



**SNOWY VALLEYS ORDINARY-POLICY &
STRATEGY MEETING
BUSINESS PAPER
30 APRIL 2020**

THE MEETING WILL BE HELD AT 2.00PM
VIA VIDEO-LINK

Disclosure of Pecuniary Interests at meetings (extract from the Code of Conduct – Section 4)

4.28 Councillor or a council committee member who has a pecuniary interest in any matter with which the council is concerned, and who is present at a meeting of the council or committee at which the matter is being considered, must disclose the nature of the interest to the meeting as soon as practicable.

4.29 The councillor or council committee member must not be present at, or in sight of, the meeting of the council or committee:

- (a) at any time during which the matter is being considered or discussed by the council or committee, or
- (b) at any time during which the council or committee is voting on any question in relation to the matter.

4.30 In the case of a meeting of a board of a joint organisation, a voting representative is taken to be present at the meeting for the purposes of clauses 4.28 and 4.29 where they participate in the meeting by telephone or other electronic means.

4.31 Disclosure made at a meeting of a council or council committee must be recorded in the minutes of the meeting.

Disclosure of Political Donations and Gifts

The *Environmental Planning and Assessment Act 1979* places obligations on Councillors, staff, applicants and any person who makes a public submission, to disclose information relating to political donations and gifts during the environmental plan making or development assessment process.

The fact that political donations or gifts have been made by applicants / proponents of a planning application should not affect whether an application is approved or refused. Political donations or gifts should not be relevant in making a determination. The matter should be determined on its merits. Nor do they provide grounds for challenging the determination of any applications.

For further information, visit www.planning.nsw.gov.au/donations

Furthermore, for each planning decision made at a Council or Committee Meeting, the names of Councillors who supported the decision and those that oppose the decision must be recorded. (*Sec. 375A of the Local Government Act 1993*)

Use of mobile phones and the unauthorised recording of meetings (extract from the Code of Meeting Practice – Section 15)

15.21 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.

15.22 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.

15.23 Any person who contravenes or attempts to contravene clause 15.22, may be expelled from the meeting as provided for under section 10(2) of the Act.

15.24 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.

Livestreaming of Meetings

(extract from the Code of Meeting Practice – Section 5)

This meeting is live streamed on Council's website to allow the community to follow Council debates and decisions without the need to attend meetings in person. Members of the public attending or speaking at a meeting agree to have their image, voice and personal information (including name and address) recorded and publicly broadcast. Snowy Valleys Council does not accept liability for any defamatory remarks or inappropriate comments that are made during the course of a meeting. Any part of the meeting that is held in closed session will not be streamed.

5.19 All meetings of the council and committees of the council are to be webcast on the council's website.

Photography

Flash photography is not permitted at a meeting of the Council or a Committee of the council without the consent of the Chief Executive Officer.

Public Forum

(extract from the Code of Meeting Practice – Section 4)

4.1 The Council may hold a public forum prior to each Ordinary Council meeting for the purpose of hearing oral submissions on items of business to be considered at the meeting.

4.2 Public forums are to be chaired by the mayor or their nominee.

Those attending must comply with the terms and conditions of the Code of Meeting Practice which can be viewed on Council's website;

<http://www.snowyvalleys.nsw.gov.au/Council/Governance/Policies>



Thursday 30 April 2020
Snowy Valleys Council Chambers
Via Video-Link
2.00pm

AGENDA

1. ACKNOWLEDGEMENT OF COUNTRY

We would like to acknowledge the traditional custodians of this land and pay respects to Elders past and present.

2. APOLOGIES AND LEAVE OF ABSENCE

3. DECLARATIONS OF PECUNIARY INTEREST

Pursuant to Section 4 of the Code of Conduct, Councillors are required to declare any direct or indirect pecuniary interest in any matters being considered by Council.

4. CONFIRMATION OF MINUTES

5. Governance and Financial Reports

5.1 Endorsement of Volunteer Framework documents for public exhibition3

6. Management Reports

6.1 Endorsement of Biodiversity and Growth and Activation Policies7

6.2 Adoption of the Work Health and Safety Policy 10

7. CONFIDENTIAL

8. MEETING CLOSURE

5. GOVERNANCE AND FINANCIAL REPORTS**5.1 ENDORSEMENT OF VOLUNTEER FRAMEWORK DOCUMENTS FOR PUBLIC EXHIBITION**

REPORT AUTHOR: COORDINATOR GOVERNANCE & RISK
RESPONSIBLE DIRECTOR: EXECUTIVE CHIEF OF STAFF

EXECUTIVE SUMMARY:

To present to Council the draft volunteer framework documents to be endorsed and placed on public exhibition for a minimum of 28 days consistent with the requirements of Councils Community Engagement Strategy and Policy.

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on Endorsement of Volunteer Framework documents for public exhibition**
2. **Endorse the following documents:**
 - **Volunteer Policy SVC-GOV-PO-025-01**
 - **Volunteer Induction Procedure SVC-GOV-PR-051-01**
 - **Volunteer Induction and Safety Handbook SVC-GOV-Gdl-027-01****for Public Exhibition for a period of no less than 28 days**
3. **Note that if submissions are received during the public exhibition period, a further report will be provided to Council on the submissions and any proposed amendments to the policies**
4. **Adopt the documents if no submissions are received on the day after the completion of the public exhibition.**

BACKGROUND:

Volunteering for Council is “the commitment of time and energy to the provision of services and programs that benefit the community and the volunteer. It is undertaken freely and by choice, without financial gain and in designated volunteer positions only. Volunteering takes many forms and can take both an informal and a more structured formalised approach”.

REPORT:

As at 21 April 2020 there are 293 online registered volunteers across Snowy Valleys Council. This number has increased from 158 online registered volunteers on 28 August 2019. This increase is based on the work of the governance team across many months to identify those volunteers across the organisation that had not completed the online inductions. This is an ongoing process as there are still some volunteers across Council who have not registered online.

In 2018 a review of the management of section 355 committees and volunteers was undertaken. This review highlighted that volunteers were being managed under two separate sets of policies and procedures (manuals) of the former Councils. Operating under two different frameworks created some inconsistencies and a number of risks were identified in volunteer management across Council. These inconsistencies, risks and other recommendations were considered during the development of the volunteer framework documents.

The significant proposed changes to volunteer management include:

- A comprehensive induction for new volunteers
- Online induction only required every 2 years rather than annually
- More efficient volunteer registration and induction for events

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

4.5 Council demonstrates strong leadership through a governance framework which drives progress towards achieving the community vision

Operational Actions

4.5.3 Provide support to volunteer groups and section 355 committees to manage risk

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Volunteering promotes civic participation and encourages individuals to be active	Nil
Environmental	Many volunteers across Council assist in maintaining parks and gardens which contributes to maintaining beautiful towns and villages	Risks to Council if volunteers are not managed correctly.
Economic	Volunteering contributes to the vibrancy and vitality of regional life	There is a significant cost to Council in managing volunteers which is insignificant to the value received from the engagement of volunteers.
Governance	The volunteer framework sets out requirements for the management of volunteers across Council in alignment with legislation, in particular the WHS Act.	Risks to Council if volunteers are not managed correctly.

Financial and Resources Implications

There is a significant increase in staff resources to implement the new volunteer framework documents. The selected Council Representatives will be responsible for managing volunteers in accordance with the framework documents. This will increase responsibilities on staff from different levels across the organisation, including those of Managers and Directors.

Costs and Benefits:

Volunteering contributes to the vibrancy and vitality of regional life. It also promotes civic participation, encourages individuals to be active and helps shape and contribute to beautiful towns and villages. Council aims to provide a diverse range of opportunities for volunteers and are grateful for the time dedicated by volunteers across Council.

Policy, Legal and Statutory Implications:

Volunteers are considered workers according to the WHS Act 2011 and are therefore provided the same protection, and have the same obligations, as a Council employee under the Act.

- Local Government Act 1993
- Work Health and Safety Act 2011
- Child Protection (Working with Children) Act 2012

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

This policy, procedure and handbook are an important step in developing a volunteer framework that will provide support in managing risks to Council volunteers and risks to Council from engaging volunteers.

OPTIONS:

Council may endorse, amend or decline the recommendations made in this report

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:**Internal consultation**

There have been many volunteer workshops held internally with staff who are involved with the direct management of volunteers. The input received has been used to develop these documents to date. The documents were placed on internal exhibition to both staff and Councillors and feedback has been incorporated into the documents.

Main staff consulted included

- Governance and Risk
- Community Transport
- Children's Services
- Safety and Systems
- Place Activation
- Multi Service Outlet

In addition, consultation with Statewide Mutual was undertaken to review the volunteer documents and feedback incorporated accordingly.

Public Consultation

The documents are to be advertised for a minimum of 28 days for public feedback. The communications plan includes:

- Direct email to all online registered volunteers
- Media releases
- Councils website
- Social media
- Newspaper

Any relevant and applicable feedback will be collated by Council officers and returned to Council for consideration.

Attachments

- 1 Draft Volunteer Policy - SVC-GOV-PO-025-01 (under separate cover) [⇒](#)
- 2 Draft Volunteer Induction Procedure - SVC-GOV-PR-051-01 (under separate cover) [⇒](#)
- 3 Draft Volunteer Induction & Safety Handbook - SVC-GOV-Gdl-027-01 (under separate cover) [⇒](#)

6. MANAGEMENT REPORTS**6.1 ENDORSEMENT OF BIODIVERSITY AND GROWTH AND ACTIVATION POLICIES**

REPORT AUTHOR: PROJECT OFFICER - POLICY
RESPONSIBLE DIRECTOR: EXECUTIVE DIRECTOR COMMUNITY AND CORPORATE

EXECUTIVE SUMMARY:

This report seeks the endorsement of Council to place the following policies prepared by, Biodiversity and Activation and Growth on public exhibition for a minimum of 28 days, consistent with the requirements of Councils Community Engagement Strategy and Policy.

RECOMMENDATION:**THAT COUNCIL:**

1. **Receive the report on Biodiversity and Growth and Activation Policies**
2. **Endorse the following policies:**
 - **Draft Alcohol Free Zones – SVC–HB–PO-080-01**
 - **Draft Climate Change – SVC–ENV–PO-076-01**
 - **Draft Enforcement Policy – SVC–ENV–PO-077-01**

for Public Exhibition for a period of no less than 28 days
3. **Note if submissions are received during the public exhibition period, a further report will be provided to Council on the submissions and any proposed amendments to the policies**
4. **Adopt the policies if no submissions are received on the day after the completion of the public exhibition**

BACKGROUND:

The Draft policies are intended to establish guidelines for the management and administration and enable clear direction with regards to Climate Change, Alcohol Free Zones within the LGA and enforcement of local legislation.

REPORT:

These policies have been developed to provide clear guidelines and information for the operation of Council amenities in the areas of Biodiversity and Growth and Activation.

They ensure Council has a consistent approach to the application of local enforcement across all community access areas in the LGA. These policies primarily aim to provide:

- Clear decision making that can be committed to by all stakeholders
- Transparent and consistent application across the community and LGA

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:**Integrated Planning and Reporting Framework:****CSP Outcome 2028**

Theme 1: Towns and Villages

Delivery Outcomes

4.6 Council builds strong relationships with other organisations to advocate for our communities

Operational Actions

4.5.10 Complete Policy Harmonisation for Community Services

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Nil	Nil
Environmental	Nil	Nil
Economic	Nil	Nil
Governance	Council provides and regulates all administration and services within the guidelines set out by the Local Government Act	Council breaches will result in penalties.

Financial and Resources Implications

NIL

Costs and Benefits:**Policy, Legal and Statutory Implications:**

In accordance with the Local Government Act 1993, failure to comply may constitute a breach of the Code of Conduct and loss of funding for the services provided by the Council.

In constructing these policies the following legislation was considered:

- Local Government Act 1993
- Environmental Planning and Assessment Act 1979

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

To mitigate risk to the Council and to ensure that the organisation is compliant with legislation and to ensure that all legislation with regards to reporting under each Act is complied with, to avoid penalty points.

OPTIONS:

Council may endorse, amend or decline the recommendations made in this report

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

The policy, as per the recommendation, will be advertised for a minimum of 28 days for public feedback.

Any relevant and applicable feedback will be collated by Council Officers and returned to Council for consideration.

Attachments

- 1 Draft Climate Change Policy (under separate cover) [⇒](#)
- 2 Draft Enforcement Policy (under separate cover) [⇒](#)
- 3 Draft Alcohol Free Zones Policy (under separate cover) [⇒](#)

6. MANAGEMENT REPORTS

6.2 ADOPTION OF THE WORK HEALTH AND SAFETY POLICY

REPORT AUTHOR: PROJECT OFFICER - POLICY
RESPONSIBLE DIRECTOR: EXECUTIVE DIRECTOR COMMUNITY AND CORPORATE

EXECUTIVE SUMMARY:

Snowy Valleys Council internally exhibited the Draft Work Health and Safety Policy and the Draft Safety Management System after endorsement in the Executive Leadership Meeting of the 10th March 2020. No internal submission was received for the policy or safety system.

RECOMMENDATION:

THAT COUNCIL:

1. Receive the report on the Draft Work, Health Safety Policy
2. Adopt the Work Health and Safety Policy SVC-WHS-PO-051-01

BACKGROUND:

The Draft Work, Health and Safety Policy is a legislative requirement to ensure the wellbeing of those that work within the Council. The policy was developed in consultation with the Safety Management System which outlines procedures applicable to Work Health and Safety across Council.

REPORT:

Council internally exhibited the Draft Work, Health and Safety Policy from the 16th March to the 23rd March 2020. No submissions were received.

	Submission Summary	Employees Comment
	Nil	

LINKS TO COMMUNITY STRATEGIC PLAN AND DELIVERY AND OPERATIONAL PLAN:

Integrated Planning and Reporting Framework:

CSP Outcome 2028

Theme 4: Communication & Engagement

Delivery Outcomes

4.2 Deliver a communication strategy which ensures the community receives information in a timely and convenient manner

Operational Actions

4.5.10 Complete Policy Harmonisation for Community Services

SUSTAINABILITY ASSESSMENT:

	Positive	Negative
Social	Nil	Nil
Environmental	Nil	Nil
Economic	Nil	Nil
Governance	Meeting the obligations legislative compliance	Nil

Financial and Resources Implications

The Draft Work, Health and Safety Policy does not require increased funding for its intended purpose of engagement as current processes in place support its entire implementation.

Costs and Benefits:

N/A

Policy, Legal and Statutory Implications:

In accordance with the Community Engagement Policy and Strategy the Draft Work, Health and Safety Policy was placed on internal exhibition as stated above.

In constructing the documents the following legislation was considered:

Local Government Act 1993

Work Health and Safety Act and Regulations

RISK MANAGEMENT – BUSINESS RISK/WHS/PUBLIC:

To maintain Council's duty of care to have a WHS Policy to mitigate WHS risks to Council.

OPTIONS:

Council may endorse, amend or decline the recommendations made in this report

COUNCIL SEAL REQUIRED:

No

COMMUNITY ENGAGEMENT AND COMMUNICATION:

The formulation of this policy has incorporated research, communication and consultation with all divisions. It was also developed in conjunction with the Councils Safety Management System.

Attachments

- 1 Draft Work, Health and Safety Policy (under separate cover) [⇒](#)