



AGENDA

Extraordinary Meeting of Council

5 September 2022

**EXTRAORDINARY MEETING OF COUNCIL
TO BE HELD IN THE COUNCIL CHAMBERS, MORUYA**

ON MONDAY 5 SEPTEMBER 2022

COMMENCING AT 10:00AM

AGENDA

(Proceedings of this meeting will be recorded as per Eurobodalla Shire Council's Code of Meeting Practice)

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| 1. WELCOME | |
| 2. ACKNOWLEDGEMENT OF COUNTRY | |
| 3. APOLOGIES | |
| 4. PRESENTATIONS | |
| 5. DECLARATIONS OF INTEREST OF MATTERS ON THE AGENDA (Declarations also to be made prior to discussions on each item) | |
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**DR CATHERINE DALE
GENERAL MANAGER**

MR22/014 CODE OF MEETING PRACTICE

File Ref: S002-T00020

Attachments: Nil

EXECUTIVE SUMMARY

The purpose of this report is to include in the agenda a report recommending adoption of the Code of Meeting Practice. The report on the Adoption of the Code of Meeting Practice has been brought forward as a matter of urgency so that councillors who are unable to attend the Extraordinary Council meeting scheduled for 5 September 2022 in person, can attend by audio-visual link and vote on the appointment of the General Manager.

RECOMMENDATION

THAT a report to adopt the Code of Meeting Practice be added to this agenda as a matter of urgency so councillors who are unable to attend the Extraordinary Council meeting of 5 September 2022, can attend by audio-visual link and vote on the appointment of the General Manager.

REPORT

The Office of Local Government (OLG) released a Circular (21-35) on 29 October 2021 outlining the requirement for council to adopt a new Code of Meeting Practice to allow councillors to continue to attend council meetings via audio-visual:

The repeal date for section 237 of the Regulation which exempts councils from the requirement under clause 5.2 of the previous iteration of the Model Meeting Code for councillors to be personally present at meetings in order to participate in them has been extended to 30 June 2022. This is to allow councils additional time to exhibit and adopt new codes of meeting practice containing provisions allowing attendance by audio-visual link at meetings. If councils have not adopted a new meeting code that allows councillors to attend meetings by audio-visual link, they will not be permitted to do so after that date.

A report will be presented to this extraordinary council meeting to adopt the revised Code of Meeting Practice.

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Responsible Officer: Dr Catherine Dale - General Manager

Attachments: 1. Under Separate Cover - Code of Meeting Practice
2. Under Separate Cover - Appendix A - Submissions, responses and workshop outcomes

Outcome: 5 Our engaged community with progressive leadership

Focus Area: 5.2 Proactive, responsive and strategic leadership

Delivery Program Link: 5.2.2 Implement effective governance and long-term planning

Operational Plan Link: 5.2.2.1 Assist the Council in meeting its statutory obligations and roles

EXECUTIVE SUMMARY

The purpose of this report is to present the Code of Meeting Practice for Council's consideration.

Following extensive consultation, the Office of Local Government (OLG) published a new Model Code of Meeting Practice for Local Councils in NSW. The new Model Meeting Code contains provisions that allow councils to permit individual councillors to attend meetings by audio-visual link and to hold meetings by audio-visual link in the event of natural disasters or public health emergencies. The provisions governing attendance at meetings by audio-visual link are non-mandatory.

Councillors undertook a workshop in early February 2022 and reviewed all non-mandatory provisions as determined by the OLG. Staff collated feedback from this session, reviewed Council's current Code of Meeting Practice against the OLG Model Meeting Code to ensure that the practice notes and clauses from its current Code did not contain provisions that are inconsistent with the mandatory provisions of the Model Meeting Code and made grammatical and consequential number changes.

A community survey on certain aspects of the Code was developed to ascertain from the community their views about participation in Council meetings and in particular, when meetings should be held, and if Public Forum and Public Access should be live-streamed. The results of the survey were included in the draft Code of Meeting Practice.

At its meeting on 10 May 2022, Council placed the draft Code of Meeting Practice for public exhibition for a period of 42 days. During this period, five submissions were received from members of the community. Councillors invited all submitters to participate in a workshop on 30 August 2022.

The draft Code of Meeting Practice has a number of elements for consideration:

- **Mandatory provisions.** These provisions are mandatory and cannot be lessened or contradicted.
- **Non-mandatory provisions.** These cover areas of meeting practice that are common to most councils but where there may be a need for some variation in practice between

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councils based on local circumstances. The non-mandatory provisions also operate to set a benchmark based on what OLG sees as best practice for the relevant area of practice.

- Supplementary provisions. These are provisions and Practice Notes that have been adopted in Council's previous Codes of Meeting Practice and are intended to enhance the understanding of relevant provisions.
- Numerical changes to Council's 2019 Code of Meeting Practice as a result of new clauses.
- Workshop outcomes. On Wednesday 30 August 2022 the Councillors held a workshop with the community members that made submissions during the exhibition period of the draft Code. The outcomes from the workshop are highlighted in the attachment Appendix A.

During the review of this Code, staff revised Council's current Code of Meeting Practice against the OLG Model Meeting Code to ascertain which practice notes and clauses from its current Code was recommended to be included into the draft Code. The Code has been developed to ensure that it does not contain provisions that are inconsistent with the mandatory provisions of the Model Meeting Code.

During the exhibition of the draft Code, submissions were received regarding clauses under the following sections Meeting Principles, Timing of Ordinary meetings, Notice to the public of Council meetings, Notice to Councillors of Ordinary Council meetings, Notice to Councillors of Extraordinary (Emergency), Giving notice of business to be considered at council meetings, Questions with notice, Agenda and business papers of Ordinary meetings, Pre-meeting briefing sessions, Public Forums, Public Access, Attendance by councillors at meetings, Attendance by councillors at meetings by audio-visual link, Webcasting of meetings, Mayoral minute, Voting at council meetings, Matters to be considered when closing meetings to the public, Representation by members of the public, Amendment to motion to adjourn meeting, Access to correspondence and reports laid on the table at or submitted to a meeting, Notice of committee meetings and Irregularities. These are discussed in further detail in the report. In addition, staff's response to each submission is attached in Appendix A.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code within 12 months of the local government elections. A council's adopted meeting code must not contain provisions that are inconsistent with the mandatory provisions.

RECOMMENDATION

THAT Council adopt the Code of Meeting Practice as attached to report GMR22/087.

BACKGROUND

Council's current Code of Meeting Practice was adopted in June 2019. This document was based on the Model Code of Meeting Practice and written to reflect the Office of Local

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Government's statement that '*a number of councils' codes of meeting practice appear to lose sight of the fact that the primary purpose of meetings is to make decisions and contained practices that are not consistent with the efficient conduct of meetings or effective and informed decision-making*'. (OLG FAQ attached to Circular 18-45).

Following extensive consultation, the new Model Code of Meeting Practice for Local Councils in NSW (Model Meeting Code) was finalised in 2021.

The new Model Meeting Code has been published in the Government Gazette and was prescribed under the Local Government (General) Regulation 2021 (the Regulation) in November 2021.

The repeal date for section 237 of the Regulations that exempt councils from the requirement under clause 5.2 of the previous iteration of the Model Meeting Code, for councillors to be personally present at meetings in order to participate in them was extended to 30 June 2022. Council is required to adopt a new code of meeting practice if it wishes to allow attendance by audio-visual link at meetings.

The 2021 version of the Model Meeting Code contains new provisions that allow councils to permit individual councillors to attend meetings by audio-visual link and to hold meetings by audio-visual link in the event of natural disasters or public health emergencies. The provisions governing attendance at meetings by audio-visual link are non-mandatory. Councils can choose not to adopt them or to adapt them to meet their own needs.

An amendment has also been made to the Model Meeting Code implementing recommendation 6 in Independent Commission Against Corruption's (ICAC) report in relation to its investigation of the former Canterbury City Council (Operation Dasha). ICAC recommended that the Model Meeting Code be amended to require that council business papers include a reminder to councillors of their oath or affirmation of office, and their conflict-of-interest disclosure obligations.

At its meeting on 10 May 2022, Council placed the draft Code of Meeting Practice for public exhibition for a period of 42 days. During this period, five submissions were received from members of the community. Councillors invited all submitters to participate in a workshop on 30 August 2022 to discuss their submissions.

CONSIDERATIONS

OLG has stated that '*the Model Meeting Code has been designed to achieve a range of outcomes, including:*

- *promoting, as the principal object of meetings, the making of decisions by the governing bodies of councils that are in the best interests of the council and the community as a whole*
- *promoting more accessible, orderly, effective and efficient meetings and to provide councils with the tools to achieve these outcomes*
- *prescribing principles to inform the way in which meetings are conducted and to prescribe meeting rules that are consistent with these principles*

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- *codifying areas of common practice across councils in a way that is clear, efficient, leads to better informed and more effective decision making and that is consistent with the requirements of the LGA*
- *promoting greater consistency between councils across the State in key areas of meetings practice without losing the ability to allow some variation in practice to meet local needs or expectations*
- *allowing greater flexibility in the conduct of meetings to accommodate a range of potential scenarios that were not addressed by the previous prescribed meeting rules*
- *simplifying the language used to make the prescribed meeting rules more accessible and easier to understand*
- *modernising the rules to accommodate current and emerging technologies (e.g. electronic notice, electronic voting systems and webcasting).'*

(OLG FAQ attached to Circular 18-45)

The draft Code of Meeting Practice included all mandatory provisions from the 2021 Model Code of Meeting Practice (black), non-mandatory provisions which councils could consider including their draft Code (red), non-mandatory provisions Council adopted from the 2018 Modal Code of Meeting Practice (purple) and Council's previously adopted provisions (blue).

The mandatory provisions must be included in the Code and cannot be lessened or contradicted. OLG states that *'the non-mandatory provisions cover areas of practice that are common to most councils but where there may be a need for some variation in practice between councils. These are designed to set a benchmark for what OLG considers to be best practice for these areas of practice.'* (OLG FAQ attached to Circular 18-45).

Given that the non-mandatory provisions are OLG best practice benchmarks, careful consideration on the removal of, or alteration to such provisions has occurred.

Submissions

During the exhibition of the draft Code five submissions were received from community members. The Councillors received a copy of all submissions and held a workshop on Tuesday 30 August 2022, with the submitters to discuss their issues. The submissions covered the following sections of the draft Code: Meeting Principles, Timing of Ordinary meetings, Notice to the public of Council meetings, Notice to Councillors of Ordinary Council meetings, Notice to Councillors of Extraordinary (Emergency), Giving notice of business to be considered at council meetings, Questions with notice, Agenda and business papers of Ordinary meetings, Pre-meeting briefing sessions, Public Forums, Public Access, Attendance by Councillors at meetings, Attendance by councillors at meetings by audio-visual link, Webcasting of meetings, Mayoral minute, Voting at council meetings, Matters to be considered when closing meetings to the public, Representation by members of the public, Amendment to motion to adjourn meeting, Access to correspondence and reports laid on the table at or submitted to a meeting, Notice of

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committee meetings and Irregularities. The submissions, staff's response and the workshop outcomes are attached in Appendix A.

Key Changes as a result of submissions:

The table below highlights the changes (**bold**) made to the draft Code of Meeting Practice as a result of the submissions and workshop held on 30 August 2022.

| Clause | Amended to read: |
|--------------------|--|
| 1.1 | <p>Council and committee meetings should be:</p> <p>Transparent: Decisions are made in a way that is open and accountable.</p> <p>Informed: Decisions are made based on comprehensive, relevant, quality information.</p> <p>Inclusive: Decisions respect the diverse needs and interests of the local community.</p> <p>Principled: Decisions are informed by the principles prescribed under Chapter 3 of the Act.</p> <p>Trusted: The community has confidence that Councillors and staff act ethically and make decisions in the interests of the whole community.</p> <p>Respectful: Councillors, staff and meeting attendees treat each other with respect.</p> <p>Effective: Meetings are well organised, effectively run and skillfully chaired.</p> <p>Orderly: Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.</p> |
| 2.6 | <p>For the purposes of clause 2.5, notice of a meeting of the Council and of a committee of Council is to be published before the meeting takes place. The notice will be published on the Council's website, social media channels and in the Customer Service Centre foyer, 89 Vulcan Street, Moruya and the Batemans Bay and Narooma libraries.</p> |
| 2.11 | <p>Business papers for Ordinary Council meetings will be endeavored to be distributed to Councillors by the Wednesday, but at least three (3) days, prior to the meeting day.</p> |
| 2.14 | <p>With the exception of extraordinary meetings, additional meetings of Council convened by resolution of Council are subject to five (5) days' notice and must be advertised in accordance with Clause 2.6 of this Code of Meeting Practice.</p> |
| 2.14 Practice 2 | <p>2. Copies of the agenda and business paper will also be available at Batemans Bay and Narooma libraries and in the public gallery prior to the meeting.</p> |
| 2.17 | <p>Notice of extraordinary meeting of Council will be published according to the requirements set out in clause 2.6.</p> |
| 2.23 | <p>Removed.</p> |

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| 2.28 | <p>Move to Practice note</p> <p>Questions should not contain:</p> <p>(a) statements of facts or names of persons unless they are strictly necessary to render the question intelligible and can be authenticated;</p> <p>(b) argumentative language;</p> <p>(c) inference;</p> <p>(d) imputation.</p> |
| 2.29 | Removed. |
| 2.35 | Removed. |
| 2.41 Practice 5 | Removed. |
| 3.0 | <p>PART 3 - PUBLIC FORUMS AND PUBLIC ACCESS</p> <p>And include a subheading: Public Forums</p> |
| 3.2 | Public forum will held via audio-visual link, webcast and archived. |
| 3.4 | To speak at a public forum, a person must first make an application to the Council in the approved format . Applications to speak at the public forum must be received by Council, Executive Support (02 4474 1358 or council.meetings@esc.nsw.gov.au), no later than 12.00noon of the business day prior to the meeting, and must identify the item of business on the agenda of the Council meeting the person wishes to speak on, and may state whether they wish to speak 'for' or 'against' the item. |
| 3.8 | The General Manager or their delegate, in consultation with the Mayor , may refuse an application to speak at a public forum. The General Manager or their delegate must give reasons in writing, by 5.00pm the business day prior to the meeting, for a decision to refuse an application on grounds of potential defamation and otherwise unlawful. |
| 3.15 | A Councillor (including the Chairperson) may, through the Chairperson, ask questions of a speaker or make relevant and appropriate comments to a speaker following their address at a public forum. Questions put to a speaker must be direct and succinct . |
| 3.16 | Speakers are under no obligation to answer a question put under clause 3.15. Answers by the speaker, to each question are to be direct and succinct . |
| 3.21 | Where a speaker engages in conduct of the type referred to in clause 3.18, the General Manager or their delegate in consultation with the Mayor , may refuse further applications from that person to speak at public forums for such a period as the General Manager or their delegate in consultation with the Mayor considers appropriate. This refusal must be provided in writing. |

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| 3.23 | In the unusual circumstance that Council is proposing a significant issue, a dedicated Public Forum session can be facilitated, should the need arise. The date and time of such a session will be at the determination of the General Manager in consultation with the Mayor. |
| 3.27 | Removed. |
| 3.30 | To speak at a public access, a person must first make an application to the Council in the approved format . Applications to speak at the public access must be received by Council, Executive Support (02 4474 1358 or council.meetings@esc.nsw.gov.au), no later than 12.00 noon of the business day prior to the public access session, and may identify the issue they wish to raise with Councillors. |
| 4.40 | The recording of the 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. A recording of each meeting of the Council and committee of the Council is to be retained on the Council's website for as long as technically possible , and then destroyed. Note: This surpasses the requirements of State Records Act 1998 'General Retention and Disposal Authority: Local Government Records GA39 (13.6.2) which are; 'to retain until minutes of meeting have been confirmed, then destroy'. Full written transcriptions of proceedings are not available . Recordings are not to be used except in accordance with this Code. |
| 9.10 | Removed. |
| 14.25 | Councillors, Council staff and members of the public must ensure that electronic devices are turned to silent during meetings of the Council and committees of the Council. |
| 21.1 | A person must not disclose confidential information obtained in connection with the administration or execution of the Act unless that disclosure is made: (a) with the consent of the person from whom the information was obtained, or (b) in connection with the administration or execution of the Act, or (c) for the purposes of any legal proceedings arising out of the Act or of any report of any such proceedings, or (d) in accordance with a requirement imposed under the Ombudsman Act 1974 or the Government Information (Public Access) Act 2009, or (e) with other lawful excuse. |
| Appendix G | The Public Forum for presentations by community members on agenda items will be held for one hour prior to the Council meeting. This will commence at 10.30am . |

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| P 53 | The next general local government election is expected to be held in September 2024 . |
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Additional changes

Changes made to the draft Code as a result of duplication and number changes due to removing clauses are listed below:

| Clause | Changes: | Reasons |
|---|--|--|
| 2.16 | Removed. | Breaches section 367(2) of the Local Government Act 1993 and clause 3.9 of the Model Code of Meeting Practice. |
| 2.27 | Removed. | Covered in clause 8.3 of draft Code. |
| 2.30 | Removed. | Included in the practice note |
| 2.32 | Removed. | |
| 2.33 | Removed. | Duplicate of clause 2.20 of draft Code. |
| 2.34 | Removed. | |
| Grammatical and reference numbering changes throughout document | A number of changes occurred through the document as a result of numbering changes due to incorrect numerical order in the draft document. | Minor grammatical corrections and references renumbered to reflect changes in numerical order. |

Legal

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) Regulations 2005* (Regulation). The Code of Meeting Practice includes mandatory clauses that reflect the Act and Regulations. Additional clauses do not contradict the Model Code.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code within 12 months of the local government elections. A council's adopted meeting code must not contain provisions that are inconsistent with the mandatory provisions.

Policy

Once adopted, the Code of Meeting Practice will become Council's policy for the conduct of its meetings.

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Community and Stakeholder Engagement

Council placed its draft Code of Meeting Practice on public exhibition for a period of not less than 42 days commencing on 11 May until 22 June 2022. Copies were available for viewing on Council's website.

During the exhibition period, five submissions were received. A summary of these submissions, with staff response has been provided in Appendix A.

On 27 June 2022, Councillors received the full copy of the submissions for consideration.

On 30 August 2022, Councillor held a workshop with the submitters to discuss their submissions.

CONCLUSION

The Council must adopt a new Code of Meeting Practice that reflects OLG's mandatory provisions of the Model Meeting Code within 12 months of the local government elections.

Council's current Code of Meeting Practice is a comprehensive document. Staff have reviewed the current Code against the mandatory provisions of the Code along with the OLG best practice benchmark for non-mandatory provisions and developed a document that will ensure clear governance processes for Council's decision-making process.

The final document is presented for adoption.

9. DEALING WITH MATTERS IN CLOSED SESSION

In accordance with Section 10A(2) of the *Local Government Act 1993*, Council can exclude members of the public from the meeting and go into Closed Session to consider confidential matters, if those matters involve:

- (a) personnel matters concerning particular individuals; or
- (b) the personal hardship of any resident or ratepayer; or
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business; or
- (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; or
- (f) matters affecting the security of the council, councillors, council staff or council property; or
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege or information concerning the nature and location of a place; or
- (h) an item of Aboriginal significance on community land.

and Council considers that discussion of the material in open session would be contrary to the public interest.

In accordance with Section 10A(4) of the *Local Government Act 1993* the Chairperson will invite members of the public to make verbal representations to the Council on whether the meeting should be closed to consider confidential matters.

RECOMMENDATION

THAT pursuant to Section 10A of the *Local Government Act 1993* the following items on the agenda for the Extraordinary Council meeting be dealt with in Closed Session for the reasons specified below:

MR22/015 Recruitment of General Manger

Item MR22/015 is confidential in accordance with s10(A)(2)(a) of the Local Government Act because it contains personnel matters concerning particular individuals (other than councillors) and discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

MR22/015 RECRUITMENT OF GENERAL MANGER

File Ref: S012-T00025

Attachments: 1. Under Separate Cover - Confidential - Recruitment of General Manager

EXECUTIVE SUMMARY

This item is classified CONFIDENTIAL under the provisions of Section 10A(2)(a) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following:

(a) personnel matters concerning particular individuals (other than Councillors)

This matter relates to the personal information of potential candidates for the position of the General Manager.

RECOMMENDATION

THAT:

1. That Council resolve into Committee of the Whole (in Confidential Session) to consider the above business as listed, together with any confidential and or late reports tabled at the meeting.
2. That the correspondence and reports relevant to the subject business be withheld from access to the press and public in accordance with Section 11(2) of the *Local Government Act 1993*.
3. That Council endorse the shortlisting of three candidates as determined by the interview panel as per the confidential report.
4. Following interviews, the Council accepts the recommendation of the preferred candidate as per the confidential attachment and resolves to appoint them to the position of General Manager subject to the negotiation of a contract.
5. Council delegates to the Mayor to negotiate the contract with the preferred candidate.
6. If those negotiations from recommendations above prove unsuccessful the Council resolves to appoint the next preferred candidate as per the confidential attachment subject to the negotiation of a contract.
7. Council delegates to the Mayor to negotiate the contract with the next preferred candidate if required.
8. The Council resolves to affix the Council seal to the contract in accordance with the *Local Government Act 1993*.

EUROBODALLA SHIRE COUNCIL

ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

A GUIDING CHECKLIST FOR COUNCILLORS, OFFICERS AND COMMUNITY COMMITTEES

ETHICAL DECISION MAKING

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

CONFLICT OF INTEREST

A conflict of interest is a clash between private interest and public duty. There are two types of conflict: Pecuniary – regulated by the *Local Government Act* and Department of Local Government; and Non-Pecuniary – regulated by Codes of Conduct and policy, ICAC, Ombudsman, Department of Local Government (advice only).

THE TEST FOR CONFLICT OF INTEREST

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

IDENTIFYING PROBLEMS

- 1st** Do I have private interests affected by a matter I am officially involved in?
- 2nd** Is my official role one of influence or perceived influence over the matter?
- 3rd** Do my private interests conflict with my official role?

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

AGENCY ADVICE

Officers of the following agencies are available during office hours to discuss the obligations placed on Councillors, Officers and Community Committee members by various pieces of legislation, regulation and Codes.

| CONTACT | PHONE | EMAIL | WEBSITE |
|---|-------------------------------------|-------------------------|---------------------|
| Eurobodalla Shire Council Public Officer | 4474-1000 | council@esc.nsw.gov.au | www.esc.nsw.gov.au |
| ICAC | 8281 5999 | icac@icac.nsw.gov.au | www.icac.nsw.gov.au |
| Office of Local Government | 4428 4100 | olg@olg.nsw.gov.au | www.olg.nsw.gov.au |
| NSW Ombudsman | 8286 1000 Toll Free 1800 451 524 | nswombo@ombo.nsw.gov.au | www.ombo.nsw.gov.au |

Reports to Committee are presented generally by 'exception' - that is, only those items that do not comply with legislation or policy, or are the subject of objection, are discussed in a report.

Reports address areas of business risk to assist decision making. Those areas include legal, policy, environment, asset, economic, strategic and financial.

Reports may also include key planning or assessment phrases such as:

- Setback* Council's planning controls establish preferred standards of setback (eg 7.5m front; 1m side and rear);
- Envelope* taking into account the slope of a lot, defines the width and height of a building with preferred standard of 8.5m high;
- Footprint* the percentage of a lot taken up by a building on a site plan.