



**SNOWY VALLEYS ORDINARY-POLICY &  
STRATEGY MEETING**

**LATE REPORTS**

**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](http://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**

## **LATE REPORTS**

6. Management Reports

6.3 Endorsement of Community Services Policies for Public Exhibition...3

1. **CONFIDENTIAL**

**6. MANAGEMENT REPORTS****6.3 ENDORSEMENT OF COMMUNITY SERVICES POLICIES FOR PUBLIC EXHIBITION**

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

**EXECUTIVE SUMMARY:**

This report seeks the endorsement of Council to place the Draft Suite of Children Services Policies including the Children Services Handbook - SVC–ChildServ–F-163, Draft Provision of Community Services SVC–ComDev–PO–069, and the suite of Draft Multi Services Outlet Policies 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 Community Services Policies**
2. **Endorse the following policies:**
  - Draft Suite of Multi Service Outlet Policies**
  - Draft Suite of Children Services Policies**
  - Draft Children Services Handbook - SVC–ChildServ-F-163-01**
  - Draft Provision of Community Services Policy – SVC–ComDev–PO-069-01**
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 policy**
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 sound practices that lead to clear, consistent and concise decision making when implementing community services in the LGA. These policies will enable the implementation of inclusive, resilient and equitable application across all community services.

**REPORT:**

These policies provide clear guidelines and information for the operation of Councils Community Services. The policies will guide Council to enhance the capacity to effectively deliver community services through:

- Equity in the distribution of services,
- Access to quality services
- Participation in decision-making
- Equality of opportunity

The suite of policies for Children Services number 92 in total and are available in folders for your perusal from the Director of Community and Corporate. These policies have been developed using the Childcare Desktop, an online service subscribed to by Council to ensure that the latest Childcare legislation and community consulted amendments are addressed on a regular basis and implemented into the SVC policies in a timely manner.

To assist with receiving quality feedback from the public the policies will be exhibited in each of the children services for three months to ensure all families have access to the policies and to ensure that community engagement is achieved throughout the LGA.

## **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**

4.5.10 Complete Policy Harmonisation for Community Services

## **SUSTAINABILITY ASSESSMENT:**

	<b>Positive</b>	<b>Negative</b>
Social	Ensuring all services are provided without interruption	Nil
Environmental	Nil	Nil
Economic	Continue to provide all services and administration within the allocated budgets	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 and loss of funding

## **Financial and Resources Implications**

N/A

## **Costs and Benefits:**

N/A

## **Policy, Legal and Statutory Implications:**

In accordance with the Local Government Act 1993, failure to comply may constitute a breach of the Councils Code of Conduct and any other penalties imposed by the following legislation:

- Local Government Act 1993
- Work Health and Safety Act
- Children's Education and Care Quality Authority
- Aged Care Standards and Regulations
- Retirement Villages Act 1999

**RISK MANAGEMENT – BUSINESS RISK/WHIS/PUBLIC:**

To mitigate risk to the Council and to ensure that the organisation is compliant with legislation

**OPTIONS:**

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

**COUNCIL SEAL REQUIRED:**

No

**COMMUNITY ENGAGEMENT AND COMMUNICATION:**

These policies, 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 Children's Services - Parent Handbook (under separate cover) ➡
- 2 Draft MSO - Access to Services Policy (under separate cover) ➡
- 3 Draft MSO - Client Exit and Re-entry Policy (under separate cover) ➡
- 4 Draft MSO - Client Assessment and Fees Policy (under separate cover) ➡
- 5 Draft MSO - Client Information Policy (under separate cover) ➡
- 6 Draft MSO - Client Referral Policy (under separate cover) ➡
- 7 Draft MSO - Client Rights and Responsibilities Policy (under separate cover) ➡
- 8 Draft MSO - Person Centred Approach Policy (under separate cover) ➡
- 9 Draft MSO - Promotion of Services Policy (under separate cover) ➡
- 10 Draft MSO - Transporting of Clients on Oxygen Policy (under separate cover) ➡
- 11 Draft MSO - Trauma Policy (under separate cover) ➡
- 12 Draft MSO - Workplace Review Policy (under separate cover) ➡
- 13 Draft Provision of Community Services Policy (under separate cover) ➡