking in people – the recruitment, harbouring and movement of persons for the purposes of exploitation through modern slavery. This includes sexual exploitation, forced labour or services and slavery and practices similar to slavery b) slavery – when a person exercises power of ownership over another c) servitude – a situation where an individual's freedom is significantly restricted, for example they are not free to stop working or to leave their place of work

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	d) forced labour –where violence or other methods (for example accumulation or debt, retention of identity papers) are used to coerce victims to work
Modern Slavery Laws	All applicable modern slavery laws, statutes, regulations and codes from time to time in force which prohibit exploitation of workers, human trafficking, slavery, servitude, forced labour, debt bondage or deceptive recruiting for labour or services, or similar (Modern Slavery Laws), including but not limited to the <i>Modern Slavery Act 2018</i> (Cth) and the <i>Modern Slavery Act 2018</i> (NSW), which came into effect in 2022.
Supply Chain	all organisations, activities, people, and resources involved in providing goods or services to Council, including subcontractors and upstream suppliers.
Supplier	any entity that provides goods or services to Council, including contractors, subcontractors, consultants, and vendors.

4 Responsibilities

Position	Responsibility
General Manager	is responsible for overseeing the implementation of this policy and ensuring Council meets its obligations under the <i>Modern Slavery Act 2018</i> .
Procurement Manager / Team	is responsible for integrating modern slavery risk management into procurement processes, including application of due diligence measures, assessing supplier risks, incorporating appropriate tender and contract clauses, and ensuring procurement activities align with Council's modern slavery obligations
Managers and Contract Owners	are responsible for managing supplier relationships and monitoring supplier performance, including identification and escalation of risks, and ensuring compliance with contractual compliance requirements.
Employees and Workers	are responsible for complying with this policy, completing required training, and reporting any suspected or actual modern slavery risks or incidents.
Stakeholders and Suppliers	are expected to take reasonable steps to identify and eliminate modern slavery risk in their operations and supply chains by complying with all applicable laws.

5 Implementation

5.1 Supply Chains

Lismore City Council will collaborate with its suppliers to identify, manage, and mitigate modern slavery risks across its operations and supply chains. This includes:

- a) Undertaking risk-based assessments to identify modern slavery risks
- b) Understanding and assessing supplier practices and capabilities
- c) Embedding modern slavery considerations into procurement processes in line with legislation and the NSW Anti-Slavery Commissioner's Guidance on Reasonable Steps

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- d) Incorporating GRS Model Tender and Contract Clauses where appropriate
- e) Working collaboratively with suppliers to strengthen risk management practices
- f) Using leverage to encourage improvements where risks are identified
- g) Maintaining internal processes for employees to report concerns
- h) Ensuring compliance with modern slavery reporting obligations
- i) Supporting continuous improvement through ongoing engagement, monitoring, and review

5.2 Procurement Planning

Council will incorporate modern slavery risk assessment into procurement planning to ensure risks are identified and addressed at the earliest stage of the procurement process. The responsible Project Manager will confirm that appropriate checks have been undertaken to identify and assess the inherent risk of modern slavery associated with each procurement, having regard to Council's obligations under the *Modern Slavery Act 2018 (Cth)*, the *Local Government Act 1993 (NSW)*, and relevant ethical and sustainable procurement requirements.

This assessment will be undertaken using recognised tools, including the Inherent Risk Identification Tool (IRIT) and, where applicable, the Pre-Purchase Modern Slavery Risk Checklist. The outcomes of this assessment will inform the level of due diligence required and the incorporation of appropriate risk mitigation measures within procurement documentation, evaluation, and contract management processes.

5.3 Reporting Obligations

Council will meet its reporting obligations by ensuring transparent, accurate, and timely reporting on its modern slavery risk management activities, including:

- a) preparing and publishing annual reporting on the reasonable steps taken to identify, prevent, and address modern slavery risks
- b) submitting required information through the GRS Annual Reporting Form in alignment with the GRS Annual Reporting Template
- c) collecting and maintaining relevant data throughout the reporting period, including risk assessments, supplier due diligence, monitoring activities, and remediation actions
- d) undertaking transactional reporting for procurements requiring Heightened modern slavery due diligence processes, and with a value of \$150,000 (GST inclusive) within 45 working days of contract commencement
- e) ensuring reporting is victim-centred and does not create risks to affected individuals
- f) supporting continuous improvement by reviewing and enhancing reporting practices over time

6 Training

Council is committed to ensuring that Council officers involved in procurement and contract management have the appropriate knowledge, skills and awareness to comply with modern slavery laws.

Council officers involved in procurement and contract management MUST undertake required training as directed and apply that training in the performance of their duties.

7 Compliance

Council officers, contractors and other persons acting on behalf of Council MUST comply with this Policy and all associated procedures, and legislative requirements when undertaking procurement and contract management activities.

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Non-compliance with this Policy may result in corrective action, including additional training, review of delegations, disciplinary action, or other action in accordance with Council policies and procedures.

Compliance with this Policy may be monitored through management oversight, internal controls, audits and reviews, as appropriate.

Review

This policy will be reviewed once every Council term, or earlier if required.

The General Manager (or their nominated delegate) has delegated authority from Council to make administrative changes, which do not change the intent of this policy.

Document History and Version Control

Document History and Version Control			
Trim Ref	Version	Summary of Changes / Consultation	Date
ED26/16613	1.0	Policy creation	

Document #: ED26/16613	Document Title: Modern Slavery Prevention Policy
Version #: 1.0	Developed By: Corporate Sustainability Council Approval Date:

Councillors Drugs & Alcohol Policy

Council Policy Number: 1.8.30

Councillors Drugs & Alcohol Policy

Council Policy Number: 1.8.30

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Document #: ED26/16715	Document Title: Councillors Drugs & Alcohol Policy
Version #: 1.0	Developed By: General Manager's office Council Approval Date:

Introduction

Under the Act, Council has a duty to ensure the health, safety and welfare of their workers and other people in the workplace. Workers also have a duty to take reasonable care for their own health and safety, as well as for the health and safety of other people in the workplace and to cooperate with their employer in providing a safe working environment. Council has introduced a protocol for workers. This Policy has been developed to assist Council to align its requirements under the Act with respect to councillors.

1 Objectives

The objectives of this Policy are to:

- a) create a safe and healthy work environment for councillors which is free from the hazards associated with alcohol and other drugs
- b) foster an attitude and culture amongst councillors that it is not acceptable to come to a Council or committee meeting under the influence of alcohol and/or other drugs that will prevent them from performing their functions in a safe manner
- c) provide support for councillors who may have difficulty addressing alcohol and/or other drugs related issues
- d) ensure counselling is available for councillors who may have difficulty addressing alcohol and/or other drugs related issues
- e) ensure Council meets its legal obligations by providing a safe working environment for everyone

2 Scope

This Policy applies to Lismore City councillors (including the Mayor) in their official capacity.

3 Policy Statement

It is the goal of Council to:

- a) reduce the risks associated with the misuse of alcohol and other drugs, thereby providing a safer working environment
- b) reduce the risks of alcohol and other drugs impairment in the workplace
- c) councillors are not considered to be workers or prescribed persons as defined by the Act. However, this Policy applies the intent and principles of work health and safety provisions to them

4 Principles

Councillors should not present themselves or remain at a Council or committee meeting if they become impaired, or there is a risk of impairment by alcohol and/or other drugs and misuse/abuse of prescription and pharmacy medication.

5 Awareness and Training

Council recognises that it is important to develop a workplace culture through awareness and training of safety and acceptable standards of behaviour.

All councillors shall be made aware of the components of this Policy which may impact on their performance of duties.

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6 Councillor Assistance

Council recognises drug and alcohol dependency as a treatable condition. Councillors, who suspect they have an issue with drugs and/or alcohol, are encouraged to seek advice regarding appropriate treatment options. In this regard, Council offers councillors access to services under the Employee Assistance Program (EAP).

7 Prescription and Pharmacy Medication

If Council suspects a councillor's ability to safely perform their duties is impaired (or likely to be impaired), Council may take steps to address the issue in accordance with this Policy and Council's Code of Conduct - Councillors.

Where a councillor is taking prescription or pharmacy medications for a legitimate medical purpose, the councillor will not breach this Policy by undertaking their civic duties.

8 Drug and Alcohol Testing Triggers

Consistent with Council's obligation and commitment to ensuring a safe workplace environment, councillors may be required to undergo drug and alcohol testing in the following circumstances:

- a) as part of a testing program, to occur randomly during the year
- b) in a case of reasonable suspicion
- c) post incident

9 Testing

Council will use oral swab testing (to be completed as per the requirements of AS4760) for drug testing as it will generally detect the presence of a substance that was consumed within a matter of hours as opposed to testing such as urine where a substance was consumed days or weeks ago.

A positive result in this case may not have a bearing on whether the person is unfit for work.

Drugs to be tested via the oral swab testing will be:

- a) Amphetamines
- b) Benzodiazepines
- c) Cocaine
- d) Methamphetamines
- e) Opiates
- f) Oxycodone
- g) THC

For alcohol testing a standard breathalyser meeting the requirements of AS3547 will be used. The blood alcohol content (BAC) of 0.05 or less, in accordance with relevant state legislation, will not be a breach of this policy.

10 Breaches of Policy

If a positive result is returned the councillor will be required to take no further part in the Council or committee meeting.

Action may be taken in accordance with Council's Code of Conduct - Councillors for breaches of this Policy.

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11 Monitoring

Application of the Policy will be monitored by the Mayor and General Manager.

There are penalties, under legislation for Council and workers who do not appropriately manage their work health and safety duties. For the purposes of this Policy, the intent of such provisions is extended to councillors.

If a councillor's performance is repeatedly affected by abuse of alcohol and/or other drugs, and if the councillor has been encouraged to seek assistance but has failed to do so, or failed to respond to such assistance, Council may initiate actions in accordance with Council's Code of Conduct - Councillors.

12 Responsibilities

Council's Work Health & Safety team are responsible for administering the testing of councillors as per clause 8.

13 Record Keeping, Confidentiality and Privacy

Council has an obligation to comply with Council's Privacy Management Plan and legislation regarding people's personal information in accordance with the following:

Government Information (Public Access) Act 2009
Health Records and Information Privacy Act 2002
Privacy and Personal Information Protection Act 1998

14 Definitions

Term	Definition
Act	the <i>Work Health and Safety Act 2011</i> (NSW)
Council	Lismore City Council
Council Official	includes councillors, members of staff (permanent, casual or temporary), Council advisors, administrators, Council committee members, volunteers and delegates of Council
Councillor	a person elected or appointed to civic office in Council, and it includes the Mayor
Drugs	a chemical substance taken for non-medical reasons to bring about a change in behaviour, mood or perception, as a narcotic, hallucinogen, etc. This does not include taking prescription or pharmacy medications for a legitimate medical purpose; however it does include misuse/abuse of prescription or pharmacy medications
Impairment	any temporary loss or abnormality of psychological, function from intoxication. Intoxication refers to the condition of having physical or mental control markedly diminished by the effects of alcohol, drugs or other substance use, causing for example slurring of speech, loss of balance, reaction time and alertness, distracted driving, etc.
Pharmacy medication	this non-prescription type of medication that if consumed before a test is undertaken may influence the result shown

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Prescription medication	medication prescribed by a doctor
Reasonable suspicion	where a report has been received that a worker is exhibiting strange or unusual behaviour and there is suspicion that they may be under the influence of alcohol and/or drugs

Review

This Policy will be reviewed once every Council term, or earlier if required.

The General Manager (or their nominated delegate) has delegated authority from Council to make administrative changes, which do not change the intent of this Policy.

Document History and Version Control

Document History and Version Control			
Trim Ref	Version	Summary of Changes / Consultation	Date
ED26/16715	1.0	Policy creation	

Document #: ED26/16715	Document Title: Councillors Drugs & Alcohol Policy
Version #: 1.0	Developed By: General Manager's office Council Approval Date:

Lismore Regional Gallery Permanent Collection Policy

Council Policy Number: 8.11.4

Lismore Regional Gallery Permanent Collection Policy

Council Policy Number: 8.11.4

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Document #: ED26/16825	Document Title: Lismore Regional Gallery Permanent Collection Policy
Version #: 1.0	Developed By: People & Community Council Approval Date:

Introduction

The Lismore Regional Gallery Permanent Collection (the Collection) is a cultural asset held in trust by Lismore City Council (Council) for the community. The Collection originated in 1948 and gained momentum through the establishment of the Lismore Arts Trust and the Lismore Art Prize in 1953. Lismore Regional Gallery (the Gallery) was founded in 1954 and became custodian of the Collection on behalf of the City of Lismore.

The collection holds enduring cultural value and contributes to Lismore's cultural identity, public memory and creative life. Historically it has been developed predominantly through donations and cultural gifts, and as at 2026, the Collection comprised 719 works.

1 Objectives

The objectives of this policy are:

- a) clear and consistent decision-making in the development, care and use of the Collection;
- b) responsible stewardship of the Collection as a public cultural asset;
- c) transparent, accountable and appropriate governance in collection-related decisions; and
- d) alignment with recognised standards, ethical practice and cultural protocols

2 Scope

This policy applies to:

- a) all artworks accessioned into and held in the Lismore Regional Gallery Permanent Collection
- b) Council staff, volunteers, contractors and other parties involved in decision-making or stewardship of the Collection

This policy does not apply to temporary exhibitions, public art, archival material, civic memorabilia or other art or cultural assets owned or managed by Council.

Operational processes relating to acquisition, accession, deaccession, disposal, loans, documentation, storage, conservation and access will be managed through separate procedures and supporting documents.

3 Guiding Principles

The management of the Collection is guided by the following principles:

- a) care of the Collection as a cultural asset held in public trust
- b) recognition of the Collection's artistic, cultural, social and regional significance
- c) strategic, responsible and sustainable collection development
- d) ethical, transparent and accountable decision-making
- e) respect for First Nations cultural authority
- f) strategic, balanced and intentional collection development
- g) recognised museum and gallery standards and ethical practice
- h) long-term protection and resilience of the Collection

Document #: ED26/16825	Document Title: Lismore Regional Gallery Permanent Collection Policy
Version #: 1.0	Developed By: People & Community Council Approval Date:

4 Policy Statement

Council is committed to the ethical, strategic and sustainable development and management of the Collection as a public asset held in trust for the community. Council will:

- a) manage the Collection in accordance with recognised museum and gallery standards
- b) support the role and capacity of Lismore Regional Gallery to appropriately house, preserve, interpret and share the Collection with the community
- c) have in place procedures for collection management, including acquisition, accession, deaccession, disposal, loans, documentation, conservation, storage and access;
- d) document and periodically review collecting priorities to guide development of the Collection
- e) manage risks to the Collection through appropriate accession criteria, housing, conservation, insurance and disaster preparedness
- f) make collection decisions in accordance with collecting priorities, internal and independent advice, and recognised collection assessment considerations including resilience, significance, provenance, legal title, condition, sustainability and public benefit
- g) reserve the right to decline donations, gifts, cultural gifts or bequests that do not align with collecting priorities, do not have sufficient provenance or clear legal title, or would create an unreasonable care or management obligation
- h) recognise the cultural authority of First Nations peoples and manage artworks in accordance with relevant cultural protocols and ethical standards
- i) undertake deaccessioning with a clear, ethical and documented rationale, and manage disposal thoughtfully in accordance with approved procedures
- j) apply any proceeds from disposal to the care, conservation or development of the Collection
- k) maintain the Collection as works solely owned by Lismore City Council only and not accept items on loan into the Collection
- l) support outgoing loans where they provide public or cultural benefit and appropriate care, security, insurance and risk requirements can be met

5 Key References

5.1 Internal

- a) Community Strategic Plan
- b) Lismore Regional Gallery Management Strategy
- c) Code of Conduct – Council Staff

5.2 External

- a) National Standards for Australian Museums and Galleries (National Standards Taskforce)
- b) Code of Ethics for Museums (International Council of Museums)
- c) Code of Ethics (Australian Museums and Galleries Association)
- d) Protocols for First Nations Cultural and Intellectual Property in the Arts (Creative Australia)
- e) *Protection of Movable Cultural Heritage Act 1986* (Cth)
- f) *Copyright Act 1968* (Cth)
- g) *Local Government Act* (1993)
- h) *State Records Act 1998* (NSW)
- i) Cultural Gifts Program Guide (Commonwealth of Australia)

Document #: ED26/16825	Document Title: Lismore Regional Gallery Permanent Collection Policy
Version #: 1.0	Developed By: People & Community Council Approval Date:

6 Definitions

Term	Definition
Accession	the formal, documented inclusion of an artwork into the Collection
Acquisition	the legal transfer of ownership of an artwork to the Gallery by purchase, gift, cultural gift, bequest, commission, donation or transfer
Collection	the artworks formally accessioned into and held as part of the Lismore Regional Gallery Permanent Collection
Collecting priorities	the documented priorities that guide the strategic development of the Collection, including areas of artistic, cultural, regional or historical significance that the Gallery seeks to strengthen over time
Cultural gift	an artwork offered for donation through the Australian Government Cultural Gifts Program (CGP)
Deaccession	the formal administrative process of permanently removing an artwork from the Permanent Collection. Deaccession does not, of itself, mean disposal
Disposal	the physical and legal act of transferring ownership of, or destroying, a deaccessioned artwork
Provenance	the documented history of an artwork's ownership, attribution and authenticity

7 Responsibilities

Position	Responsibility
Council and Senior Leadership	<p>Consider Collection-related matters in accordance with this policy, Council's strategic direction and relevant legal and ethical obligations</p> <p>Ensure appropriate governance, oversight and risk management for the Collection</p>
Gallery Director	<p>Oversee implementation of this policy including development, implementation and ongoing review of supporting procedures</p> <p>Make recommendations to update or amend policy as required from time to time</p>
Gallery Staff and Volunteers	Undertake collection-related activities in accordance with this policy and associated procedures

Document #: ED26/16825	Document Title: Lismore Regional Gallery Permanent Collection Policy
Version #: 1.0	Developed By: People & Community Council Approval Date:

Review

This policy will be reviewed once every Council term, or earlier if required.

The General Manager (or their nominated delegate) has delegated authority from Council to make administrative changes, which do not change the intent of this policy.

Document History and Version Control

Document History and Version Control			
Trim Ref	Version	Summary of Changes / Consultation	Date
ED26/16825	1.0	Policy creation	

Document #: ED26/16825	Document Title: Lismore Regional Gallery Permanent Collection Policy	
Version #: 1.0	Developed By: People & Community	Council Approval Date:

Conflicts of Interest Policy - Council Related Development Applications

Council Policy Number: 5.2.34

Conflicts of Interest Policy - Council Related Development Applications

Council Policy Number: 5.2.34

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Document #: ED23/37087	Document Title: Conflict of Interest Policy – Council Related Development Applications
Version #: 3.0	Developed By: Economy Planning & Environment Council Approval Date:

Introduction

Council is the development regulator for the Lismore City Council local government area. In some circumstances Council can also be the developer, landowner or hold a commercial interest in the land they regulate.

Where councils have this dual role, an inherent conflict can arise between their interests in the development and their duty as the regulator.

Identifying these conflicts of interest early and finding ways to address them is crucial to good governance and allows Council to strengthen its relationship with the community and build and enhance trust.

Recent changes to the *Environmental Planning and Assessment Regulation 2021* have introduced a requirement for councils to assess, identify and manage potential conflicts of interest where they are both a proponent and a regulator for a development proposal.

This policy has been developed to ensure Council meets its statutory requirements in relation to the potential for conflicts of interest.

1 Objectives

The objective of this policy is to manage potential conflicts of interest and increase transparency at all stages of the development process for council-related development.

2 Scope

This policy applies to Council related development.

3 Conflict of Interest Risk Assessment

Prior to the finalisation of submission of a council-related development application, the proposal is to be referred to the Director Economy Planning & Environment or their delegate, to undertake a conflict of interest risk assessment.

In reviewing the development application the Director Economy Planning & Environment or their delegate will:

- a) assess whether the application is one in which a potential exists for conflict of interest
- b) identify which phases of the development process at which the identified conflict of interest arises
- c) assess the level of risk involved at each phase of the development process
- d) determine what (if any) management controls should be implemented to address the identified conflict of interest having regard to the controls and strategies outlined below and the level of risk identified
- e) document the proposed management approach for the proposal in a statement that is published on the NSW Planning Portal with the lodgement of the DA (see Sample Statement in Appendix A)

Document #: ED23/37087	Document Title: Conflict of Interest Policy – Council Related Development Applications
Version #: 3.0	Developed By: Economy Planning & Environment Council Approval Date:

4 Management Control and Strategies

4.1 Applicable

The management control options below may be applied to:

- a) the assessment and determination of an application for council-related development – refer to Table 1
- b) post development applications and processes such as subdivision works certificates and construction certificates
- c) the regulation and enforcement of approved council-related development

Management control options include:

- a) use of independent consultants and/or private certifiers
- b) shared services arrangements with a neighbouring council
- c) public reporting on key milestones, such as construction and occupation certificates.

4.2 Not Applicable

No management controls need to be applied to the following kinds of development:

- a) commercial fit outs and minor changes to building façade
- b) internal alterations and additions to buildings that do not affect the heritage value of a listed heritage item
- c) advertising signage
- d) minor building structures projecting from a building façade over public land (such as awnings, verandahs, bay windows, flagpoles, pipes and services)
- e) development where the council might receive a small fee for the use of land.
- f) minor modifications to an existing development approval

Table 1: Assessment and Determination Criteria

Category of DA	Assessment Options	Determination
<p>Minor DA</p> <p>Refers to development that is small-scale, routine operational, and/or non-controversial¹</p>	<p>Assessment by staff not involved in the preparation of the application and peer review by Manager Development Services or Development Assessment Lead</p>	<p>Determination under delegated authority, other than for development on community land under section 47E of the <i>Local Government Act 1993</i></p>
<p>Standard DA</p> <p>Refers to development proposed on council-owned or managed land that substantially complies with zoning, land use provisions and council policies, with no substantial or numerous submissions²</p>	<p>Assessment by staff not involved in the preparation of the application and peer reviewed by Director Economy Planning & Environment or Manager Development Services</p> <p>Assessment by external independent town planning consultant</p>	<p>Determination under delegated authority by Chief Community Officer or Manager of Statutory Planning other than for community land under section 47E of the <i>Local Government Act 1993</i></p>

Document #: ED23/37087	Document Title: Conflict of Interest Policy – Council Related Development Applications
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<p>Major DA Refers to large-scale, significant and/or controversial DAs³ Includes Regionally Significantly Development as defined in State Environmental Planning Policy (Planning Systems) 2021</p>	<p>Assessment by staff not involved in the preparation of the application and peer reviewed by Director Economy Planning & Environment Manager Development Services or Assessment by external independent town planning consultant, or staff Assessment by neighbouring council planning</p>	<p>Determination by elected council or referral to the Northern Regional Planning Panel for determination (regionally significant development)</p>
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Notes:

1. Designation as **Minor DA** is to be made based on project specific assessment of criteria, including but not limited to:
 - a) the estimated value of the works to be undertaken,
 - b) the potential impact on surrounding residential amenity and/or environmental values of the site and locality
 - c) whether the proposal will lead to any financial benefit for council.
2. Examples of **Standard DA** include alterations and additions to an existing building, new community infrastructure, subdivision of land.

Director Economy Planning & Environment or delegate, shall determine which assessment option is to be pursued and whether the application is to be referred to Council’s Audit, Risk and Improvement Committee.

3. For each **Major DA**, the Director Economy Planning & Environment, in consultation with the General Manager, shall determine which assessment and determination options are to be pursued and whether application is to be referred to Council’s, Audit, Risk and Improvement Committee.

Definitions

A word or expression used in this policy has the same meaning as it has in the *Environmental Planning and Assessment Act 1979* (the Act), and any instruments made under the Act, unless otherwise defined in this policy.

Term	Description
Application	An application for consent under Part 4 of the Act to carry out development and includes an application for a complying development certificate and an application to modify a development consent
Council	Lismore City Council

Document #: ED23/37087 Version #: 3.0	Document Title: Conflict of Interest Policy – Council Related Development Applications Developed By: Economy Planning & Environment	Council Approval Date:
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Council-related development	Development for which the council is the applicant developer (whether lodged by or on behalf of council), landowner, or has a commercial interest in the land the subject of the application, where it will also be the regulator or consent authority.
Development process	Application, assessment, determination and enforcement
The Act	<i>Environmental Planning and Assessment Act 1979</i>

Related Legislation

- a) *Environmental Planning and Assessment Act 1979*
- b) *Environmental Planning and Assessment Regulation 2021*
- c) *Local Government Act 1993*
- d) *Local Government (General) Regulation 2021*
- e) *Roads Act 1993*
- f) *State Environmental Planning Policy (Planning Systems) 2021*

Review

This policy will be reviewed once every Council term, or earlier if required.

The General Manager (or their nominated delegate) has delegated authority from Council to make administrative changes, which do not change the intent of this policy.

Document History and Version Control

Document History and Version Control			
Trim Ref	Version	Summary of Changes / Consultation	Date
ED23/37087	1.0	Policy adopted	11/04/2023
ED23/37087	2.0	Reviewed by Council	11/07/2023
ED23/37087	3.0	Reviewed by Council	09/06/2026

Document #: ED23/37087	Document Title: Conflict of Interest Policy – Council Related Development Applications
Version #: 3.0	Developed By: Economy Planning & Environment Council Approval Date:

APPENDIX A

Example of a management statement

Lismore City Council Conflict of Interest Management Statement	
Project name	
DA number	
Potential conflict	
Management strategy	
Contact	Anyone with concerns regarding this should contact Manager Governance at governance@lismore.nsw.gov.au

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CONFLICT OF INTEREST POLICY – COUNCIL RELATED DEVELOPMENT APPLICATIONS



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COUNCIL POLICY

NUMBER: 5.2.34

Document #: ED23/37087	Document Title: Conflict of Interest Policy – Council Related Development Applications	
Version #: 2.0	Developed By: Planning & Economy	Council Approval Date: 11/07/2023
	Revision Date: 2027	Page 1 of 6

CONFLICT OF INTEREST POLICY – COUNCIL RELATED DEVELOPMENT APPLICATIONS



Introduction

Council is the development regulator for the Lismore City Council Local Government Area. In some circumstances Council can also be the developer, landowner or hold a commercial interest in the land they regulate.

Where councils have this dual role, an inherent conflict can arise between their interests in the development and their duty as the regulator.

Identifying these conflicts of interest early and finding ways to address them is crucial to good governance and allows Council to strengthen its relationship with the community and build and enhance trust.

Recent changes to the *Environmental Planning and Assessment Regulation 2021* have introduced a requirement for councils to assess, identify and manage potential conflicts of interest where they are both a proponent and a regulator for a development proposal.

This policy has been developed to ensure Council meets its statutory requirements in relation to the potential for conflicts of interest.

1 Objective

The objective of this policy is to manage potential conflicts of interest and increase transparency at all stages of the development process for council-related development.

2 Scope

This policy applies to Council related development.

3 Conflict of Interest Risk Assessment

Prior to the finalisation of submission of a council-related development application, the proposal is to be referred to the ~~Chief Community Officer~~ Director Economy Planning & Environment or their delegate, to undertake a conflict of interest risk assessment.

In reviewing the development application the Director Economy Planning & Environment ~~Chief Community Officer~~ or their delegate will:

- a) assess whether the application is one in which a potential exists for conflict of interest
- b) identify which phases of the development process at which the identified conflict of interest arises
- c) assess the level of risk involved at each phase of the development process
- d) determine what (if any) management controls should be implemented to address the identified conflict of interest having regard to the controls and strategies outlined below and the level of risk identified
- e) document the proposed management approach for the proposal in a statement that is published on the NSW Planning Portal with the lodgement of the DA (see Sample Statement in Appendix A)

4 Management Control and Strategies

4.1 Applicable

The management control options below may be applied to:

- a) the assessment and determination of an application for council-related development – Refer to Table 1 (below)
- b) post development applications and processes such as subdivision works certificates and construction certificates
- c) the regulation and enforcement of approved council-related development

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CONFLICT OF INTEREST POLICY – COUNCIL RELATED DEVELOPMENT APPLICATIONS



Management control options include:

- a) use of independent consultants and/or private certifiers
- b) shared services arrangements with a neighbouring council
- c) public reporting on key milestones, such as construction and occupation certificates.

4.2 Not applicable

No management controls need to be applied to the following kinds of development:

- a) commercial fit outs and minor changes to building façade
- b) internal alterations and additions to buildings that do not affect the heritage value of a listed heritage item.
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Major DA Refers to large-scale, significant and/or controversial DAs ³ Includes Regionally Significantly Development as defined in State Environmental Planning	Assessment by staff not involved in the preparation of the application and peer reviewed by Chief Community Officer- Director Economy Planning & Environment or Manager Statutory Planning/Development	Determination by elected council or referral to the Northern Regional Planning Panel for determination (regionally significant development)

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CONFLICT OF INTEREST POLICY – COUNCIL RELATED DEVELOPMENT APPLICATIONS



Policy (Planning Systems) 2021	<p><u>Services</u> or</p> <p>Assessment by external independent town planning consultant, or staff</p> <p>Assessment by neighbouring council planning</p>	
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Notes:

1. Designation as **Minor DA** is to be made based on project specific assessment of criteria, including but not limited to:
 - a) the estimated value of the works to be undertaken,
 - b) the potential impact on surrounding residential amenity and/or environmental values of the site and locality
 - c) whether the proposal will lead to any financial benefit for council.

2. Examples of **Standard DA** include alterations and additions to an existing building, new community infrastructure, subdivision of land.

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Definitions

A word or expression used in this policy has the same meaning as it has in the *Environmental Planning and Assessment Act 1979* (the Act), and any instruments made under the Act, unless otherwise defined in this policy.

Term	Description
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CONFLICT OF INTEREST POLICY – COUNCIL RELATED DEVELOPMENT APPLICATIONS



Related Legislation

- *Environmental Planning and Assessment Act 1979*
- *Environmental Planning and Assessment Regulation 2021*
- *Local Government Act 1993*
- *Local Government (General) Regulation 2021*
- *Roads Act 1993*
- *State Environmental Planning Policy (Planning Systems) 2021*

Review

This policy will be reviewed once every Council term, or earlier if required.

The General Manager (or their nominated delegate) has delegated authority from Council to make administrative changes, which do not change the intent of this policy.

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Document History and Version Control

Document History and Version Control			
Trim Ref	Version	Summary of Changes / Consultation	Date
ED23/37087	1.0	Policy adopted	11/04/2023
ED23/37087	2.0	Reviewed by Council	11/07/2023

Document #: ED23/37087	Document Title: Conflict of Interest Policy – Council Related Development Applications	
Version #: 2.0	Developed By: Planning & Economy	Council Approval Date: 11/07/2023
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CONFLICT OF INTEREST POLICY – COUNCIL RELATED DEVELOPMENT APPLICATIONS



Appendix A – Example of a management statement

Lismore City Council Conflict of interest management statement	
Project name	
DA number	
Potential conflict	
Management strategy	
Contact	Anyone with concerns regarding this should contact

Document #: ED23/37087	Document Title: Conflict of Interest Policy – Council Related Development Applications
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Australia Day Awards Committee

Terms of Reference

Australia Day Awards Committee

Terms of Reference

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Document #: ED23/54567	Document Title: Australia Day Awards Committee Terms of Reference
Version #: 2.0	Developed By: General Manager's office Council Approval Date: 21/11/2023

Introduction

The role of the Australia Day Awards Committee (Committee) is to assess and determine the winners of the Lismore City Council (Council) Australia Day Awards.

1 Membership

The group consists of:

- a) the Mayor (to preside as Chairperson)
- b) at least two councillors

Council will appoint all members to the Committee.

Membership of the group will be revoked:

- a) if the group is dissolved by Council
- b) if Council receives a written resignation from the member
- c) in accordance with the procedures for the Administration of the Model Code of Conduct for Local Councils in NSW
- d) if resolved by Council

2 Term of Membership

At the first Council meeting following an election, new councillor representatives on the Committee will be elected for the term.

3 Replacement of Members

Replacement members will be appointed by resolution of Council.

If a vacancy occurs within six months of the end of the term, the member will not be replaced.

4 Committee Limitations

The Committee is unable to:

- a) direct council officers
- b) commit Council to any expenditure unless specific delegation has been resolved by Council
- c) waive or amend Council policies

Only the Mayor is authorised to speak publicly or issue press releases on behalf of Council.

5 Meeting Protocol

The Committee will meet in October each year to confirm the Award categories and following the closing of nominations prior to Australia Day.

A quorum of the group is half plus one of the appointed members at the time of the meeting.

Meeting duration will be a maximum of 90 minutes.

Members will be provided copies of all nominations a minimum of seven days prior to the meeting.

Resolutions will be by majority vote via a show of hands and recorded in the minutes.

Document #: ED23/54567	Document Title: Australia Day Awards Committee Terms of Reference
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Proxy votes will not be accepted.

Minutes will be prepared at each meeting and distributed to members.

The minutes will be reported to the February Council meeting for noting.

6 Code of Conduct

Members must:

- a) adhere to the applicable Lismore City Council Code of Conduct
- b) make positive contributions during meetings in a polite and respectful manner

7 Decisions of the Committee

Decisions of the Committee are final and no correspondence will be entered into.

All councillors will be confidentially notified of the winners prior to public announcement.

Review

Terms of Reference will be reviewed by Council at least once each council term. The Committee can recommend changes to the terms of reference for consideration by Council.

Document History and Version Control

Document History and Version Control			
Trim Ref	Version	Summary of Changes / Consultation	Date
ED23/54567	1.0	Terms creation	21/11/2023
ED23/54567	2.0	Reviewed by Council	/2026

Document #: ED23/54567	Document Title: Australia Day Awards Committee Terms of Reference
Version #: 2.0	Developed By: General Manager's office Council Approval Date: 21/11/2023

ANNEXURE A

Awards Eligibility Guidelines

Conflicts of interest must be declared in accordance with the Code of Conduct.

Assessment of each application should be completed objectively and without predetermined results.

Each Committee member will score each application – highest overall score will be deemed the winner.

One winner in each category is to be determined.

Discussion amongst members will determine an overall winner if two or more applications in one category receive the same score.

1 Nominations

- a) applications must be judged against the eligibility below
- b) nominations can be made in a number of categories
- c) applications will be submitted via the online form
- d) late applications will not be considered
- e) Council respects and protects individuals' personal information and only uses it for the purpose for which it was collected
- f) if no applications are received in a category, Committee members may nominate a person/organisation/group for consideration

2 Conditions of entry

- a) a nominee can be nominated in more than one category
- b) the nominee's contribution to the community can be in any field considered appropriate
- c) the contribution should demonstrate a high level of involvement or achievement
- d) consideration will be given to the length of service of an individual or group where appropriate

3 Eligibility

- a) nominees are eligible if they live, represent, carry out community work or attend an educational institution in the Lismore LGA
- b) individual nominees must be an Australian citizen and have contributed significantly to the Lismore community
- c) Junior Sportsperson nominees are to be 17 years of age and under
- d) Young Citizen of the Year nominees are to be 30 years of age and under
- e) self-nomination is not permitted
- f) clubs, associations and organisations cannot nominate themselves but can be nominated by a member of the organisation
- g) clubs, associations and organisations can be nominated by a non-member of the organisation
- h) nominees who have previously been nominated but have not received an Australia Day Award are eligible
- i) the following people are **NOT** eligible to enter:
 - i. Members of Parliament or current elected members of Lismore City Council
 - ii. members of the Australia Day Awards Committee
 - iii. category winners from the previous two years

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4 Categories

- a) Citizen of the Year
- b) Aboriginal Citizen of the Year
- c) Young Citizen of the Year
- d) Sportsperson
- e) Junior Sportsperson
- f) Sports Team/Club
- g) Services in Community (Group)
- h) Services in Community (Individual)
- i) Arts/Culture
- j) Environment
- k) Academic Excellence
- l) Contribution to Economic Excellence

Document #: ED23/54567	Document Title: Australia Day Awards Committee Terms of Reference	
Version #: 2.0	Developed By: General Manager's office	Council Approval Date: 21/11/2023



AUSTRALIA DAY AWARDS

JUDGING GUIDELINES

1. Conflicts of interest must be declared in accordance with the Code of Conduct
2. [Judging Assessment](#) of each application should be completed objectively and without predetermined results
3. Each [judge-Committee member](#) will score each application – highest overall score will be deemed the winner
4. One winner in each category is to be determined
5. Discussion amongst members will determine an overall winner if two or more applications in one category receive the same score

The application Nominations

1. Applications must be judged against the eligibility below
2. Nominations can be made in a number of categories
3. Applications will be submitted via the online form
4. Late applications will not be considered
5. Council respects and protects individuals' personal information and only uses it for the purpose for which it was collected
- 5-6. [If no applications are received in a category, Committee members may nominate a person/organisation/group for consideration](#)

Conditions of entry

1. A nominee can be nominated in more than one category
2. The nominee's contribution to the community can be in any field considered appropriate
3. The contribution should demonstrate a high level of involvement or achievement
4. Consideration will be given to the length of service of an individual or group where appropriate

Eligibility

1. Nominees are eligible if they live, represent, carry out community work or attend an educational institution in the Lismore LGA.
2. Individual nominees must be an Australian citizen and have contributed significantly to the Lismore community
3. Junior Sportsperson nominees are to be 17 years of age and under
4. Young Citizen of the Year nominees are to be 30 years of age and under
5. Self-nomination is not permitted
6. Clubs, associations and organisations cannot nominate themselves but can be nominated by a member of the organisation
7. Clubs, associations and organisations can be nominated by a non-member of the organisation
8. Nominees who have previously been nominated but have not received an Australia Day Award are eligible
9. The following people are **NOT** eligible to enter:
 - Members of Parliament or current elected members of Lismore City Council
 - Members of the Australia Day Awards Committee
 - Category winners from the previous two years

Categories

1. Citizen of the Year
2. Aboriginal Citizen of the Year
3. Young Citizen of the Year
4. ~~Volunteer of the Year~~
- 5.4. ~~Senior Sportsperson/Team~~
5. ~~Junior Sportsperson/Team~~
6. ~~Sports Team/Club~~
7. Services in Community (Group)
8. Services in Community (Individual)
9. Arts/Culture
10. ~~Environment~~
11. ~~Academic Excellence~~
- 10.12. ~~Contribution to Economic Excellence~~



**Lismore City Council
Monthly Finance &
Investment Report – Council**

June 2026

Contents

Summary and Key Highlights

Operating Income and Expenses Snapshot

- Operating Income and Expenses by Fund
 - General Fund
 - Sewer Fund
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Receivables

- Rates & Water Recoveries
- Outstanding Grants Recoveries (enterprise wide including FRP)

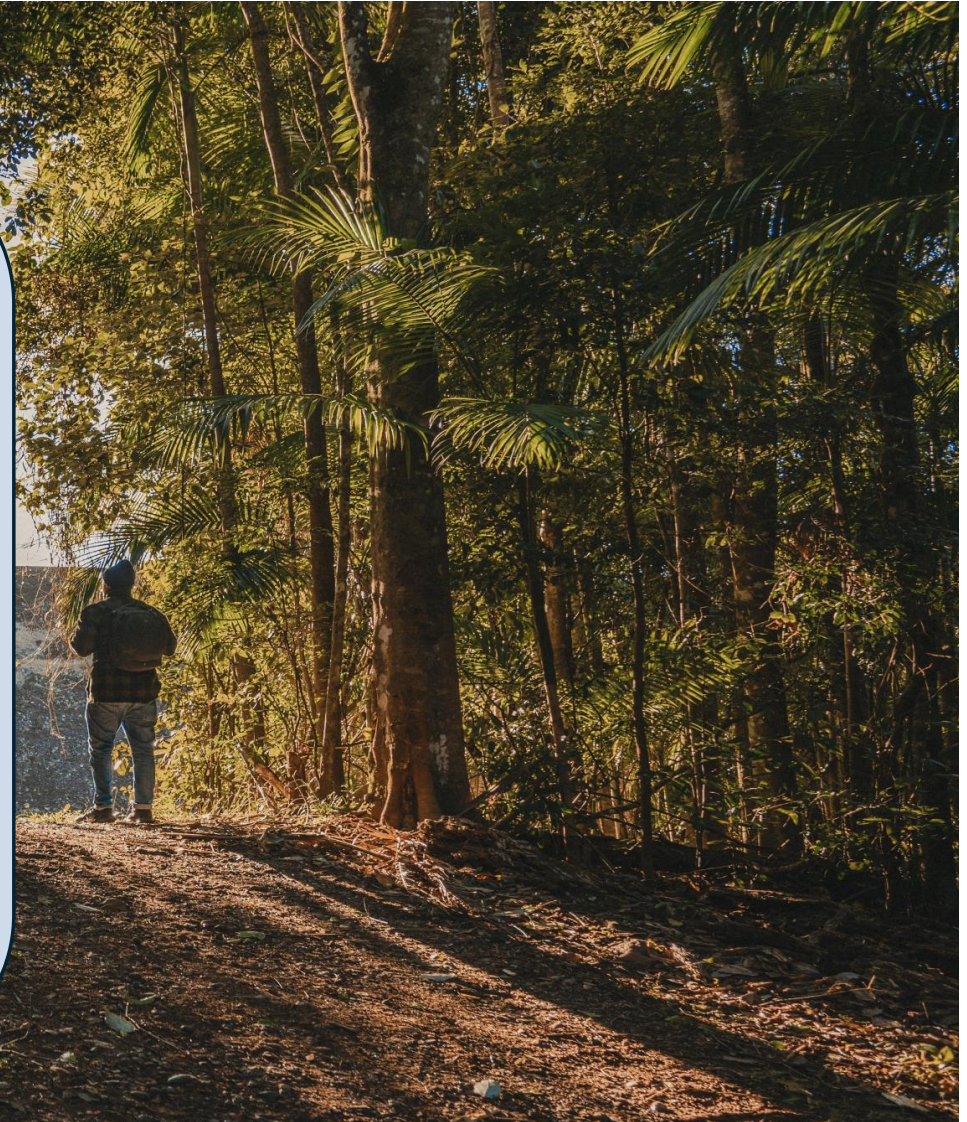
Internal Reserve Cash Drawdown as at 30th April 2026

Capital Works Snapshot (enterprise wide including FRP)

Grants Pipeline

Investment Performance Report

- As at 31st May 2026



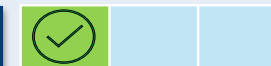
Summary and Key Highlights

Measure	Where we are at		
Operating Income & Expenses – General Fund	✓		
Operating Income & Expenses – Sewer Fund	✓		
Operating Income & Expenses – Water Fund		⊖	
Rates and Water Recoveries			✗
Other Receivables (including Grant Funding expended not claimed)			✗
External Reserves and Internal Reserves			✗
Investment performance	✓		
Capital Works Program			✗

Key takeaways for the month

- Capital works program** – expenditure is tracking well below revised budgets reflecting rescheduling, and the abnormally wet autumn. YTD expenditure is \$106.9m well below the revised March QBR budget of \$170. The underspend is across both the FRP and non-FRP capital works portfolios. For the FY26-27 year there has been clear focus to budgeted expenditure is better aligned to delivery expectations.
- Cash position** – as previously reported internal reserves are significantly below targets. Council has \$41.9m outstanding receivables across rates, water, grants and general debtors. Cash collection is being prioritised but speed of recovery is being impacted by range of external factors including behaviour of debtors. Internal reserves are \$12.0m at the date of this report.
- On a YTD basis **operating expenses in the general fund** are tracking very well with an efficiency target of c\$6m likely to be achieved. This is underspend is assisting the cash position matter outlined above.
- Investment strategy:** Implementing of Councils revised Investment Strategy is continuing progressively with purchase of fixed interest securities (albeit investment purchase opportunities are limited). Term deposit rates have improved with the RBA interest rate increased.

Operating Income and Expenses - General Fund (excluding FRP)



With 83% of the year gone, the General Fund is on the way to achieving its Operating Income budget (85% of March QBRs budget achieved so far). Operating Expenses are tracking to achieve the remaining budget efficiency dividend.

External Operating Income (\$'000)	Original Budget 2025/26	Revised Budget Mar QBRs 2025/26	Actual YTD 2025/26	Actual YTD as % Mar QBRs
Rates and Annual Charges	48,721	48,721	48,871	100%
User Charges and Fees	15,338	18,039	15,898	88%
Other Revenue	3,354	3,354	3,219	96%
Grants and Contributions - Operating	18,103	18,651	7,800	42%
Interest and Investment Income	2,510	2,510	2,028	81%
Total External Operating Income	88,026	91,275	77,816	85%

- **Rates and Annual Charges** (100% of March QBRs Budget achieved) were invoiced in full in July.
- **User Charges and Fees** (88%) are tracking well above the Mar QBRs budget with the primary contributor being Weighbridge Fees.
- **Other Revenue** (96%) are tracking well above Mar QBRs budget with a positive contribution from Wage & Salary subsidies (trainees).
- **Operating Grants** (42%) The most significant Operating Grant (FAG) will be 80% receipted and recognised in June which is the primary driver for the significant gap in YTD Actual vs March QBRs Budget.
- **Interest and Investment Income** (81%) is tracking slightly behind Mar QBRs budget, this is due to the General Fund (excluding FRP) cash balances being below budget.

*Excluding Capital Grant Income & Internal Income

External Operating Expenses (\$'000)	Original Budget 2025/26	Revised Budget Mar QBRs 2025/26	Actual YTD 2025/26	Actual YTD as % Mar QBRs
Workforce Costs	45,295	43,832	36,359	83%
Materials & Services	36,129	44,746	34,916	78%
Other Expenses	4,216	4,216	4,129	98%
Total External Operating Expenses	85,640	92,793	75,404	81%

- **Workforce costs** (83%) are tracking in line with March QBRs Budget.
- **Materials & Services** are tracking well below Mar QBRs Budget (78%). The primary contributor is Contractors Other with a \$3.3m positive YTD variance. We expect that the favourable variance in Materials and Services costs will deliver the remaining budget efficiency dividend of \$1.8m.
- **Other Expenses** are tracking above Mar QBRs budget (98%) primarily due to \$0.5m in unbudgeted EPA Landfill Levies with the re-opening of the waste facility offset by an equivalent saving on Qld landfill costs.

*Excluding Depreciation, Net Loss from Disposal of Assets, Borrowing Costs & Internal Expenses



Operating Income and Expenses - Sewer Fund (excluding FRP)

With 83% of the Year gone, the Sewer Fund is well on the way to achieving its Full Year Operating Income budget (97% of March QBRS budget achieved). Operating Expenses as a total are well below budget (63 % of March QBRS budget).

External Operating Income (\$'000)	Original Budget 2025/26	Revised Budget Mar QBRS 2025/26	Actual YTD 2025/26	Actual YTD as % Mar QBRS
Rates and Annual Charges	15,377	15,377	15,309	100%
User Charges and Fees	524	524	56	11%
Other Revenue	19	19	8	39%
Grants and Contributions - Operating	7	7	9	124%
Interest and Investment Income	1,999	1,999	1,954	98%
Total External Operating Income	17,926	17,926	17,337	97%

**Excluding Capital Grant Income & Internal Income*

External Operating Expenses (\$'000)	Original Budget 2025/26	Revised Budget Mar QBRS 2025/26	Actual YTD 2025/26	Actual YTD as % Mar QBRS
Workforce Costs	2,568	2,566	1,929	75%
Materials & Services	3,571	3,571	1,957	55%
Other Expenses	5	5	-	0%
Total External Operating Expenses	6,145	6,142	3,886	63%

**Excluding Depreciation, Net Loss from Disposal of Assets, Borrowing Costs & Internal Expenses*

- **Rates and Annual Charges** (100% of March QBRS Budget achieved) were invoiced in full in July.
- **User Charges and Fees** (11%) are tracking well below the Mar QBRS budget with the primary contributor being \$0.4m of Norco flood related contamination charges reversed in October 2025 as resolved by council. Excluding this amount and User Charges and Fees in line with budget.
- **Interest and Investment Income** (98%) is tracking well above budget.

- **Workforce costs** (75%) are tracking well below March QBRS Budget.
- **Materials & Services** (55%) are tracking well below March QBRS Budget.

Operating Income and Expenses - Water Fund (excluding FRP)



With 83% of the Year gone, Total Operating Income appears behind budget (74% of March QBRS budget achieved), however this is due to the final quarter of water charges yet to be billed. Total Operating Expenses are tracking just below the Full Year Budget at 81%.

External Operating Income (\$'000)	Original Budget 2025/26	Revised Budget Mar QBRS 2025/26	Actual YTD 2025/26	Actual YTD as % Mar QBRS
Rates and Annual Charges	6,718	6,718	5,043	75%
User Charges and Fees	11,947	11,947	8,450	71%
Other Revenue	-	-	142	n/a
Grants and Contributions - Operating	9	9	(19)	-220%
Interest and Investment Income	564	564	630	112%
Total External Operating Income	19,238	19,238	14,245	74%

- **Rates and Annual Charges** (75% of March QBRS Budget achieved) are behind budget as the 4th quarter water charges are not invoiced until June.
- **User Charges and Fees** (71%) are tracking behind March QBRS budget as the 4th quarter water usage charges are not invoiced until June.
- **Other Revenue** is primarily driven by Wage & Salary subsidies (trainees) \$0.1m.
- **Interest and Investment Income** (112%) is tracking well above budget.

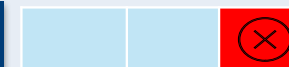
**Excluding Capital Grant Income & Internal Income*

External Operating Expenses (\$'000)	Original Budget 2025/26	Revised Budget Mar QBRS 2025/26	Actual YTD 2025/26	Actual YTD as % Mar QBRS
Workforce Costs	1,598	1,690	1,654	98%
Materials & Services	9,089	9,089	7,091	78%
Other Expenses	5	5	-	0%
Total External Operating Expenses	10,692	10,784	8,745	81%

- **Workforce costs** (98%) are tracking well ahead of March QBRS Budget. The workforce supporting sewer and water operations has historically spent 40% of their time on water related works (budgeted as such). However, the actual allocation for FY 25/26 has been higher with additional resources required at the Nimbin facility to operate and maintain temporary plant installed to meet compliance requirements. This is expected to continue until that temporary plant is replaced with more efficient plant.
- **Materials & Services** are tracking well below Budget (78%), which is mainly driven by Contractors Other (\$0.4m below budget YTD April). Some of the savings in Contractors Other will offset the additional Workforce Costs.

**Excluding Depreciation, Net Loss from Disposal of Assets, Borrowing Costs & Internal Expenses*

Rates and Water Recoveries



The formal debt recovery process for rates and annual charges that commenced in September 2025 is starting to deliver results.

Rates & Charges Receivables (\$'000)	Receivable	% Overdue	Overdue	Mvt from prior month
Rates and annual charges	21,395	36.0%	7,692	(1,986)
Water usage charges	2,629	65.4%	1,719	(195)
Total Rates & Charges Receivables	24,023	39.2%	9,411	(2,180)

Notes: Rates and annual charges balance as at 4th May; Water Usage Charges as at 8th May

Key takeaways:

Rates and annual charges:

- These are invoiced annually in July each year, and the receivable is taken up at that time. However, they are collected via quarterly instalment notices. The fourth instalment becomes due 31st May 2026.
- The overdue balance of \$7.7m was a significant reduction of \$2.0m since the previous report due to the amounts received following the issue of the statements of liquidated claims towards the end of March.
- The balance of prior period rates and annual charges outstanding was \$5.0m (as at 4th May) which is a \$0.4m improvement on that previously reported \$5.4m (as at 2nd April).

Water Usage Charges:

- Total water usage receivables decreased \$2.9m since the prior month reporting with the third quarter invoices (usage and connection fee) which were issued in early April with a due date of end of April 2026.
- Invoices for the previous quarter water charges (ended 30 November 2025 for usage and 31 December 2025 for the fixed fee) are at reminder stage. First reminder notices were issued on 28th February. Second reminders are now to be issued by the end of May.
- Overdue balances will remain at their current levels until users receive the message that we are serious about recovery. This realisation will start with Letters of Demand from Executive Collections.

Outstanding Grants Recoveries as at 30th April 2026 (enterprise wide including FRP)



Outstanding Grant Recoveries as at 30th April were \$12.5m (an increase of \$0.7m since last month). Outstanding Grant Recoveries relate to claims on funded projects which have either been invoiced to funding bodies but not receipted or have not yet been claimed. There can be a significant impact on Council liquidity from this lag between project expenditure and grant funding receipts.

Grant Funding Recoveries	As at 31 st March 2026	As at 30 th April 2026
Grant Funding Invoiced / Claimed – FRP	3,784	4,543
Grant Funding expended not claimed – FRP	5,935	6,290
Sub-total for FRP grant funded projects	9,718	10,833
Grant Funding Invoiced / Claimed – BAU	105	–
Grant Funding expended not claimed – BAU	1,990	1,699
Sub-total for BAU grant funded projects	2,095	1,699
Total Grant Funding Receivables	11,813	12,532

Key takeaways:

- Amounts relating to FRP of at 30th April of \$10.8m is an increase from \$9.7m at 31st March.
- RA have approved funding of \$4.9m of these balances from Advanced Funding until such time as the acquittals are finalised and payments received.
- The \$1.7m relating to BAU at 30th April is a decrease from \$2.1m at 31st March. We continue to follow up with the applicable project managers to lodge claims / invoice as soon as possible.

Overall, the significant lag between expenditure on granted funded projects and receipt of grant funding in FRP is significantly impacting our liquidity position and requires the current focus and management to continue. Please refer to the reserves section of this report for further illustration.

Internal Reserve Cash Drawdown as at 30th April 2026



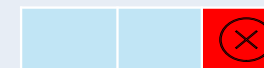
Internal Reserves have been in deficit position for the last 3 financial year ends (as at 30th June) and continue to be in deficit. The cause is the size of working capital requirements driven by the response to the 2022 flood (lag between incurring expenditure on FRP projects and receipt of related income, and the debt recovery holiday for ratepayers. April is an expected low point for Internal Reserves Cash Balance available prior to the 4th rates instalment becoming due at end of May.

Internal Reserves Cash Drawdown Reconciliation \$'000	As at 30 June 2023	As at 30 June 2024	As at 30 June 2025	As at 31 December 2025	As at 28 February 2026	As at 31 March 2026	As at 30 April 2026
Total Cash, Cash Equivalents & Investments	133,200	183,596	209,903	240,011	243,089	242,112	224,827
Externally Restricted Funds	(110,365)	(169,570)	(188,883)	(222,388)	(230,724)	(226,780)	(212,872)
Internal Reserves Cash Balance (after Drawdown)	22,835	14,026	21,020	17,623	12,365	15,331	11,954
Add back: Drawdown of Funds for working capital requirements	13,428	22,940	15,223	10,900	17,526	12,866	16,198
Internal Reserves (before Drawdown)	36,263	36,966	36,243	28,523	29,891	28,197	28,153
Unexpended Grants	21,206	87,753	110,899	140,725	144,101	139,169	123,663

Key takeaways:

- Unexpended grants is the most significant component of Externally Restricted Funds (\$124m of total externally restricted assets as at 30th April of \$213m).
- The internally restricted cash balance at 30th April is \$12.0m which is \$3.3m less than the \$15.3m reported as at 31st March. April is an expected low point as explained in the next bullet point.
- Available cash is impacted significantly by:
 - When quarterly instalments for rates fall due (end of August, November, February and May). Available cash is expected to be at its high points at the end of those months and at its low points at the end of the previous months.
 - The lag between incurring expenditure on grant funded projects and recovering that expenditure via claims against the funding grants. This balance was \$12.5m as at 30th April as per the previous slide - Grant Funding Receivables.
 - The general rates component of Outstanding Rates and Annual Charges. The annual charges component form part of external reserves when collected.
- There will always be a lag in recovering expenditure on grant funded projects, however we must, and are, becoming more diligent in managing projects to grant milestones, lodging the claims and following up the resultant receivable.

Capital Works Snapshot (enterprise wide including FRP)



With 83% of the year gone, total actual YTD capital expenditure sits at 63% of total March QBRs budget achieved. A significant uptick in capital expenditure is required for the last 2 months of the year to meet the full year revised capital works budget.

Programs	FY Mar QBRs Budget	Actual YTD 25/26	Actual YTD as % Budget
Flood Recovery Buildings	20,536	15,453	75%
Flood Recovery Flood Mitigation	-	366	n/a
Flood Recovery Sewer	1,115	629	56%
Flood Recovery Transport	103,417	66,814	65%
Flood Recovery Waste	6,160	5,440	88%
Flood Recovery Water	744	777	104%
Total Flood Recovery Portfolio	131,970	89,479	68%
Roads & Infrastructure	21,753	9,636	44%
Water, Waste & Open Spaces	16,046	7,330	46%
Other	282	464	165%
Total BAU	38,081	17,431	46%
Total Capital Expenditure	170,051	106,910	63%

Key takeaways:

- **FRP YTD actual \$89.5m (68% of FY Budget):**
 - **FRP Buildings (75%):** City Hall is in its final stages of handover with final defects currently being addressed. External entry resilient floor finishes are 95% complete with final completion certificate to be issued. Airport is complete with minor defects to be addressed once the weather allows. Recent rain has affected final defect rectification progress.
 - **FRP Transport (65%):** Some delays across the portfolio during April due to wet weather. There has also been some delays in the awarding of contracts due to the current instability with the fuel price and oil based products.
 - **FRP Sewer (65%):** East Lismore STP is paused pending delivery agency transition and has been delayed to next year as part of March QBRs.
- **Roads & Infrastructure YTD actual \$9.6m (44% of FY Budget):** primarily represents \$7.8m Roads, \$1.8m Fleet, \$0.1m Quarry. Reasons for delay include the abnormally wet autumn.
- **Water, Waste and Open Spaces YTD actual \$7.3m (46% of FY Budget):** primarily represents \$2.4m Water, \$1.6m Waste, \$1.5m Sewer and \$1.5m Property Maintenance.
- **Progress:** With 83% of the year gone, total actual YTD capital expenditure sits at 63% of total March QBRs budget achieved. A significant uptick in capital expenditure is required for the last 2 months of the year to meet the full year revised capital works budget. Note: any FRP works that are behind schedule in 25/26 will be completed in future periods.

Grants Pipeline

Grants Submitted – April/ May - projects worth \$1.46M

Grant Program	Project	Directorate	Outcome Expected	Funding Request	Council co-contribution	Total Project Cost
Community Building Partnerships Program 2026	Hepburn Cricket Pitch Upgrades	People and Community	Jan 2027	\$33,131	\$33,131	\$66,261
Community Building Partnerships Program 2026	GSAC Stadium Refurbishment: Court Upgrade and Essential Electrical Improvement	People and Community	Jan 2027	\$10,000	\$10,000	\$20,000
LGP Procurement Capability	Ruggedised Tablets/Procurement	Corporate Sustainability	June/July 2026	\$6,000	\$0	\$6,000
Community Participation	Nimbin Peace Park: Cultivating Community, Culture and Connection	Open Spaces	30 June 2026	\$800,000	\$200,000	\$1,000,000
Environmental Restoration and Rehabilitation	The South Lismore Sewage Treatment Plant Lagoon 4 Rehabilitation Project	FRP	Late 2026	\$350,000	\$0	\$350,000
Electric Vehicle Fleets Incentive: Kick-start funding	EV procurement as part of the 2026/27 Fleet Replacement Program (\$208k for 3 vehicles and 3 chargers, plus installation costs).	Roads and Infrastructure	June 2026	\$24,000	\$0	\$24,000





Grants Pipeline

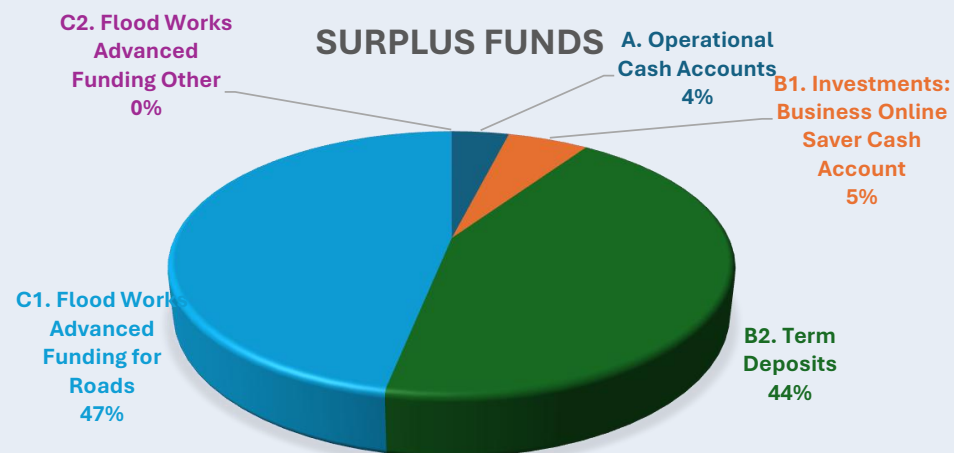
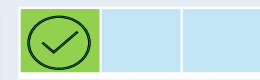
Grants Under Development/Consideration

Grant	Project/Directorate	Submission date	Council co-contribution
Community War Memorial Fund	Water, Waste and Open Spaces	25 June 2026	Nil
Bush Fire Mitigation & Resilience Support Program	Water, Waste and Open Spaces	12 June 2026	N/A
Disaster Ready Funding (Round Four)	Short-list being developed across the Directorates	To be announced	50%

Grants Considered/Not Applied

Grant	Reason	Amount Available
Regional NSW Strategic Partnership Program	No business case ready projects and not enough staff resources to develop one within the deadline	\$150,000
Regional Event Fund - Incubator Event Stream	No projects identified	\$20,000
Regional Event Fund - Flagship Event Stream	No projects identified	\$30,000
NSW Social Cohesion Grants for Local Govt	No project identified	\$10,000-\$100,000
NSW Environmental Trust Environmental Restoration & Rehabilitation	No project identified	\$150,000-\$350,000
Food Organics and Garden Organics (FOGO)	Water Waste and Open Spaces currently winding back a FOGO collection service to 108 residents due to a council resolution from November 2025.	\$50,000

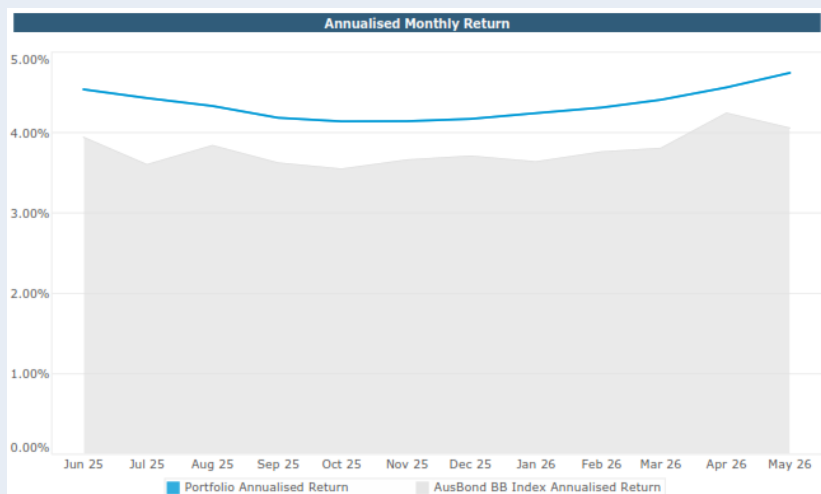
Investment Balances as at 31st May 2026



Cash and Investment Breakdown	Mth over Mth		
	May-26	Apr-26	Change
A1: Operational Cash Accounts	6,036,679	3,238,666	2,798,013
A2: Restricted Operational Cash Accounts	2,707,888	2,702,144	5,744
A Total Operational Cash Accounts	8,744,567	5,940,809	2,803,757
B1: Investments: Business Online Saver Cash Account	12,378,650	23,378,650	(11,000,000)
B2: Other Investment including Term Deposits	97,015,192	102,015,164	(4,999,972)
B Total Investments including Term Deposits	109,393,842	125,393,814	(15,999,972)
C1: Flood Works Advanced Funding for Roads	104,071,225	97,792,244	6,278,981
C2: Flood Works Advanced Funding for Buildings	20,240	20,171	70
C3: Flood Works Advanced Funding for Waste	10,947	10,217	730
C Total Flood Works Advanced Funding	104,102,413	97,822,633	6,279,780
Total Cash, Investments and Advanced Funding	222,240,822	229,157,256	(6,916,434)

- Total cash & investment balance \$222.2m (LM:\$229.2m) decrease of \$7m from the prior month.
- Business Online Saver cash account balance has decreased \$11m from \$23.4m to \$12.4m.
- Term Deposits & Fixed Rates Notes balance has decreased \$5m from \$102m to \$97m.
- Flood works advanced funding balance \$104.1m, (LM:\$97.8m) an increase of \$6.3m as a result of an internal reconciliation true-up (transfer of funds between operational cash and flood accounts).

Current Investment Returns – May: 4.74% (LM:4.56%) (YTD 4.33%)

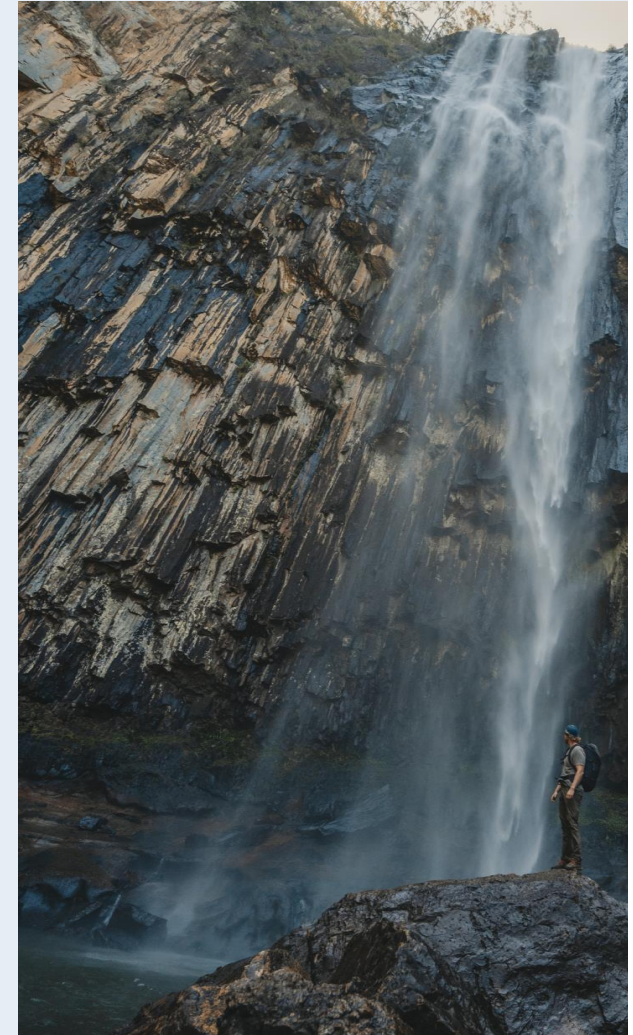
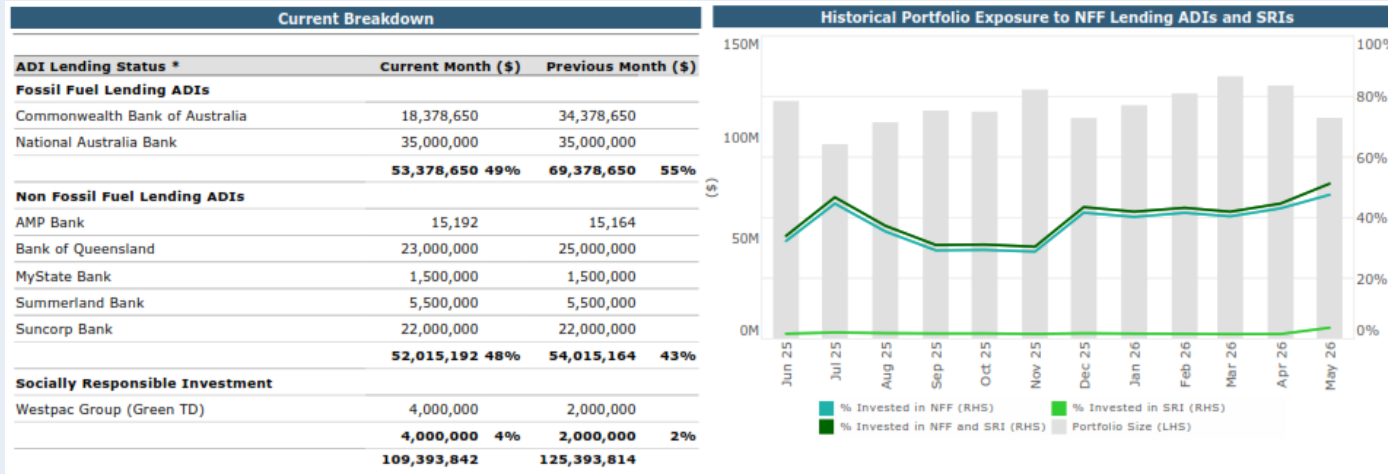


Historical Performance Summary (%pa)			
	Portfolio	Annualised BB Index	Outperformance
May 2026	4.74%	4.06%	0.68%
Last 3 months	4.57%	4.03%	0.54%
Last 6 months	4.41%	3.87%	0.54%
Financial Year to Date	4.33%	3.77%	0.56%
Last 12 months	4.35%	3.78%	0.57%

- ✓ May council’s portfolio returned 4.74% (LM:4.56%), being 68bps above the annualised Bank Bill BBI of 4.06%.
- ✓ Financial year to date 4.33% (LM:4.29%) being 56bps above the BBI of 3.77%
- ✓ The portfolio return is comparably conservative when compared to other councils due to the previously low risk profile of our investments
- ✓ Following the adoption of the updated investment strategy, council will commence using *Austraclear*, enabling participation in a broader range of bond issuances. T-Corp Managed funds will be secured in the next mths



Socially Responsible Investment



Where the opportunity arises, Council will seek SRI investment opportunities. However, the investment product will be considered in the context of Council’s overall cashflow requirements, investment returns and the security of the investment.

In May 26 the percentage of the portfolio invested in Socially Responsible Investments (SRI) has increased marginally to 52% (LM:45%), the total value of SRI’s is \$56m (LM:\$56m).



Investment Summary Report
May 2026

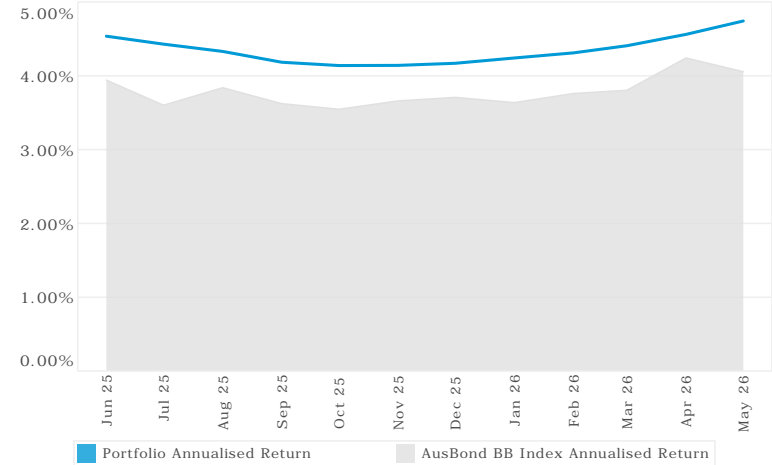


Lismore City Council
Executive Summary - May 2026

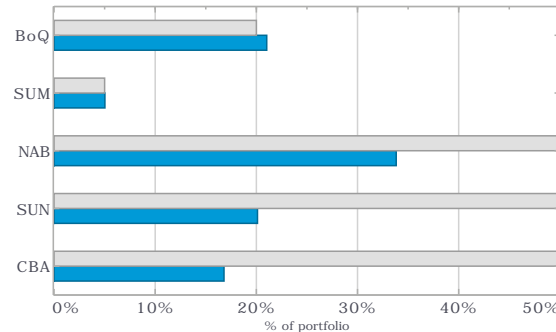
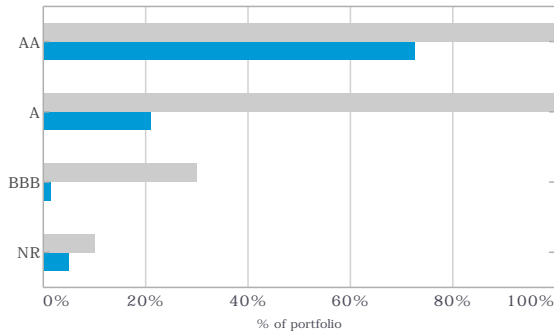


Investment Holdings Investment Performance

	Face Value (\$)	Current Value (\$)	Current Yield (%)
Cash	12,393,842	12,393,842	4.4473
Floating Rate Note	1,500,000	1,512,832	5.4743
Term Deposit	95,500,000	96,853,085	4.7921
	109,393,842	110,759,759	4.7624



Total Credit Exposure Investment Policy Compliance Individual Institutional Exposures Term to Maturities



	Face Value (\$)	Policy Max
Between 0 and 0.5 years	105,893,842	97% 100% a
Between 0.5 and 1 years	2,000,000	2% 100% a
Between 1 and 3 years	1,500,000	1% 100% a
	109,393,842	

Portfolio Exposure Investment Policy Limit



Lismore City Council Investment Holdings Report - May 2026



Cash Accounts

Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Current Value (\$)	Deal No.	Reference
15,192.10	2.2500%	AMP Bank	BBB+	15,192.10	545721	
12,378,649.83	4.4500%	Commonwealth Bank of Australia	AA-	12,378,649.83	543330	64
12,393,841.93	4.4473%			12,393,841.93		

Term Deposits

Maturity Date	Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
3-Jun-26	10,000,000.00	4.4000%	Bank of Queensland	A-	10,000,000.00	3-Dec-25	10,216,986.30	546909	216,986.30	At Maturity	
10-Jun-26	5,000,000.00	4.3500%	National Australia Bank	AA-	5,000,000.00	10-Dec-25	5,103,089.04	546929	103,089.04	At Maturity	
17-Jun-26	7,000,000.00	4.5000%	Suncorp Bank	AA-	7,000,000.00	16-Dec-25	7,144,123.29	546940	144,123.29	At Maturity	
24-Jun-26	5,000,000.00	4.5500%	Suncorp Bank	AA-	5,000,000.00	23-Dec-25	5,099,726.03	546961	99,726.03	At Maturity	
8-Jul-26	4,000,000.00	4.4700%	National Australia Bank	AA-	4,000,000.00	7-Jan-26	4,071,030.14	547008	71,030.14	At Maturity	
15-Jul-26	4,000,000.00	4.5000%	Bank of Queensland	A-	4,000,000.00	14-Jan-26	4,068,054.79	547034	68,054.79	At Maturity	
12-Aug-26	5,000,000.00	4.6200%	National Australia Bank	AA-	5,000,000.00	11-Feb-26	5,069,616.44	547111	69,616.44	At Maturity	
19-Aug-26	1,000,000.00	4.6200%	Commonwealth Bank of Australia	AA-	1,000,000.00	11-Feb-26	1,013,923.29	547118	13,923.29	At Maturity	
19-Aug-26	4,000,000.00	4.7500%	Bank of Queensland	A-	4,000,000.00	11-Feb-26	4,057,260.27	547113	57,260.27	At Maturity	
2-Sep-26	5,000,000.00	4.8500%	Suncorp Bank	AA-	5,000,000.00	4-Mar-26	5,059,130.14	547184	59,130.14	At Maturity	
9-Sep-26	2,000,000.00	5.0000%	Summerland Bank	NR	2,000,000.00	10-Mar-26	2,022,739.73	547200	22,739.73	At Maturity	
9-Sep-26	5,000,000.00	4.6500%	Commonwealth Bank of Australia	AA-	5,000,000.00	11-Feb-26	5,070,068.49	547116	70,068.49	At Maturity	
30-Sep-26	5,000,000.00	5.2700%	National Australia Bank	AA-	5,000,000.00	1-Apr-26	5,044,036.99	547278	44,036.99	At Maturity	
30-Sep-26	5,000,000.00	5.3000%	Suncorp Bank	AA-	5,000,000.00	30-Mar-26	5,045,739.73	547266	45,739.73	At Maturity	
7-Oct-26	3,000,000.00	4.5500%	National Australia Bank	AA-	3,000,000.00	7-Jan-26	3,054,226.03	547009	54,226.03	At Maturity	
7-Oct-26	5,000,000.00	5.2600%	National Australia Bank	AA-	5,000,000.00	8-Apr-26	5,038,909.59	547288	38,909.59	At Maturity	
14-Oct-26	3,000,000.00	5.2300%	National Australia Bank	AA-	3,000,000.00	15-Apr-26	3,020,203.56	547300	20,203.56	At Maturity	
21-Oct-26	1,000,000.00	5.4500%	Summerland Bank	NR	1,000,000.00	23-Apr-26	1,005,823.29	547316	5,823.29	At Maturity	
28-Oct-26	5,000,000.00	4.5900%	Bank of Queensland	A-	5,000,000.00	27-Jan-26	5,078,595.89	547050	78,595.89	At Maturity	
4-Nov-26	2,500,000.00	5.4500%	Summerland Bank	NR	2,500,000.00	29-Apr-26	2,512,318.49	547346	12,318.49	At Maturity	
11-Nov-26	2,000,000.00	5.2700%	National Australia Bank	AA-	2,000,000.00	6-May-26	2,007,507.95	547374	7,507.95	At Maturity	

Lismore City Council
Investment Holdings Report - May 2026



Maturity Date	Face Value (\$)	Current Rate (%)	Institution	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Interest Date	Reference
25-Nov-26	5,000,000.00	5.3300%	National Australia Bank	AA-	5,000,000.00	29-Apr-26	5,024,094.52	547345	24,094.52	At Maturity	
24-Feb-27	2,000,000.00	4.9200%	Westpac Group	AA-	2,000,000.00	25-Feb-26	2,025,880.55	547160	25,880.55	Semi Annually	
	95,500,000.00	4.7921%			95,500,000.00		96,853,084.54		1,353,084.54		

Floating Rate Notes

Maturity Date	Face Value (\$)	Current Rate (%)	Security Name	Credit Rating	Purchase Price (\$)	Purchase Date	Current Value (\$)	Deal No.	Accrued Interest (\$)	Next Coupon Date	Reference
9-Apr-29	1,500,000.00	5.4743%	MYS Snr FRN (Apr29) BBSW+ 1.15%	Baa2	1,500,000.00	9-Apr-26	1,512,832.48	547270	11,923.48	9-Jul-26	
	1,500,000.00	5.4743%			1,500,000.00		1,512,832.48		11,923.48		



Lismore City Council
Accrued Interest Report - May 2026



Investment	Deal No.	Comments	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days	Interest Accrued (\$)	Yield (% pa)
Cash									
Commonwealth Bank of Australia	543330					90,485.20	0	52,113.33	4.45%
AMP Bank	545721					28.04	0	29.03	2.25%
						90,513.24		52,142.36	4.45%
Floating Rate Note									
MYS Snr FRN (Apr29) BBSW+ 1.15%	547270		1,500,000.00	9-Apr-26	9-Apr-29	0.00	31	6,974.11	5.47%
						0.00		6,974.11	5.47%
Term Deposits									
Bank of Queensland	546788		2,000,000.00	4-Nov-25	6-May-26	42,616.44	5	1,164.39	4.25%
Commonwealth Bank of Australia	546962		5,000,000.00	23-Dec-25	27-May-26	91,726.03	26	15,386.30	4.32%
Bank of Queensland	546909		10,000,000.00	3-Dec-25	3-Jun-26	0.00	31	37,369.86	4.40%
National Australia Bank	546929		5,000,000.00	10-Dec-25	10-Jun-26	0.00	31	18,472.60	4.35%
Suncorp Bank	546940		7,000,000.00	16-Dec-25	17-Jun-26	0.00	31	26,753.43	4.50%
Suncorp Bank	546961		5,000,000.00	23-Dec-25	24-Jun-26	0.00	31	19,321.92	4.55%
National Australia Bank	547008		4,000,000.00	7-Jan-26	8-Jul-26	0.00	31	15,185.76	4.47%
Bank of Queensland	547034		4,000,000.00	14-Jan-26	15-Jul-26	0.00	31	15,287.67	4.50%
National Australia Bank	547111		5,000,000.00	11-Feb-26	12-Aug-26	0.00	31	19,619.18	4.62%
Bank of Queensland	547113		4,000,000.00	11-Feb-26	19-Aug-26	0.00	31	16,136.98	4.75%
Commonwealth Bank of Australia	547118		1,000,000.00	11-Feb-26	19-Aug-26	0.00	31	3,923.84	4.62%
Suncorp Bank	547184		5,000,000.00	4-Mar-26	2-Sep-26	0.00	31	20,595.89	4.85%
Commonwealth Bank of Australia	547116		5,000,000.00	11-Feb-26	9-Sep-26	0.00	31	19,746.57	4.65%
Summerland Bank	547200		2,000,000.00	10-Mar-26	9-Sep-26	0.00	31	8,493.15	5.00%
Suncorp Bank	547266		5,000,000.00	30-Mar-26	30-Sep-26	0.00	31	22,506.85	5.30%
National Australia Bank	547278		5,000,000.00	1-Apr-26	30-Sep-26	0.00	31	22,379.46	5.27%
National Australia Bank	547009		3,000,000.00	7-Jan-26	7-Oct-26	0.00	31	11,593.15	4.55%
National Australia Bank	547288		5,000,000.00	8-Apr-26	7-Oct-26	0.00	31	22,336.99	5.26%
National Australia Bank	547300		3,000,000.00	15-Apr-26	14-Oct-26	0.00	31	13,325.75	5.23%



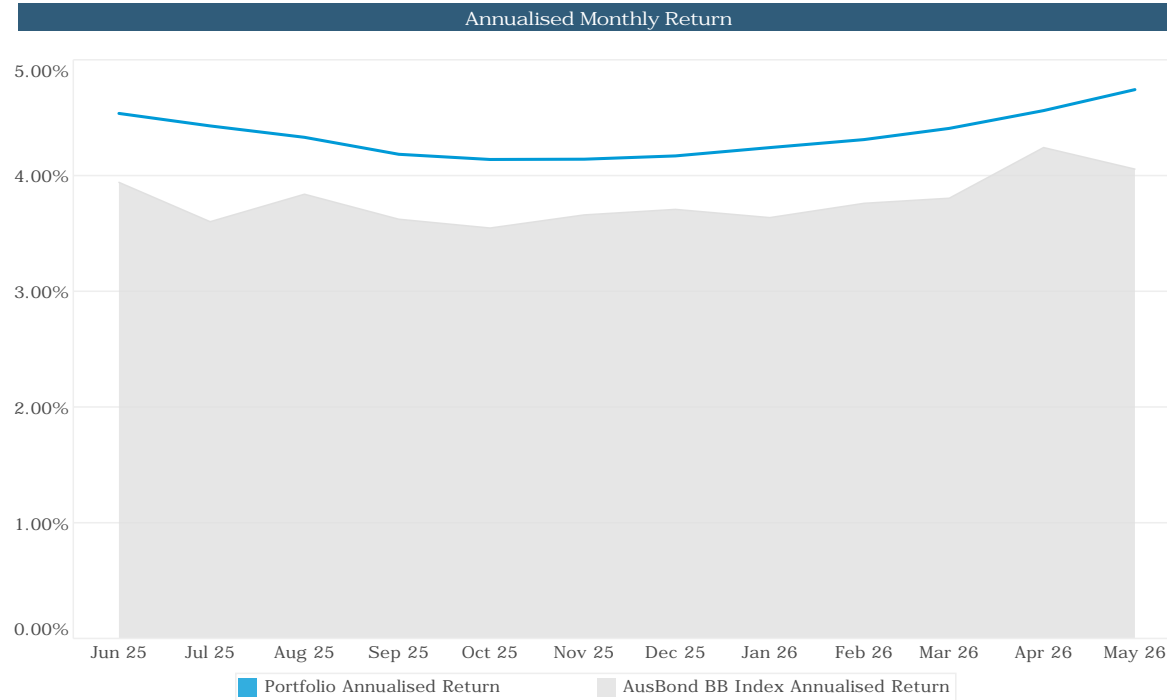
Lismore City Council
Accrued Interest Report - May 2026



Investment	Deal No.	Comments	Face Value (\$)	Settlement Date	Maturity Date	Interest Received (\$)	Days	Interest Accrued (\$)	Yield (% pa)
Summerland Bank	547316		1,000,000.00	23-Apr-26	21-Oct-26	0.00	31	4,628.77	5.45%
Bank of Queensland	547050		5,000,000.00	27-Jan-26	28-Oct-26	0.00	31	19,491.78	4.59%
Summerland Bank	547346		2,500,000.00	29-Apr-26	4-Nov-26	0.00	31	11,571.91	5.45%
National Australia Bank	547374		2,000,000.00	6-May-26	11-Nov-26	0.00	26	7,507.95	5.27%
National Australia Bank	547345		5,000,000.00	29-Apr-26	25-Nov-26	0.00	31	22,634.25	5.33%
Westpac Group	547160		2,000,000.00	25-Feb-26	24-Feb-27	0.00	31	8,357.26	4.92%
Grand Totals						134,342.47		403,791.66	4.77%
						224,855.71		462,908.13	4.74%



Lismore City Council
Investment Performance Report - May 2026



Historical Performance Summary (% pa)			
	Portfolio	Annualised BB Index	Outperformance
May 2026	4.74%	4.06%	0.68%
Last 3 months	4.57%	4.03%	0.54%
Last 6 months	4.41%	3.87%	0.54%
Financial Year to Date	4.33%	3.77%	0.56%
Last 12 months	4.35%	3.78%	0.57%



Lismore City Council Environmental Commitments Report - May 2026

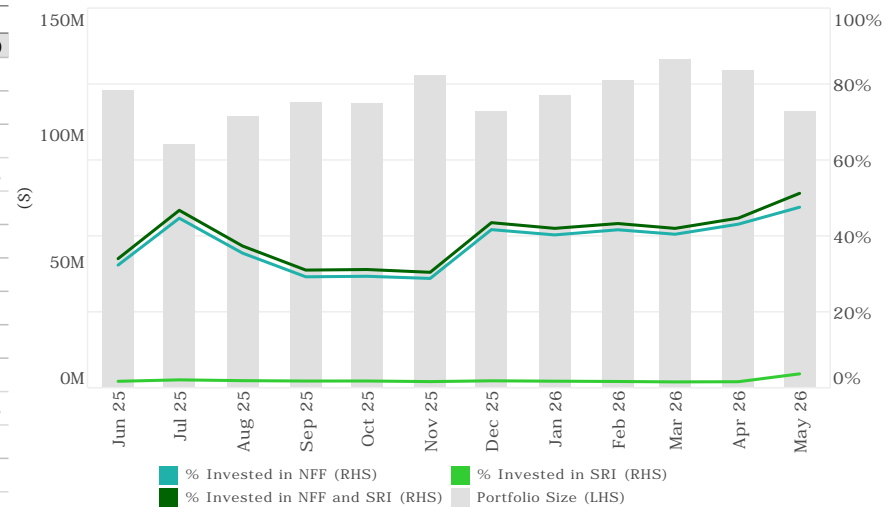


Current Breakdown

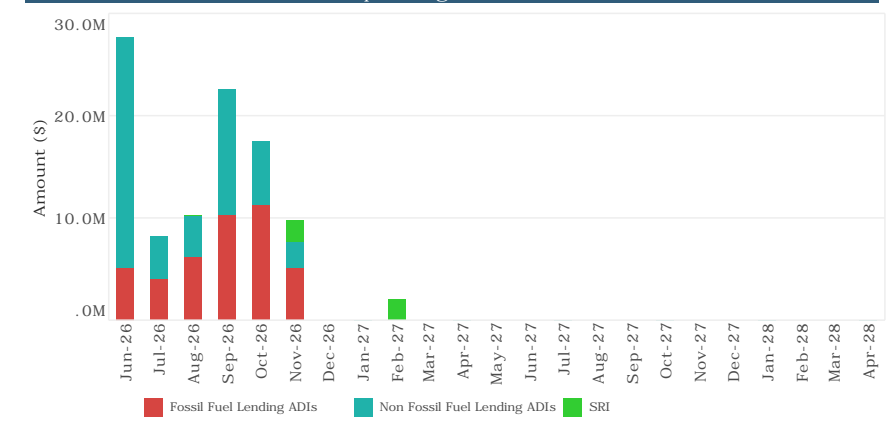
ADI Lending Status *	Current Month (\$)	Previous Month (\$)
Fossil Fuel Lending ADIs		
Commonwealth Bank of Australia	18,378,650	34,378,650
National Australia Bank	35,000,000	35,000,000
	53,378,650 49%	69,378,650 55%
Non Fossil Fuel Lending ADIs		
AMP Bank	15,192	15,164
Bank of Queensland	23,000,000	25,000,000
MyState Bank	1,500,000	1,500,000
Summerland Bank	5,500,000	5,500,000
Suncorp Bank	22,000,000	22,000,000
	52,015,192 48%	54,015,164 43%
Socially Responsible Investment		
Westpac Group (Green TD)	4,000,000	2,000,000
	4,000,000 4%	2,000,000 2%
	109,393,842	125,393,814

* source: Marketforces & APRA
Percentages may not add up to 100% due to rounding

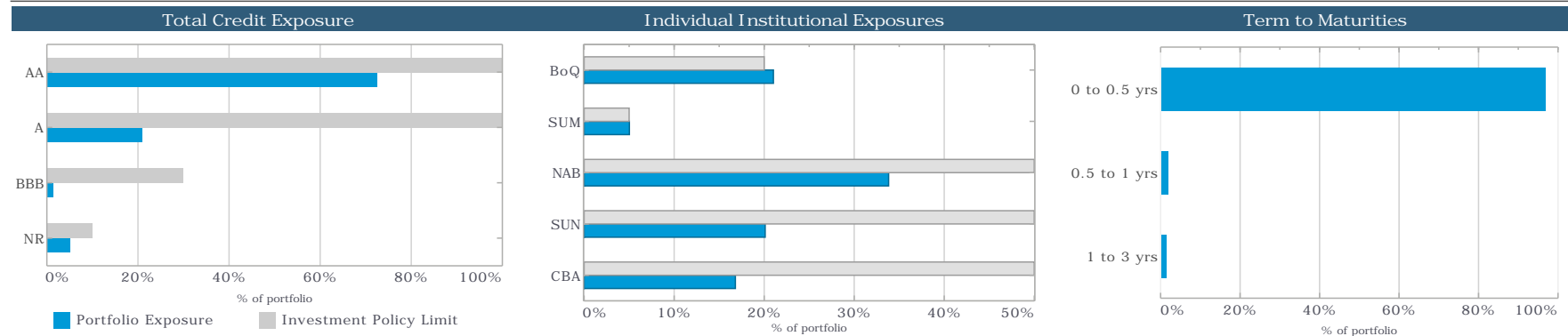
Historical Portfolio Exposure to NFF Lending ADIs and SRIs



Upcoming Maturities



Lismore City Council
Investment Policy Compliance Report - May 2026



Credit Rating Group	Face Value (\$)	% of Portfolio	Policy Max	Compliance
AA	79,378,650	73%	100%	a
A	23,000,000	21%	100%	a
BBB	1,515,192	1%	30%	a
NR	5,500,000	5%	10%	a
Total		109,393,842		

Institution	% of Portfolio	Investment Policy Limit	Compliance
Bank of Queensland (A-)	21%	20%	r
Summerland Bank (NR)	5%	5%	r
National Australia Bank (AA-)	34%	50%	a
Suncorp Bank (AA-)	20%	50%	a
Commonwealth Bank of Australia (AA-)	17%	50%	a
MyState Bank (Baa2)	1%	5%	a
Westpac Group (AA-)	2%	50%	a

Term	Face Value (\$)	% of Portfolio
Between 0 and 0.5 years	105,893,842	97%
Between 0.5 and 1 years	2,000,000	2%
Between 1 and 3 years	1,500,000	1%
Total	109,393,842	

Specific Sub Limits	Face Value (\$)	% of Portfolio	Policy Max	Compliance
A-	23,000,000	21%	40%	a
BBB	1,500,000	1%	10%	a
BBB+	15,192	0%	30%	a

a = compliant
r = non-compliant

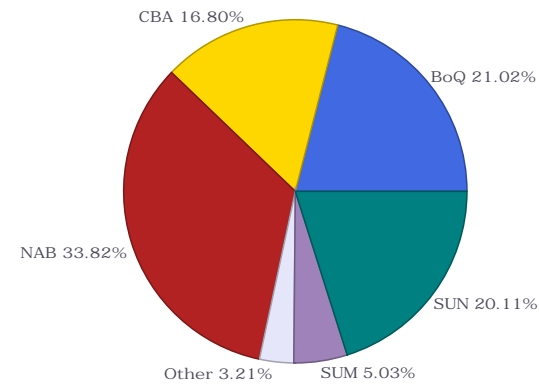
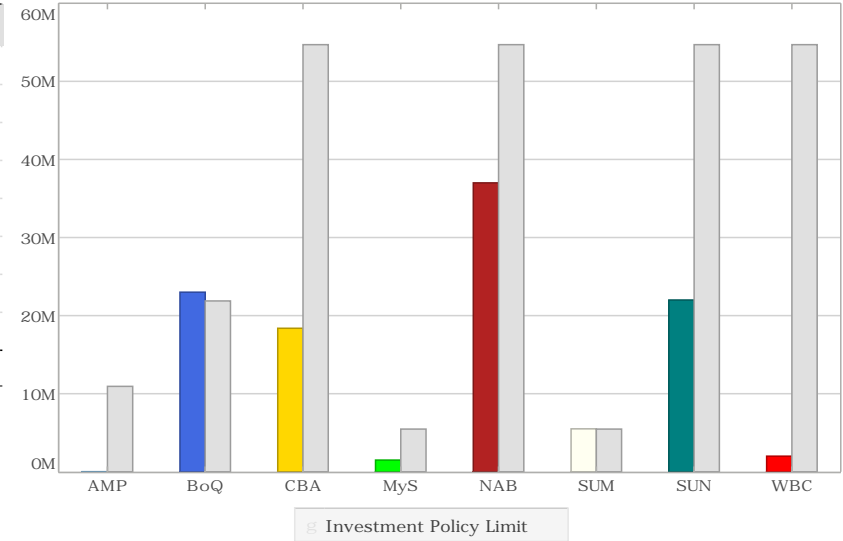


Lismore City Council Individual Institutional Exposures Report - May 2026



Individual Institutional Exposures Individual Institutional Exposure Charts

	Current Exposures		Policy Limit		Capacity
AMP Bank (BBB+)	15,192	0%	10,939,384	10%	10,924,192
Bank of Queensland (A-)	23,000,000	21%	21,878,768	20%	-1,121,232
Commonwealth Bank of Australia (AA-)	18,378,650	17%	54,696,921	50%	36,318,271
MyState Bank (Baa2)	1,500,000	1%	5,469,692	5%	3,969,692
National Australia Bank (AA-)	37,000,000	34%	54,696,921	50%	17,696,921
Summerland Bank (NR)	5,500,000	5%	5,469,692	5%	-30,308
Suncorp Bank (AA-)	22,000,000	20%	54,696,921	50%	32,696,921
Westpac Group (AA-)	2,000,000	2%	54,696,921	50%	52,696,921
	109,393,842				



Lismore City Council
Cashflows Report - May 2026



Actual Cashflows for May 2026

Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount
6-May-26	546788	Bank of Queensland	Term Deposit	Maturity: Face Value	2,000,000.00
		Bank of Queensland	Term Deposit	Maturity: Interest Received/Paid	42,616.44
		<u>Deal Total</u>			
6-May-26	547374	National Australia Bank	Term Deposit	Settlement: Face Value	-2,000,000.00
				<u>Deal Total</u>	
Day Total					42,616.44
27-May-26	546962	Commonwealth Bank of Australia	Term Deposit	Maturity: Face Value	5,000,000.00
		Commonwealth Bank of Australia	Term Deposit	Maturity: Interest Received/Paid	91,726.03
		<u>Deal Total</u>			
Day Total					5,091,726.03
Total for Month					5,134,342.47

Forecast Cashflows for June 2026

Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount
3-Jun-26	546909	Bank of Queensland	Term Deposit	Maturity: Face Value	10,000,000.00
		Bank of Queensland	Term Deposit	Maturity: Interest Received/Paid	219,397.26
		<u>Deal Total</u>			
Day Total					10,219,397.26
10-Jun-26	546929	National Australia Bank	Term Deposit	Maturity: Face Value	5,000,000.00
		National Australia Bank	Term Deposit	Maturity: Interest Received/Paid	108,452.05
		<u>Deal Total</u>			
Day Total					5,108,452.05
17-Jun-26	546940	Suncorp Bank	Term Deposit	Maturity: Face Value	7,000,000.00
		Suncorp Bank	Term Deposit	Maturity: Interest Received/Paid	157,931.51
		<u>Deal Total</u>			
Day Total					7,157,931.51



Lismore City Council
Cashflows Report - May 2026



Date	Deal No.	Cashflow Counterparty	Asset Type	Cashflow Description	Amount
24-Jun-26	546961	Suncorp Bank	Term Deposit	Maturity: Face Value	5,000,000.00
		Suncorp Bank	Term Deposit	Maturity: Interest Received/Paid	114,061.64
				<u>Deal Total</u>	<u>5,114,061.64</u>
				Day Total	5,114,061.64
				<u>Total for Month</u>	<u>27,599,842.47</u>



