

# Community Consultative Bodies Policy

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## **1. Establishment of a Community Consultative Body**

### **1.1 Introduction**

The Shoalhaven is recognised as one of the most beautiful, yet sensitive areas in the state. Consequently, Council and the community are faced with the challenging responsibility of accommodating an acceptable and sustainable level of growth, whilst protecting the inherent natural qualities of our area. This involves sound decision making.

Shoalhaven City Council recognises that our region's towns and villages are diverse and is committed to consulting with these communities.

Council's Community Engagement Policy acknowledges that all members of the community have a right and responsibility to participate in their community's future. This policy provides a framework for community groups to ensure their communities can participate in decisions that affect them and to enhance the relationship with Council.

Community consultation is an important component of responsible decision-making. One means by which Council is committed to consulting with the community is by a two-way communication process with organisations recognised by Council as Community Consultative Bodies (CCBs).

### **1.2 Definition**

CCBs are resident groups recognised by Council as a representative group for a given area for the following purposes:

- a) Is within identified geographic boundaries covering an area with a common interest (i.e. a community of interest).
- b) Has the general support and confidence of the local community to:
  - i) Obtain, on behalf of the local community, information on local government issues.
  - ii) Disseminate relevant information to residents and ratepayers within the CCB area.
  - iii) Facilitate discussion on, and communicate to Council, the collective views of the community on a range of matters including policy development, land re-zoning, subdivisions, development applications, and the works and services needs of the area.
  - iv) Encourage the involvement of residents and ratepayers in Council's decision-making process.
- c) Seeks to represent the residents and ratepayers within the CCB area.
- d) Complies with the adopted 'Community Consultative Bodies Policy'.
- e) Is formally recognised by Council as a CCB.

### **1.3 Boundaries**

An organisation wishing to be recognised as a CCB should determine the geographical area it wishes to represent. This area should be outlined on a map.

A CCB area must be of sufficient size to capture the views of a reasonable sized community on a range of local government issues.

A CCB needs to be sufficiently diverse to protect against being ‘taken over’ by a special interest or single-issue group.

#### **1.4 Recommended Conduct for Attendance at CCB Meetings**

Participants are encouraged to:

- a) Come with good intentions and extend goodwill to all participants.
- b) Address the issue, not the person and endeavour to express themselves clearly.
- c) Listen to and respect other’s opinions.

**Note: Council strongly recommends that all CCBS adopt an individual Code of Conduct.**  
See **Attachment A** for a sample Code of Conduct

#### **1.5 One Community Consultative Body in Each Area**

Council will only recognise one organisation as a CCB over any geographic area.

Council and CCB’s are encouraged to have a two-way conversation on local government related matters. CCB’s are encouraged to actively engage with Council’s public documents, consultations, and engagement platforms.

#### **1.6 Roles and Responsibilities**

The Roles and Responsibilities of a CCB include:

- a) To obtain, on behalf of the local community, information on local government issues relevant to the CCB area or the Shoalhaven City Council area.
- b) To disseminate relevant information to residents and ratepayers within the CCB area.
- c) To facilitate discussion on, and communicate to Council, the collective views of the community on a range of matters including, but not limited to, policy development, land re-zoning, subdivisions, development applications, and the works and services needs of the area.
- d) To encourage the involvement of citizens in Council’s decision-making process.

Note: All opinions forwarded by CCBs to Council will be representative of the views of the community. It is therefore important for CCBs to be protected from external influences.

#### **1.7 Council Recognition – Applying to Become a Community Consultative Body**

An organisation applying to be recognised by Council as a CCB should forward a letter of application to Council stating that it will comply with the ‘Community Consultative Bodies Policy’ and enclose a map identifying the proposed CCB area.

The application will first be considered by Council and if supported in principle for consultation purposes, Council staff will then:

- a) Advertise the proposal for public comment.
- b) Consult with any other organisation that is recognised as a CCB within any part of the same geographic area.
- c) Following public comment submit a report to a Council meeting for determination.
- d) Take into consideration any comments received when determining the application.

- e) Inform the applicant of Council's determination.

## **1.8 Recognition of an Existing Organisation**

A CCB is an organisation established for the sole purpose of fulfilling the role of a CCB.

Alternatively, an organisation already actively involved in the local community may be suitable for recognition as a CCB (e.g., a Progress Association, a Residents and Ratepayers Association).

## **2. Council Support**

### **2.1 Provision of Information**

Information Council will provide CCBs can include:

- a) A weekly list of development and subdivision applications currently before Council for determination.
- b) Details of policy documents and corporate planning strategies on which Council is seeking comment.
- c) Land re-zoning proposals.
- d) Council Business Papers and Minutes.
- e) Draft Delivery/Operational Plans.
- f) Council's Annual Report.
- g) Other relevant documents.

Where the CCB seeks further information on a major development proposal, they can nominate a representative person to liaise with a Council Officer (nominated by the Director, City Development) on the matter. Where the development proposal is of a regionally significant or community sensitive nature, arrangements can be made via the Director, City Development's office for member/s of the CCB to meet with the planning assessment staff.

CCB's should foremost encourage individual community members to lodge their own submissions on development applications of interest, to ensure their point of view is adequately captured through any notification process.

CCB's may make a submission on behalf of the community they represent, however, there is no requirement to do so. Where a CCB lodges a submission for a development application, it should be made clear that it is on behalf of all, or a part of the community they represent.

### **2.2 Council CCB Engagement**

Council will maintain two-way communication with CCBs and will meet with CCB representatives as required.

### **2.3 CCB Executive Meetings**

Council will convene a meeting of all CCB Executives (where possible) each year. Topics may include major policies, strategies, the budget, and the operational plan. CCB Executives, or their representatives, may participate in discussions and vote at this meeting.

Where CCBs are provided with the opportunity to provide agenda items, the CEO has the discretion to determine whether those items are consistent with citywide issues and can be included on the agenda.

The Chairperson and Secretary (or their representatives) for each CCB in the area will be invited to these meetings and CCB's may be invited to submit agenda items.

CCBs are required to notify their members in advance of these meetings, seek their views on what matters they think should be raised, and relay back to them the meetings' outcomes.

### 2.4 Financial Assistance

Council will provide financial assistance to help meet the CCB administrative costs and/or hall hire expenses. The amount will be determined in Council's budget process and will be paid each financial year.

When applying for financial assistance, CCBs are asked to provide a copy of their financial statement for the previous 12 months. See **Attachment B** for a sample of a financial statement.

### 2.5 Notice Boards

Council may assist in the provision and maintenance of a community notice board. Assistance will be subject to the availability of funds within Council's budget. Conditions of use of a community notice board include:

- a) CCBs are to advertise their committee meeting agendas prior to a meeting so community members know in advance of items being discussed.
- b) The CCB may allow the display of information by any local non-profit organisation (excluding matters of a political or religious nature, and business or personal notices).
- c) The underlying principle for community notice boards is to disseminate matters of community interest.
- d) Information placed on community notice boards is to provide the community with a balanced view. For example, if there are any contrary views published, both views are to be placed on the notice board, rather than only one point of view.
- e) Council advertisements may be placed on the notice board at the discretion of the CCB.

## 3. Administration – Community Based CCB's

### 3.1 Office Bearers of the Committee

It is mandatory for a CCB to have an elected committee.

CCB office bearers include:

- a) Convenor Chairperson.
- b) Secretary.
- c) Treasurer.
- d) Others as considered appropriate by the CCB.

The democratically elected office bearers must live or own a property, within the CCB area.

If possible, principal office bearers (i.e., Chairperson Convenor, Deputy Convenor) should not be from the same family/household. A CCB must hold an Annual General Meeting (AGM) once per calendar year, preferably in the same month of each year.

It is recommended that a person hold the office of Chairperson for no more than two consecutive years.

It is recommended that a CCB committee have a diverse range of members from their local community, so the committee is a true representation of the community.

This may include diversities in:

- a) Age.
- b) Gender.
- c) Cultural background.
- d) Community involvement.
- e) Specific interests.

Voting for the election of office bearers in an existing organisation and other non-Council related issues may be restricted to financial members of the organisation.

It is mandatory for a CCB to have an elected committee. The committee must be elected by the previous committee, community members, and business operators at the AGM.

Incoming CCB committee members need to familiarise themselves with the CCB Policy and be aware of their responsibilities under them.

To encourage diversity and renewal, the CCB are encouraged to place limits on the length of service of committee members.

### **3.2 Role of the Chairperson and CCB Operations**

The role of the Chairperson of a CCB is to ensure:

- a) A quorum is present before opening the meeting.
- b) All residents, ratepayers, and business operators of the CCB area are made welcome at the meeting and are aware that they can participate in discussion and vote on any Council related matter.
- c) The meeting is chaired impartially.
- d) Control and guidance are exercised during the meeting.
- e) Discussion remains relevant to the issue and is not too prolonged.
- f) The Chairperson may refer to Council's Code of Meeting Practice for guidance on meeting procedure.
- g) Any individual or special interest group does not dominate the meeting by:
  - i) Limiting the time one person speaks on an issue.
  - ii) Ensuring that everyone has an opportunity to speak before anyone speaks for a second time on that issue to allow comments and proposals both in support and opposed to a proposition to be heard.

The CCB will offer its forum for information-sharing, support and collaboration with individuals, business groups, local interest groups, clubs, societies, and community service providers within its geographical area.



As a matter of courtesy and operational efficiency, committee members will inform their fellow members as soon as possible about matters that will affect their availability to carry out their responsibilities, e.g., prolonged absences due to travel or illness.

In such cases, committee members who have custody of CCB records and/or property must notify their fellow committee members and arrange handover of items required for the CCB's operations. The committee will inform members of acting arrangements for office bearer positions.

If disputes or any other problems within the CCB are affecting efficient operations, the Committee will inform members and ask how they wish the problem to be resolved.

### **3.3 Role of the Secretary**

The role of the Secretary of a CCB is to:

- a) Advertise meetings including an agenda outline in a manner suitable to, and after consultation with, the community.
- b) Handle correspondence and have correspondence available at meetings for perusal by members.
- c) Accurately record the minutes of CCB meetings and subcommittee meetings, including a full list of resolutions made at the meeting and provide a copy to Council within one month of the meeting following their adoption.
- d) Be the main contact person for the CCB membership, be responsible for forwarding minutes and for facilitating membership communications.
- e) Advise Council of any change to the mailing address of the CCB or the principal office bearers, along with their phone and email contact information.
- f) Make Minutes of meetings and subcommittee meetings available for inspection by residents, ratepayers and business operators within the CCB area.
- g) Given the high workload of the Secretary's role it may be split, e.g., Correspondence Secretary, Membership Secretary, Minutes Secretary. One must be designated as the CCB's appointed Secretary.

### **3.4 Role of the Executive**

The role of the Executive is as follows:

- a) Communicates decisions adopted at the CCB meeting in accordance with the direction given at the meeting
- b) Determine the items to be included in the agenda for the subsequent CCB meeting.
- c) Represent the functions of the CCB and resolve urgent items that may require a response before the next CCB meeting. The position taken on such items will need to be ratified at the next CCB meeting.

### **3.5 Role of the Treasurer**

The role of the Treasurer is to:

- a) Keep a record of the CCB financial transactions.
- b) Present a financial report to each CCB meeting.

### 3.6 Incorporation

Organisations recognised by Council as CCBs are free to determine for themselves whether to incorporate under the *Associations Incorporations Act*. Council encourages CCBs to inform themselves of both the benefits and obligations that come with incorporation to determine if this is the right choice for them by reviewing the [NSW Fair Trading advice on incorporation](#).

If a CCB has their own constitution it must not conflict with this policy.

### 3.7 Insurance

- a) As independent community groups, CCB's are not covered under Council's Public Liability Insurance Policy.
- b) As independent community groups, CCB's are encouraged to have a Public Liability Insurance Policy in place to an indemnity value of no less than \$20,000,000 to cover its interests and provide a level of protection to members/volunteers.
- c) CCB's are recommended to seek their own independent insurance advice to ensure they have appropriate Public Liability coverage in place. Council is unable to recommend insurance products or give specific insurance advice however can provide the following resources to support CCB's to determine their own insurance requirements:
  - i) [OurCommunity – Insurance Help Sheet](#)
  - ii) [Justice Connect – Managing Insurance and Risk](#)
  - iii) [Local Community Insurance Services](#)
- d) In accordance with Council's Terms & Conditions of Hire/Use for Council facilities, when making use of Council facilities such as community halls for CCB meetings, a community group must hold public liability insurance cover with an approved Australian provider for an amount that is determined to be acceptable by Council for the hire of the venue, usually no less than \$20,000,000.
- e) Community groups are not covered by the Casual Hirer Insurance Policy when utilising Council facilities as this only applies to individuals or groups of individuals who are **not** part of a community group, sporting club, association, or other entity whether incorporated or not.

### 3.8 Membership Subscription

A CCB may conduct fundraising activities to assist with the financial commitments of the CCB. Any resident, ratepayer within the CCB area can participate in discussions and/or voting at a CCB meeting on general Council matters.

## 4. Meetings – Community Based CCB's

### 4.1 Frequency of Meetings

CCBs are encouraged to meet monthly, or at least every second month at a fixed date, time, and venue. Committee meetings of the CCB will be accepted as meeting these criteria providing that:

- a) The meetings are set down for a fixed time, date, and venue.
- b) They meet the needs of the community.
- c) The minutes of the committee meetings are provided to Council.
- d) The minutes of subcommittee meetings are provided to Council.

A special or urgent meeting can be called subject to extensive advertising and with reasonable advance notice.

## **4.2 Meeting Protocols**

It is preferable for meetings to be held at a fixed time and day of the month, for example at 7:00 pm on the second Monday of each month. This makes it easier for people to remember and plan.

A notice about any CCB meeting should be displayed or circulated in a way that will provide each resident and ratepayer reasonable opportunity to know the details of the proposed meeting.

Extra care should be taken to publicise any special or urgent meetings called in addition to the regular meetings.

A notice of a CCB meeting must be displayed on the community notice board in areas where such a facility was provided by Council.

## **4.3 Meeting Venue**

Meetings must be held at a public venue (e.g., public hall, community centre). Meetings must not be held in a private home.

## **4.4 Who Can Attend Meetings**

All residents, ratepayers, business operators, and onsite van owners within the geographical area are entitled to attend CCB meetings without exclusion.

## **4.5 Councillor Attendance**

Councillors are permitted to attend any CCB meeting and take an active part in discussions. However, Councillors do not have voting rights unless they are a resident and ratepayer, in the area covered by the CCB.

## **4.6 Style of Meetings**

CCB meetings should be run as informal as opposed to formal meeting procedures. An informal style of meeting would generally be run as follows:

- a) An issue is raised for discussion
- b) People can speak on:
  - i) Possible solutions.
  - ii) Problem areas.
  - iii) Background information relevant to the issue.
- c) After enough discussion has taken place, a person may suggest a recommendation which reflects the collective opinion of the meeting (the recommendation may draw upon the points discussed).
- d) The recommendation can be put to a vote and recorded in the minutes.
- e) If the recommendation is not supported by a majority of those present at the meeting, it is to be recorded in the minutes as a lost recommendation - another recommendation on the item can then be put to the meeting.

If formal meeting procedures are used, a motion must be introduced before speakers can debate for or against the motion. This formal style of meeting tends to alienate many people who:

- a) Have no experience of formal meeting procedures.
- b) Can see positive aspects in both sides of the arguments being presented and are undecided if there is a 'right' or 'wrong' answer.
- c) Are intimidated by the 'us' and 'them' division that formal motions often create.

#### 4.7 Recording Meeting Attendances

An attendance sheet must be circulated at each meeting to record the names and addresses of those in attendance. The record of attendance must be maintained appropriately by the CCB, and details of this attendance should be forwarded regularly to Council, either as part of the minutes or as a separate submission.

When recording attendance, it should be noted that where fields on the attendance sheet have not been completed then that entry should not be counted in the overall attendance record.

This sheet can be used to check the voting entitlement for those in attendance.

See **Attachment C** for a sample attendance record template.

#### 4.8 Quorum

A quorum is the minimum number of members required to be present at a meeting before any business can be transacted.

A public CCB meeting must have a quorum of not less than seven people and a committee meeting must have a quorum of not less than four people. At an AGM, a CCB may set the quorum at a higher number.

A quorum of only seven members has been set so that a CCB can continue to hold meetings even when there are no major issues to be considered within the CCB area. It is expected, however, that an effective CCB will have an average attendance well in excess of the quorum. If attendance is not considered representative of the wider community, Council may withdraw its recognition of the organisation as a CCB.

#### 4.9 Issues for Discussion

Issues of interest to a CCB could include:

- a) Planning matters, including new building projects in the CCB area.
- b) Council's budget.
- c) Council's Delivery or Operational Plans.
- d) Development proposals.
- e) Traffic and parking issues.
- f) Parks and sports grounds – maintenance and improvements.
- g) Re-zoning proposals.
- h) Policy proposals.
- i) Environmental issues.
- j) Priorities for expenditure.
- k) Maintenance of council assets (e.g., roads, footpaths, boat ramps, etc).
- l) Capital expenditure items within the CCB area.

- m) Waste management.
- n) Other community activities.

This means that almost all matters pertaining to a community's infrastructure, environment and planning, and the amenity and welfare of its citizens, come within a CCB's ambit.

#### 4.10 Minutes

The minutes are the official record of business conducted at the CCB meeting and must record the following:

- a) Name of the Chairperson.
- b) Any recommendations and/or decisions arising from the meeting recorded in full.
- c) Voting on any decisions (i.e., number for and against, or if unanimous).
- d) Provide an accurate summary of the matters discussed.
- e) Provide detailed summaries of any presentations made at the meeting and include materials presented.
- f) Record members views raised on any matter, including opposing views.
- g) Clearly identify any actions to be undertaken prior to the next meeting.

The minutes may also include:

- a) A summary or copy of any reports presented to the meeting.
- b) A preamble to any item of business discussed.
- c) Details of any points raised – either in support or in opposition to the proposal.

See **Attachment D** for a sample of acceptable CCB minutes.

The details of the next meeting must be recorded as the final item before closure of the meeting and include an invitation to submit items for consideration at the next meeting.

The minutes must be distributed widely via surface mail, email, notice boards, websites, media releases or other appropriate means within one week of the meeting. Contact details must also be advised at the time of distribution.

A copy of the minutes of each CCB meeting must be forwarded to Council within one month after the meeting they were confirmed. Some committees may choose to send their minutes prior to their confirmation which is also acceptable. It is important for committees to comply with this requirement to assist Councillors in being up to date with issues within community sectors. The minutes will be used for information purposes only. Requests for action referred to in the minutes may not be acted upon until a letter or email is received by Council on the matter.

#### 4.11 Annual General Meeting

The AGM is the meeting where CCB office bearers are elected. A CCB must hold an AGM once per calendar year preferably in the same month of that year.

Voting for the election of office bearers and other non-Council related issues may be restricted to financial members of the organisation.

## **5. Corresponding with Council**

### **5.1 Meetings Minutes**

A copy of the minutes of each CCB meeting must be forwarded to Council within one month after the meeting they were confirmed. Some committees may choose to send their minutes prior to their confirmation which is also acceptable. It is important for committees to comply with this requirement to assist Councillors in being up to date with local community matters.

The minutes will be used for information purposes only. Requests for action referred to in the minutes may not be acted upon until a letter or e-mail is received by Council on the matter.

### **5.2 Correspondence**

If a CCB wishes Council to act on any specific recommendation or decision adopted at a meeting this should be conveyed to Council in the form of a letter or email and include the following:

- a) The recommendation/decision passed at the meeting.
- b) Comments made for and against the proposal during the meeting (if appropriate).
- c) Details of voting (i.e., number for and against, or if unanimous).

The correspondence should be directed through Council's Customer Service channels using the [council@shoalhaven.nsw.gov.au](mailto:council@shoalhaven.nsw.gov.au) email address or by mail to PO Box 42 Nowra NSW 2541.

It is of assistance to Council if different issues are covered in separate items of correspondence (i.e., one subject one letter and if known quote Council's reference number).

### **5.3 Time Constraints**

A CCB wishing to respond to an issue on which Council is inviting public comment, must respond within the specified time where practicable. Council shall consider time constraints when consulting with CCBs. This is one reason why it is important for CCB meetings to be held regularly, and to maintain an ability to call a special meeting if necessary. Council will acknowledge correspondence from CCBs within 28 days in line with Councils correspondence standards.

### **5.4 Council Decisions**

In considering any issue, Council will take into consideration:

- a) Views expressed by the CCB.
- b) Representations received from other organisations, government agencies, businesses, or individuals.
- c) Relevant legislation.
- d) Council policy.
- e) Competing priorities.
- f) Budget constraints.

The final decision on any issue will be made either by the elected Council, or by staff in accordance with their delegated authority and Council policy.

Having regard for the above, a recommendation made by a CCB may be adopted, modified or rejected in the statutory decision-making process.

## **5.5 Contact Information**

CCBs should inform Council of any change of contact details, as soon as possible, including:

- a) In the principal office bearers (i.e., Chairperson, Secretary or Treasurer).
- b) To the email address for the CCB.
- c) To the mailing address for the CCB.

## **5.6 Electronic Transmission**

Minutes and correspondence should be forwarded electronically to Council's email address [council@shoalhaven.nsw.gov.au](mailto:council@shoalhaven.nsw.gov.au).

## **6. Code of Conduct for a Community Consultative Body**

- a) All eligible residents or ratepayers must be able to participate and vote at a CCB meeting.
- b) Maintain a quorum of at least seven (7) people for three (3) consecutive meetings.
- c) Provide Council with a copy of the minutes of meetings and sub-committee meetings.
- d) Provide Council with up-to-date contact details of the principal office bearers and the mailing address of the organisation.
- e) Hold regular meetings.
- f) Not operate or adopt functions which substantially conflict with a CCB's ability to represent the whole community.

## **7. Cessation of Recognition as a Community Consultative Body**

### **7.1 Criteria for ceasing to be recognised as a CCB**

A CCB may cease to be recognised by Council in the event of:

- a) Council receiving a written request from the CCB.
- b) Failure to comply with Council's CCB Policy, particularly regarding the following:
  - i) The exclusion of any eligible resident or ratepayer from participating and voting at a CCB meeting.
  - ii) Failure to maintain a quorum for three consecutive meetings.
  - iii) Failure to provide Council with a copy of the minutes of meetings.
  - iv) Failure to provide Council with up-to-date contact details of the principal office bearers and the mailing address of the organisation.
  - v) Failure to hold regular meetings.
  - vi) Where a CCB operates or adopts functions which substantially conflict with its ability to represent the whole community.
  - vii) The inability of a CCB to elect office bearers within two months of an annual general meeting.
- c) Council discontinues the CCB program.

### **7.2 Appeal Process Prior to Cessation of a CCB**

If Council considers that a situation has arisen where it has become necessary to cease to recognise a CCB, Council shall undertake the following steps:

- a) Staff will attempt to resolve any non-compliance issues with the executive in the first instance wherever possible.
- b) A report will be presented to Council setting out the reasons to cease to recognise a CCB.
- c) If Council supports the reasons, a letter to the last known contact point will be sent, inviting the CCB to comment as to why Council should not cease to recognise that CCB, allowing a response time of 28 days.
- d) If the CCB does not respond within that period a further letter shall be sent seeking a response within 14 days.
- e) If no response is received within the stipulated time, Council will automatically cease to recognise the CCB.
- f) If a response is received, the matter will be reported to Council setting out the views of the CCB and Council shall determine the appropriate action.



## Attachment A – Sample Code of Conduct

### Community Consultative Body (CCB) - Executive Member

As a condition of engagement, all executive/committee members must agree to adhere to the following code of conduct when accepting a role on the executive as a member or office bearer.

### Acceptable Behaviour

As an executive member of the [Insert Name of Organisation] operating as a Community Consultative Body endorsed by Shoalhaven City Council; I understand that I am expected to adhere to this code of conduct.

I understand that I am expected to:

- a) Attend meetings, at the dates and times set by the committee.
- b) Advise the committee in advance if I am unable to attend meetings.
- c) Contribute to an atmosphere of transparent and constructive participation.
- d) Treat all other members with respect.
- e) Conduct myself in an unbiased and transparent manner.
- f) Facilitate open discussion on matters of concern or interest to the community.
- g) Seek input from the entire community on all proposed submissions of the CCB.
- h) Accurately record and communicate the views of the entire community.
- i) Not exclude any member from participating in the activities of the CCB.
- j) Not speak publicly on behalf of the committee or the CCB.
- k) Not misrepresent the views of other members or executive members.
- l) Disclose to the chairperson any potential or actual conflict of interest relating to matters under discussion.
- h) abide by the directions of the chairperson.

I understand that refusal to adhere to this Code of Conduct may result in my removal from the executive/committee.

### Signed Declaration

As an executive member of the Community Consultative Body, I agree to abide by this code of conduct.

Name:

Address:

Phone:

Email:

Signature:

Date:

## Attachment B - Summary of Income and Expenditure

### LAKESIDE PROGRESS ASSOCIATION SUMMARY OF INCOME AND EXPENDITURE FOR THE YEAR ENDING 30 JUNE 2019

#### Income

Subsidy received from Shoalhaven City Council	\$400.00
Fundraising Activities	\$180.00
Total Income	\$580.00

#### Expenditure

Hire of hall for meetings	\$300.00
Postage	\$50.00
Stationery Items	\$35.50
Photocopying	\$129.00

<b>Total Expenditure</b>	<b>\$514.50</b>
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Balance for the year - \$65.50. Balance of Bank Account. The balance of Lakeside Progress Association's bank account as of 30 June 2019 was \$136.25.

Signed by: \_\_\_\_\_  
J Bloggs A. Citizen

\_\_\_\_\_  
Chairperson

# Attachment C – Sample Attendance Sheet

## Record of Attendance at Meeting

CCB Name:

Meeting Date:

Meeting Location:

Attendee Name:

Attendee Address:

Email:

Phone:

Age:

Occupation:

## Attachment D - Sample of Minutes

MINUTES OF THE MEETING OF THE LAKESIDE PROGRESS ASSOCIATION HELD IN THE LAKESIDE HALL ON WEDNESDAY 2 FEBRUARY 2020 COMMENCING AT 7.00 PM

### Chairperson

There were 28 residents, ratepayers and business operators present at the meeting. Names and addresses are recorded in the attendance book. Councillor Jones was also present.

### Meeting Opened

Chairperson Mary Hume opened the meeting and explained, for the benefit of those attending for the first time, the way a CCB meeting operates.

### Apologies

An apology was received from J Twyford. Confirmation of Minutes Resolved on a motion of J Wilson seconded M Fisher that the minutes of the meeting held on Wednesday, 18 August 2004 be confirmed.

### Correspondence – Inward

The Secretary read the following items of inward correspondence:

- Shoalhaven City Council advising that the development application for a three-storey dwelling in Lake Crescent was refused.
- Shoalhaven City Council advising that a public meeting will be held on 7 October 2019 to discuss an application for a marina.

### Correspondence – Outward

The Secretary tabled the following items of outward correspondence:

- Shoalhaven City Council regarding proposed three-story dwelling in Lake Crescent.
- Lakeside Hall Management Committee regarding hall hire.

### Treasurers Report

[Include if Treasurer presents a report to the meeting] Sample Treasurer's Report at Attachment B - Page ii.

## GENERAL BUSINESS

### School Extension

The chairperson reported that additional information had been obtained from Council regarding the proposed extension of the school. The project was outlined in some detail. The meeting discussed the proposed school extension, and the following points were raised in support of the project:

- An extension will ease the overcrowding in the existing school facility.
- The extension meets an essential community need.
- The building project will provide local employment.

Concerns raised were:

- The site plan as proposed requires the unnecessary removal of several mature trees
- No provision is made for car parking within the school. Staff are already parking in the surrounding streets

- A larger school will generate more traffic in the surrounding streets

The following recommendation was put to the meeting:

- The meeting express opposition to the proposed extension of the school on the basis that the school has outgrown its existing site and should be relocated

The recommendation upon being put to the meeting was declared lost:

Voted in favour 8.

Voted against 20.

A further recommendation was put to the meeting

The school extensions be supported subject to Council negotiating with the Education Department on the following issues:

- The importance of retaining as many trees as possible, and
- The need for the provision of onsite car parking.

The recommendation on being put to the meeting was declared carried:

Voted in favour 20.

Voted against 8.

### **The Marina Project**

The meeting discussed the marina project.

Resolved that the marina project be an agenda item for discussion at the next meeting when more information will be available following the public meeting organised by Council.

Carried Unanimously.

### **Boat Ramp**

Mr Williams referred to the traffic congestion at the boat ramp over the long weekend.

The following recommendation was put to the meeting:

- Council be informed of the parking/traffic problems at the boat ramp in Lakeview Parade and be asked to provide for 10 extra spaces for cars and boat trailers. Carried Unanimously

### **Next Meeting**

The Chairperson reminded those present that the next scheduled meeting will be in the Lakeside Hall at 7:00 pm on Wednesday, 2 March 2020.

There being no further business the meeting closed at 8:15 pm

Mary Hume  
Chairperson