

Meeting Date: Tuesday 11 January 2022
Location: Council Chambers, Level 1A, 1 Pope Street, Ryde
Time: 7.00pm

Council Meetings will be recorded on audio tape for minute-taking purposes as authorised by the Local Government Act 1993. Council Meetings will also be webcast.

NOTICE OF BUSINESS

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COUNCIL REPORTS

1 COUNCILLORS' OATH OR AFFIRMATION OF OFFICE

Report prepared by: Civic Services Manager

File No.: CLM/21/1/1/2 - BP21/488

REPORT SUMMARY

This report provides details of the Oath or Affirmation of Office that all Councillors are required to take at or before the first meeting of Council, in accordance with the *Local Government Act 1993*.

It is proposed that all Councillors will take this Oath or Affirmation at the commencement of the first meeting of Council, before the General Manager, and this action will be recorded in the minutes of the Council meeting.

The procedure for this Item will be that the General Manager will:-

1. Request all Councillors wishing to take the Oath of Office to stand and take the Oath of Office.
2. Request all Councillors wishing to make an Affirmation of Office to stand and make an Affirmation of Office.

Report Prepared By:

Amanda Janvrin
Civic Services Manager

Report Approved By:

John Schanz
Manager - Corporate Governance

Mark Eady
Director - Corporate Services

ITEM 1 (continued)**Discussion**

Under Section 233A of the *Local Government Act 1993*, Councillors (including Mayors) are required to take an Oath or Affirmation of Office. This requirement was introduced by the *Local Government Amendment (Governance and Planning) Act 2016*. Oaths or Affirmations of Office must be taken by each Councillor at or before the first meeting of the Council after the Councillor is elected and are to be made before the General Manager of the Council, an Australian legal practitioner or a Justice of the Peace.

At the City of Ryde, this Oath or Affirmation is to be made or taken at the commencement of the first meeting of the Council, before the General Manager, and will be recorded in the minutes of the Council meeting.

The forms of the Oath and Affirmation are prescribed in Section 233A, as given below:-

OATH

I [name of Councillor] swear that I will undertake the duties of the office of Councillor in the best interests of the people of the City of Ryde Local Government Area and the City of Ryde Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

AFFIRMATION

I [name of Councillor] solemnly and sincerely declare and affirm that I will undertake the duties of the office of Councillor in the best interests of the people of the City of Ryde Local Government Area and the City of Ryde Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

Councillors should note that in accordance the *Local Government Act 1993* (Sections 233A and 234):-

- a Councillor who fails, without a reasonable excuse, to take the Oath of Office or make an Affirmation of Office is not entitled to attend a meeting as a Councillor, until the Councillor has taken the Oath or made the Affirmation.
- if a Councillor is not entitled to attend a meeting as a Councillor because they have not taken the Oath of Office or made the Affirmation, they are considered to be absent without leave.

ITEM 1 (continued)

- if a Councillor is absent without leave for three consecutive Ordinary Council meetings their office will be declared vacant.

Financial Implications

Adoption of the recommendation will have no financial impact.

2 ELECTION OF MAYOR

Report prepared by: Civic Services Manager

File No.: CLM/21/1/1/2 - BP21/790

REPORT SUMMARY

At its meeting of 25 May 2021, Council resolved to adopt the maximum fee increase as determined by the Local Government Remuneration Tribunal for Councillors' fees and the Mayoral fee.

The Mayor currently receives \$121,390. This is made up of:

| | | |
|------|------------------|----------|
| | Councillor's fee | \$31,020 |
| plus | Mayoral fee | \$90,370 |

In accordance with Section 230(1) of the *Local Government Act* 1993, a Mayor elected by the Councillors holds that Office for a period of two (2) years (unless a casual vacancy occurs).

It should be noted, however, that due to the postponement of the Ordinary Council Elections to 4 December 2021, Mayors elected by Councillors during the next term will have a shorter term than the usual two (2) year period. In accordance with Section 290(1)(b) of the *Local Government Act* 1993, an election of a Mayor by the Councillors is to be held during the month of September, therefore, the next Mayoral election will be held in September 2023.

Below are the procedures to be followed for the election process:-

- (a) Determination of method of voting (ordinary ballot, preferential ballot or open voting).
- (b) Announcement of nominations.
- (c) Conduct of election.

RECOMMENDATION:

- (a) That Council determine the method of voting for the election of Mayor.
- (b) That the General Manager (or delegate), as Returning Officer, undertake the election of Mayor for the ensuing period until September 2023 by announcing the nominations and then conducting the election.

Report Prepared By:

Amanda Janvrin

Civic Services Manager

Report Approved By:

John Schanz

Manager - Corporate Governance

Mark Eady

Director - Corporate Services

3 DETERMINATION OF OFFICE AND FEE OF DEPUTY MAYOR

Report prepared by: Civic Services Manager

File No.: CLM/21/1/1/2 - BP21/791

REPORT SUMMARY

The role of Deputy Mayor is not required under the *Local Government Act 1993* (the Act). However, at the City of Ryde it has been Council's practice to elect a Councillor to the position of Deputy Mayor.

In accordance with the Act, the Deputy Mayor is only entitled to be paid a fee as determined by Council when he or she acts in the Office of the Mayor.

Council can resolve that a portion of the Mayor's fee be paid to the Deputy Mayor (in addition to their Councillor fee) when he or she acts in their position or that no fee be paid.

In accordance with Section 249(5) of the Act, a determination by Council to pay the Deputy Mayor a fee to undertake the responsibilities of the Office of the Mayor, that this fee will be paid on a pro rata basis.

It is recommended that Council resolve to elect a Councillor to the role of Deputy Mayor for the ensuing period until September 2023, to coincide with the next election of the Mayor.

RECOMMENDATION:

- (a) That Council elect a Deputy Mayor for the ensuing period until September 2023.
- (b) That where the Deputy Mayor is to act in the Office of the Mayor, that this is to be done by way of a Council resolution.
- (c) That where there is a Council resolution in accordance with (b) above, the Deputy Mayor will be paid a fee to undertake the responsibilities of the Office of the Mayor on a pro rata basis, deducted from the Mayoral Fee.

Report Prepared By:

Amanda Janvrin
Civic Services Manager

Report Approved By:

John Schanz
Manager - Corporate Governance

Mark Eady
Director - Corporate Services

ITEM 3 (continued)**Discussion**

Section 231 of the *Local Government Act* 1993, provides the following with regard to the Deputy Mayor:-

- (1) *The Councillors may elect a person from among their number to be the Deputy Mayor.*
- (2) *The person may be elected for the Mayoral term or a shorter term.*
- (3) *The Deputy Mayor may exercise any function of the Mayor at the request of the Mayor or if the Mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the Office of the Mayor.*
- (4) *The Councillors may elect a person from among their number to act as Deputy Mayor if the Deputy Mayor is prevented by illness, absence or otherwise from exercising a function under this section, or if no Deputy Mayor has been elected.*

As set out in Section 231(2) above, the person elected as Deputy Mayor may be elected for the Mayoral term or a shorter term.

It should be noted, that due to the postponement of the Ordinary Council Elections to 4 December 2021, Mayors elected by Councillors during the next term will have a shorter term than the usual two (2) year period. In accordance with Section 290(1)(b) of the *Local Government Act* 1993, an election of a Mayor by the Councillors is to be held during the month of September, therefore, the next Mayoral election will be held in September 2023.

If Council endorse the appointment of a Deputy Mayor and if there is a requirement for the Deputy Mayor to act in the Office of the Mayor, Council would be required to pass a resolution to make such appointment. The fee paid to the Deputy Mayor will be paid on a pro-rata basis. The fee will be deducted from the annual Mayoral Fee, thus reducing the total amount paid to the Mayor for the year.

Council may wish to consider the following Options:-

Option 1

Council resolve to elect a Councillor to the role of Deputy Mayor for the ensuing period until September 2023, to coincide with the next election of the Mayor.

Note: This Option is recommended.

Option 2

Council resolve to elect a Councillor to the role of Deputy Mayor for a shorter period than the Mayoral term, with the period to be nominated by Council.

Note: This Option is not recommended.

4 ELECTION OF DEPUTY MAYOR

Report prepared by: Civic Services Manager

File No.: CLM/21/1/1/2 - BP21/792

REPORT SUMMARY

Should Council resolve not to elect a Deputy Mayor in accordance with Item 3 on this Meeting Agenda, it is not necessary for Council to proceed with consideration of this Item.

Should Council choose to elect a Deputy Mayor (as set out in Item 3 of this Meeting Agenda), the term of the office for the Deputy Mayor will be in accordance with the Council's resolution of Item 3. That term will therefore be applied to the person elected by resolution of this Report.

Below are the procedures to be followed for the election process:-

- (a) Determination of method of voting (ordinary ballot, preferential ballot or open voting).
- (b) Announcement of nominations.
- (c) Conduct of election.

RECOMMENDATION:

- (a) That Council determine the method of voting for the election of Deputy Mayor.
- (b) That the General Manager (or delegate), as Returning Officer, undertake the election of Deputy Mayor by announcing the nominations and then conducting the election.

Report Prepared By:

Amanda Janvrin
Civic Services Manager

Report Approved By:

John Schanz
Manager - Corporate Governance

Mark Eady
Director - Corporate Services

**5 CASUAL VACANCIES OCCURRING IN THE OFFICE OF A COUNCILLOR
WITHIN 18 MONTHS OF THE ORDINARY ELECTION HELD ON 4
DECEMBER 2021**

Report prepared by: Civic Services Manager
File No.: CLM/21/1/1/2 - BP21/973

REPORT SUMMARY

Council will for the first time, (pursuant to Section 291A(1) of the *Local Government Act* 1993) have the option of using a countback of votes cast at the last ordinary election. If adopted, any casual Councillor vacancies that occur within 18 months of the 4 December 2021 Election will be filled by a countback conducted by the NSW Electoral Commission.

It is recommended that Council endorse the new option as set out in this report.

RECOMMENDATION:

That pursuant to Section 291A(1)(b) of the *Local Government Act* 1993 (the Act), City of Ryde Council declares that casual vacancies occurring in the office of a Councillor within 18 months after the last ordinary election of Councillors for the Council on 4 December 2021 are to be filled by a countback of votes cast at that election for the office in accordance with Section 291A of the Act, and directs the General Manager to notify the NSW Electoral Commissioner within seven days of the Council's decision.

ATTACHMENTS

There are no attachments for this report.

Report Prepared By:

Amanda Janvrin
Civic Services Manager

Report Approved By:

John Schanz
Manager - Corporate Governance

Mark Eady
Director - Corporate Services

ITEM 5 (continued)

Discussion

Following the 2021 Local Government Elections, Council will for the first time, pursuant to Section 291A(1) of the *Local Government Act 1993*, have the option of using a countback of votes cast at the last ordinary election held on 4 December 2021 to fill casual vacancies occurring in the offices of Councillors in the first 18 months after the election.

Section 291A of the *Local Government Act 1993* (the Act) outlines the following:-

291A Countback to be held instead of by-election in certain circumstances

- (1) This section applies to a casual vacancy in the office of a Councillor if:-
 - (a) the casual vacancy occurs within 18 months after the date of the last ordinary election of the Councillors for the area, and
 - (b) the Council has at its first meeting following that ordinary election of Councillors, by resolution, declared that any such casual vacancy is to be filled by a countback of votes cast at the last election for that office.
- (2) This section does not apply to a casual vacancy in the office of a Councillor if the Councillor who vacated office was elected:-
 - (a) in an election using the optional preferential voting system (including the election of a Mayor elected by the electors of an area), or
 - (b) in an election without a poll being required to be held.
- (3) A casual vacancy to which this section applies is to be filled by a countback election conducted in accordance with the regulations.
- (4) A countback election to fill a casual vacancy to which this section applies must be conducted:-
 - (a) if the election at which the person whose departure created the casual vacancy was elected was administered by the Electoral Commissioner – by a returning officer appointed by the Electoral Commissioner, or
 - (b) if the election at which the person whose departure created the casual vacancy was elected was administered by a returning officer appointed by an electoral services provider engaged by the Council – by a returning officer appointed by the electoral services provider.

ITEM 5 (continued)

- (5) If a countback election fails or the returning officer is otherwise unable to fill the casual vacancy by a countback election:-
- (a) the returning officer must notify the General Manager of the Council concerned, and
 - (b) a by-election in accordance with this Part must be held to fill the casual vacancy.
- (5A) If an electoral services provider engaged by the Council is unable to appoint a returning officer for the purposes a subsection (4)(b), a by-election in accordance with this Part must be held to fill the casual vacancy.
- (6) This section does not apply to a casual vacancy in the office of a Councillor if the vacancy occurs before the day prescribed for the purposes of this section by the regulations.

Decision on using countbacks to fill casual vacancies

In order to exercise the option of using a countback to fill casual vacancies occurring in the first 18 months following the election, Council must resolve, at its first meeting after the election, to use a countback to fill casual vacancies. If Council does not resolve this at the first meeting after the election, they will be required to fill casual vacancies through a by-election.

Where Council resolves pursuant to Section 291A(1)(b) to fill casual vacancies using a countback in the first 18 months of their term, the General Manager is required under Clause 393C(3) of the *Local Government (General) Regulation 2005* (the Regulation) to notify the election manager (NSW Electoral Commissioner) of the Council's ordinary election of the Council's resolution within 7 days of the resolution.

It should be noted that countbacks are not available to fill casual vacancies in the office of a Councillor where:-

- the Councillor who vacated office was elected at an election using the optional preferential voting system (i.e. elections where only one civic office is required to be filled such as the election of popularly elected Mayors), or
- the Councillor was elected at an uncontested election.

A by-election must be used to fill these vacancies.

ITEM 5 (continued)

Critical Dates

The following deadlines are required to be met:-

- For Council to exercise the option of using a countback to fill casual vacancies occurring in the first 18 months following the election, Council must resolve to use a countback to fill casual vacancies at this meeting (i.e. the first meeting after the election).
- If Council resolves to fill casual vacancies using a countback in the first 18 months of their term, the General Manager is required to notify the election manager (NSW Electoral Commissioner) of the Council's ordinary election of the Council's resolution within 7 days.

Financial Implications

Adoption of the recommendation outlined in this report will incur a cost if a casual vacancy occurs in the office of a Councillor within 18 months after the last ordinary election. While the cost is currently unknown, the cost will be materially less than that of holding a by-election.

The administration of casual vacancies will be funded from the Election Reserve. It is estimated that the cost of holding a by-election is in the vicinity of \$200,000.

Options

Option 1

Council has the option to resolve to fill casual vacancies occurring in the office of a Councillor within 18 months after the last ordinary election by a countback of votes cast at that election.

Note: This Option is recommended.

Option 2

Council has the option that casual vacancies occurring in the office of a Councillor within 18 months after the last ordinary election not be filled by a countback of votes cast at that election.

It should be noted that should Council choose this option and a casual vacancy does occur in the office of a Councillor within 18 months after the last ordinary election, Council will be required to conduct a by-election and incur all costs associated with the by-election (estimated to be in the vicinity of \$200,000).

Note: This Option is not recommended.

6 COUNCIL/COMMITTEE MEETINGS STRUCTURE AND SCHEDULE OF PROPOSED MEETING DATES

Report prepared by: Director - Corporate Services
File No.: GRP/21/8 - BP21/1146

REPORT SUMMARY

This report sets out the framework for a Council and Committee meeting cycle from January 2022.

While the report provides the new Council with options for the Council and Committee meeting structure and cycle, it is recommended that Council endorse the preferred option, Option 1. Upon endorsement, Council staff will put the necessary arrangements in place to notify the public in accordance with the *Local Government Act 1993* (The Act).

Any changes to the meeting structure and cycle will be adopted in Council's Code of Meeting Practice. This will require the Code to be formally updated and placed on public exhibition prior to its adoption.

This report also seeks Council's endorsement of the draft schedule of meetings dates provided for in **ATTACHMENT 2**.

No changes are proposed at this time to the delegations given to Standing Committees.

RECOMMENDATION:

- (a) That Council endorse the preferred option, Option 1, as outlined in this report for Council and Committee meetings structure and cycle.
- (b) That Council endorse **ATTACHMENT 2** the draft schedule of meeting dates for the preferred option, Option 1, as outlined in this report, for Council and Committee meetings for the period January 2022 up to the end of December 2022, noting that the schedule may be amended at any time, subject to one month transition period to allow for public notices to be given.
- (c) That Council note that there will be no Committee meetings held on Tuesday, 12 July 2022 due to the mid-year recess.
- (d) That Council note that there will be no Committee meetings held in December 2022 and endorse that a Council meeting be held on the second Tuesday of December, being 13 December 2022.

ITEM 6 (continued)

ATTACHMENTS

- 1** Charters, Function and Powers - Council's current Standing Committees
- 2** Option 1 - Schedule of Meeting Dates for January 2022 up to end of December 2022
- 3** Option 2 - Schedule of Meeting Dates for January 2022 up to end of December 2022

Report Prepared By:

Mark Eady
Director - Corporate Services

Report Approved By:

George Dedes
General Manager

ITEM 6 (continued)

Discussion

Council's current adopted Standing Committees are as follows:-

- Works and Community Committee; and
- Finance and Governance Committee.

A copy of the Charters, Function and Powers of each of Council's current Standing Committees is provided for in **ATTACHMENT 1**.

This is an opportune time for Council to give consideration to the schedule for its Council and Committee meetings given this is a new term of Council and there are new Councillors.

The format for the former Council's meetings schedule (in accordance with the Code of Meeting Practice) is outlined below:-

- The Works and Community Committee and the Finance and Governance Committee meetings were held on the second Tuesday of the months February to December inclusive, commencing at 6.00pm and 6.45pm respectively.
- Ordinary Council meetings were held on the fourth Tuesday of the months February to December inclusive, commencing at 7.00pm.

Options

The following matters should be considered by Council in determining the best option for the operation of Council and Committee meetings for the new term.

Commencement Time

During the last term of Council, Ordinary Council meetings started at 7.00pm. While this time was convenient for some Councillors, it was problematic due to the following impacts:

- Fatigue impact on performance – Almost all Council staff attending Council meetings have already worked a full day. Many operational managers who attend meetings start their day as early as 7.00am. It must follow that these same staff, who provide the detailed technical information often sought by Councillors, cannot be functioning at their best. Section 335(f) of the Act is also relevant and states that the General Manager is *to ensure that the Mayor and other Councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions*. This highest and best advice is diminished by staff fatigue.

ITEM 6 (continued)

- Work Health and Safety – During 2021, Council received notification from Workcover about a complaint made regarding the late finishing time of Ordinary Council Meetings. Should a member of staff have a proven fatigue related injury going home from a Council meeting, Council would be required to demonstrate what action it took to mitigate this risk. During the last term of Council meetings finished on average between 11.00pm and midnight. It should be noted that during the last term of Council, at least 13 meetings finished between midnight and 1.00am, three meetings finished between 1.00am and 2.00am and one meeting finished between 2.00am and 3.00am. Council staff who support the meetings leave between 30 to 60 minutes later than the meeting finish time as they are required to clear the Council Chambers, pack away equipment, save the audio and video recordings of the meetings and shut down the system.
- Availability of information – Councillors often raise questions or submit urgent and late matters that on many occasions require the input of subject experts. This is limited when meetings are held late at night and adversely impacts on the timeliness of decision making.
- Industrial requirements – Council award staff do not claim overtime despite staying back very late for some meetings. This is a hidden cost and places Council in a difficult situation given the operation of the Local Government Award in NSW. The Award also creates obligations with regard to breaks and meals.
- Avoidable cost – The Civic Services team and ICT staff are required to be present for all Council meetings to support its operation. This results in an average of between seven and eight hours of overtime per Ordinary Council meeting.

While Councillors in New South Wales are not engaged full time as is the case in Queensland, they are given a stipend for their time including Council Meetings. Setting this aside, representing the community as a Councillor is a privilege, and it is reasonable to expect that there will be an impact on an individual's personal and in many cases professional time.

It should be noted that Councillors are required to attend ten (10) Ordinary Council meetings per year.

A proposed commencement time of 3.00pm for Ordinary Council Meetings will mitigate current risks and reduce the cost of meetings. This proposed time also seeks to avoid a significant erosion of an individual Councillors personal and/or professional time. In real terms, this proposal equates to a loss of 30 hours of professional time per year for those who work until 5.00pm, inclusive of an extra hour for travel.

ITEM 6 (continued)

It is also proposed for the Finance and Governance Committee Meetings to commence at 6.30pm. Based on past experience, bringing this time forward by 15 minutes will save avoidable waiting for Councillors and staff between Committee Meetings each month. This time can be adjusted on the night should the Works and Community Committee Meeting extend beyond 6.30pm.

Ordinary Council Meeting Briefing

During the last term of Council, a briefing session was held at 6.00pm prior to the commencement of each Ordinary Council Meeting. This has been a long-standing practice at the City of Ryde for Councillors to ask questions about items on the Agenda.

It is timely to also review the merit of this long-standing practice with regard to its objective and outcomes. Its practical impact, being immediately prior to the meeting, also extends attendance required for all participants at Ordinary Council Meetings. It is noted there is anecdotal evidence that some Councillors find it difficult to attend the briefing.

Other Councils in New South Wales conduct a Councillor Workshop ahead of their Ordinary Council Meeting to afford Councillors the opportunity to ask questions without the formality as is the case with the current briefing. In general, this occurs on a day prior to the Ordinary Council Meeting. This creates an opportunity for staff to examine any matters raised in time for the formal meeting. The benefit of this is self-evident.

Councillor Workshops still require declarations about conflicts of interest and must be conducted to ensure there is no debate. Further, it should be noted that Councillor workshops and briefings will be programmed as required and will commence at a time allocated by the General Manager.

It is recommended that Council consider holding a Councillor Workshop on the Monday immediately prior to the Tuesday Council meeting. This meeting could be conducted via MS TEAMS should Council adopt a new Code of Meeting Practice wherein Council extends the option for remote participation. It is recommended that the Workshop commence at 5.00pm and be scheduled for one hour.

ITEM 6 (continued)**Option 1**

Council endorse:-

- The retention of the Works and Community Committee Meeting to meet on the second Tuesday of each month commencing at 6.00pm.
- The Finance and Governance Committee to meet on the second Tuesday of each month commencing at 6:30pm.
- Holding a Councillor Workshop on the fourth Monday of each month to review the Agenda for the Ordinary Council Meeting commencing at 5.00pm.
- Holding Ordinary Council Meetings on the fourth Tuesday of each month commencing at 3.00pm.

Option 2

This option would retain the previous Council meeting cycle and starting times (with the exception of the Finance and Governance Committee which would commence at 6.30pm). Accordingly, Council endorse:-

- The retention of the Works and Community Committee Meeting to meet on the second Tuesday of each month commencing at 6.00pm.
- The Finance and Governance Committee to meet on the second Tuesday of each month commencing at 6:30pm.
- Holding Ordinary Council Meetings on the fourth Tuesday of each month commencing at 7.00pm.

Draft Schedule of Meeting Dates

Draft schedules of meeting dates for both Option 1 and Option 2 are provided for in **ATTACHMENT 2** and **ATTACHMENT 3** respectively for Council's consideration for the period January 2022 up to the end of December 2022. It should be noted that the calendar may be amended at any time if Council resolves to alter the meeting day or to adjust the Council/Committee structure, although at least one month transition period is required in order for public notices to be amended.

The proposed schedule of meeting dates has taken into account public holidays such as Easter, Anzac Day and a July mid-year recess.

ITEM 6 (continued)

The schedule has followed normal procedure for the majority of the year, however slight amendments are recommended as follows:-

Mid-Year Recess – July 2022

Council's mid-year recess coincides with July school holidays from Monday, 4 July 2022 to Friday, 15 July 2022 and accordingly, it is recommended that no Committee meetings be held on Tuesday, 12 July 2022.

Schedule of Meetings for December 2022

As previously resolved by Council, Council meetings are scheduled to be held on the fourth Tuesday of the month. Councillors should note that the December Council meeting is scheduled for 27 December 2022.

Having regard to this, it is proposed to cancel all Committee meetings (Works and Community and Finance and Governance) scheduled for the second Tuesday of the month (13 December 2022) and just hold a Council meeting in December 2022, to be held on the second Tuesday on the month being 13 December 2022.

Financial Implications

Adoption of Option 2 will have a greater adverse impact on Council's base budget. This is due to the incurrence of overtime by staff required to administer the meeting, provide technology support, and to be available to answer questions about reports. All Council staff, other than the General Manager and Directors, and the CFO, are employed under the Local Government Award with a corresponding impact for overtime or time in lieu. Given the variability of the length of Council meetings it is not possible to attribute a single figure to this impact.

ITEM 6 (continued)

ATTACHMENT 1

Meeting Times, Charters, Functions and Powers of Committees

The following Charters, functions and powers are provided under the Code of Meeting Practice and in accordance with Section 377 of the Local Government – General Power of the Council to delegate.

Works and Community Committee

| | |
|--------------------------------|--|
| Quorum: | A committee comprising less than the full Council shall be three (3) |
| Meeting dates, place and time: | 2nd Tuesday of January (if considered necessary by the Mayor and General Manager). 2nd Tuesday of the months February to December inclusive. Council Chamber, Level 1A, 1 Pope Street, Ryde 2112. Meetings are scheduled to commence at 6.00pm |
| Casting Vote: | In the event of an equality of votes, the Chairperson has a casting vote. |
| Delegation: | Matters considered by the Works and Community Committee will be referred to Council for determination in the following circumstances: (a) Where there are dissenting votes; (b) Where substantive changes are made to the published recommendation; (c) Where a change in the priority of works previously adopted by Council or works and budget allocations are required. |
| Charter: | To adopt and monitor in accordance with established priorities and budgets the cost effective implementation of: <ol style="list-style-type: none">1. policies and operating plans for infrastructure development and maintenance so that facilities and services are provided to satisfy the needs of the community2. programs and services to promote the physical, social, cultural, recreational, spiritual and intellectual well being of individuals and the community. <p>The Works and Community Committee does not have the delegated authority to change a priority of works previously adopted by Council or to approve budgets or works where budget allocations are required.</p> |

ITEM 6 (continued)

ATTACHMENT 1

- Functions and Powers:
- Research*
Initiate and consider studies to evaluate the facilities and services provided and needed in relation to public works and services, infrastructure, transportation, public facilities, leisure facilities, cultural facilities and recreational services and adopt appropriate policies and strategies.
 - Parks Operations*
Approve works relating to the acquisition, development, embellishment and maintenance of parks, recreation facilities, bushland and wildlife corridors.
 - Engineering Works*
Approve works relating to the construction, development, maintenance, repair and reconstruction of drains, roads, footpaths, carparks and bikeways.
 - Implement Programs*
Monitor and review the efficiency and effectiveness of performance in relation to the implementation of the adopted programs for public works and services, community services and library services.
 - Council Lands*
Initiate and adopt plans of management for public land to ensure the proper management, development and conservation of resources for the purpose of promoting welfare of the community and a better environment.
 - Asset Maintenance*
Approve works relating to the maintenance, repair and replacement of Council's physical assets including the buildings, plant and parks.
 - Trees*
Approve the planting, conservation, rehabilitation, maintenance, lopping or removal of trees and other vegetation. Deal with approvals, refusals and review of decisions in respect of the administration of the Tree Preservation Order.
 - Waste Collection*
Approve policies and programs for the collection and disposal of waste and the promotion of recycling.
 - Library and Information*
Monitor the performance of Council's library and information services and adopt policies for the upgrading and development of those services.
 - Community Development*
Monitor and review the use and effectiveness of programs and services provided by Council and other bodies for information, leisure, recreation and community support, as well as welfare, social, cultural and intellectual development. Approve appropriate policies, plans and procedures.

ITEM 6 (continued)

ATTACHMENT 1

Consideration of Matters

The Committee at a meeting may defer a matter that is listed on the Agenda to the next scheduled Committee Meeting for consideration if it has been carried unanimously. This matter must then be listed on the Agenda of the subsequent Committee Meeting.

If the deferral is not unanimously supported, the matter must then be presented to Council for consideration.

Other Matters (outside Terms of Reference)

Public Participation: Public Participation will be in accordance with Appendix "D" – Practice for Public Addresses, in the Code of Meeting Practice. (This allows a maximum of 5 minutes per person, 15 minutes for a group. It also allows Councillors to ask questions of the speaker).

Restrictions

Members of the public will not be able to speak at a Council meeting where matters have already been listed and considered at the Works and Community Committee and are being referred to the Council meeting for determination.

Advertising: Meetings will be advertised on Council's website and in the Mayor's Column.

Minutes: Minutes of meetings detailing recommendations for Council's consideration, will be published on Council's website.

ITEM 6 (continued)

ATTACHMENT 1

Finance and Governance Committee

| | |
|--------------------------------|--|
| Quorum: | A committee comprising less than the full council shall be three (3). |
| Meeting dates, place and time: | 2nd Tuesday of January (if considered necessary by the Mayor and General Manager). 2nd Tuesday of the months February to December inclusive. Council Chamber, Level 1A, 1 Pope Street, Ryde 2112. Meetings are scheduled to commence at 6.45pm. |
| Casting Vote: | In the event of an equality of votes, the Chairperson has a casting vote. |
| Delegation: | Matters considered by the Finance and Governance Committee will be referred to Council for determination in the following circumstances: <ul style="list-style-type: none">(a) Where there are dissenting votes;(b) Where substantive changes are made to the published recommendation;(c) Where a change in the priority of works previously adopted by Council or works and budget allocations are required. |
| Charter: | To address and consider issues relating to Finance, Governance, Procurement/Tenders, Audit and Property matters at the City of Ryde and make recommendations to Council for its determination. |
| Functions and Powers: | The functions and powers of the Committee will be as follows: <ul style="list-style-type: none">1. Integrated Planning and Reporting To review and determine financial and asset management strategies, revenue raising opportunities, Council's Community Strategic Plan, Four Year Delivery Plan, One Year Operational Plan, Resourcing Strategy and Quarterly Reviews.2. Rating Matters To monitor, review and determine rating strategies and resolve other rating matters.3. Investments To receive and review reports on Council's Investment Portfolio and adopt actions arising; To review, amend and determine Council's Investment Policy; and To review and appoint Council's independent financial advisor.4. Procurement/Tenders To receive and review reports on Council's Procurement Policy, Strategies and Procedures and adopt actions arising; and To consider and determine tenders. |

ITEM 6 (continued)

ATTACHMENT 1

5. **Internal and External Audit**
To appoint members of Council's Audit and Risk Committee;
To receive and review reports of Council's Audit and Risk Committee;
To investigate, receive and review reports of Council's External Auditor; and
To review, monitor and appoint Council's External Auditor.
6. **Court Actions/Legal Matters**
To review the progress of matters before the Courts and assess the implications of decisions from the Court.
7. **Property Matters**
To review and determine matters relating to leasing, licensing, acquisition and disposal of Council property;
8. **Governance Framework, Operational/Organisational Matters and Corporate/Council Policies**
To review and determine policies, submissions, other Operational/Organisational matters as required under the Local Government Act and other initiatives/improvements to Council's Governance Framework.

Consideration of Matters

The Committee at a meeting may defer a matter that is listed on the Agenda to the next scheduled Committee Meeting for consideration if it has been carried unanimously. This matter must then be listed on the Agenda of the subsequent Committee Meeting.

If the deferral is not unanimously supported, the matter must then be presented to Council for consideration.

Other Matters (outside Terms of Reference)

Public Participation: Public Participation will be in accordance with Appendix "D" – Practice for Public Addresses, in the Code of Meeting Practice. (This allows a maximum of 5 minutes per person, 15 minutes for a group. It also allows Councillors to ask questions of the speaker).

Restrictions

Members of the public will not be able to speak at a Council meeting where matters have already been listed and considered at the Finance and Government Committee and are being referred to the Council meeting for determination.

Advertising: Meetings will be advertised on Council's website and in the Mayor's Column.

Minutes: Minutes of meetings detailing recommendations for Council's consideration, will be published on Council's website.

ITEM 6 (continued)

ATTACHMENT 2

**OPTION 1 – MEETING SCHEDULE
JANUARY 2022 TO END OF DECEMBER 2022**

| DATE | MEETING TYPE | COMMENTS |
|-----------------|---|----------------------|
| JANUARY | | |
| 31-Jan-22 | Council Meeting | Commencing at 3.00pm |
| FEBRUARY | | |
| 01-Feb-22 | No Meetings | |
| 08-Feb-22 | Works and Community Committee Meeting | Commencing at 6.00pm |
| 08-Feb-22 | Finance and Governance Committee Meeting | Commencing at 6.30pm |
| 15-Feb-22 | No Meetings | |
| 22-Feb-22 | Council Meeting | Commencing at 3.00pm |
| MARCH | | |
| 01-Mar-22 | No Meetings | |
| 08-Mar-22 | Works and Community Committee Meeting | Commencing at 6.00pm |
| 08-Mar-22 | Finance and Governance Committee Meeting | Commencing at 6.30pm |
| 15-Mar-22 | No Meetings | |
| 23-Mar-22 | Council Meeting | Commencing at 3.00pm |
| 29-Mar-22 | No Meetings | 5th Tuesday |
| APRIL | | |
| 05-Apr-22 | No Meetings | |
| 12-Apr-22 | Works and Community Committee Meeting | Commencing at 6.00pm |
| 12-Apr-22 | Finance and Governance Committee Meeting | Commencing at 6.30pm |
| 19-Apr-22 | No Meetings | |
| 26-Apr-22 | Council Meeting | Commencing at 3.00pm |
| MAY | | |
| 03-May-22 | No Meetings | |
| 10-May-22 | Works and Community Committee Meeting | Commencing at 6.00pm |
| 10-May-22 | Finance and Governance Committee Meeting | Commencing at 6.30pm |
| 17-May-22 | No Meetings | |
| 24-May-22 | Council Meeting | Commencing at 3.00pm |
| 31-May-22 | No Meetings | 5th Tuesday |
| JUNE | | |
| 07-Jun-22 | No Meetings | |
| 14-Jun-22 | Works and Community Committee Meeting | Commencing at 6.00pm |
| 14-Jun-22 | Finance and Governance Committee Meeting | Commencing at 6.30pm |
| 21-Jun-22 | No Meetings | |
| 28-Jun-22 | Council Meeting | Commencing at 3.00pm |
| JULY | | |
| 05-Jul-22 | No Meetings | |
| 12-Jul-22 | No Works and Community Committee Meeting | Mid-Year Recess |
| 12-Jul-22 | No Finance and Governance Committee Meeting | Mid-Year Recess |
| 19-Jul-22 | No Meetings | |
| 26-Jul-22 | Council Meeting | Commencing at 3.00pm |

ITEM 6 (continued)

ATTACHMENT 2

**OPTION 1 – MEETING SCHEDULE
JANUARY 2022 TO END OF DECEMBER 2022 (CONTINUED)**

| DATE | MEETING TYPE | COMMENTS |
|------------------|---|----------------------------|
| AUGUST | | |
| 02-Aug-22 | No Meetings | |
| 09-Aug-22 | Works and Community Committee Meeting | Commencing at 6.00pm |
| 09-Aug-22 | Finance and Governance Committee Meeting | Commencing at 6.30pm |
| 16-Aug-22 | No Meetings | |
| 23-Aug-22 | Council Meeting | Commencing at 3.00pm |
| 30-Aug-22 | No Meetings | 5th Tuesday |
| SEPTEMBER | | |
| 06-Sep-22 | No Meetings | |
| 13-Sep-22 | Works and Community Committee Meeting | Commencing at 6.00pm |
| 13-Sep-22 | Finance and Governance Committee Meeting | Commencing at 6.30pm |
| 20-Sep-22 | No Meetings | |
| 27-Sep-22 | Council Meeting | Commencing at 3.00pm |
| OCTOBER | | |
| 04-Oct-22 | No Meetings | |
| 11-Oct-22 | Works and Community Committee Meeting | Commencing at 6.00pm |
| 11-Oct-22 | Finance and Governance Committee Meeting | Commencing at 6.30pm |
| 18-Oct-22 | No Meetings | |
| 25-Oct-22 | Council Meeting | Commencing at 3.00pm |
| NOVEMBER | | |
| 01-Nov-22 | No Meetings | |
| 08-Nov-22 | Works and Community Committee Meeting | Commencing at 6.00pm |
| 08-Nov-22 | Finance and Governance Committee Meeting | Commencing at 6.30pm |
| 15-Nov-22 | No Meetings | |
| 22-Nov-22 | Council Meeting | Commencing at 3.00pm |
| 29-Nov-22 | No Meetings | 5th Tuesday |
| DECEMBER | | |
| 06-Dec-22 | No Meetings | |
| 13-Dec-22 | No Works and Community Committee Meeting | Council Meeting to be held |
| 13-Dec-22 | No Finance and Governance Committee Meeting | Council Meeting to be held |
| 13-Dec-22 | Council Meeting | Commencing at 3.00pm |

** Note: Councillor Workshops and Briefings will be programmed as required and will commence at a time allocated by the General Manager*

ITEM 6 (continued)
ATTACHMENT 3

**OPTION 2 – MEETING SCHEDULE
 JANUARY 2022 TO END OF DECEMBER 2022**

| DATE | MEETING TYPE | COMMENTS |
|-----------------|---|----------------------|
| JANUARY | | |
| 31-Jan-22 | Council Meeting | Commencing at 7.00pm |
| FEBRUARY | | |
| 01-Feb-22 | No Meetings | |
| 08-Feb-22 | Works and Community Committee Meeting | Commencing at 6.00pm |
| 08-Feb-22 | Finance and Governance Committee Meeting | Commencing at 6.30pm |
| 15-Feb-22 | No Meetings | |
| 22-Feb-22 | Council Meeting | Commencing at 7.00pm |
| MARCH | | |
| 01-Mar-22 | No Meetings | |
| 08-Mar-22 | Works and Community Committee Meeting | Commencing at 6.00pm |
| 08-Mar-22 | Finance and Governance Committee Meeting | Commencing at 6.30pm |
| 15-Mar-22 | No Meetings | |
| 23-Mar-22 | Council Meeting | Commencing at 7.00pm |
| 29-Mar-22 | No Meetings | 5th Tuesday |
| APRIL | | |
| 05-Apr-22 | No Meetings | |
| 12-Apr-22 | Works and Community Committee Meeting | Commencing at 6.00pm |
| 12-Apr-22 | Finance and Governance Committee Meeting | Commencing at 6.30pm |
| 19-Apr-22 | No Meetings | |
| 26-Apr-22 | Council Meeting | Commencing at 7.00pm |
| MAY | | |
| 03-May-22 | No Meetings | |
| 10-May-22 | Works and Community Committee Meeting | Commencing at 6.00pm |
| 10-May-22 | Finance and Governance Committee Meeting | Commencing at 6.30pm |
| 17-May-22 | No Meetings | |
| 24-May-22 | Council Meeting | Commencing at 7.00pm |
| 31-May-22 | No Meetings | 5th Tuesday |
| JUNE | | |
| 07-Jun-22 | No Meetings | |
| 14-Jun-22 | Works and Community Committee Meeting | Commencing at 6.00pm |
| 14-Jun-22 | Finance and Governance Committee Meeting | Commencing at 6.30pm |
| 21-Jun-22 | No Meetings | |
| 28-Jun-22 | Council Meeting | Commencing at 7.00pm |
| JULY | | |
| 05-Jul-22 | No Meetings | |
| 12-Jul-22 | No Works and Community Committee Meeting | Mid-Year Recess |
| 12-Jul-22 | No Finance and Governance Committee Meeting | Mid-Year Recess |
| 19-Jul-22 | No Meetings | |
| 26-Jul-22 | Council Meeting | Commencing at 7.00pm |

ITEM 6 (continued)

ATTACHMENT 3

**OPTION 2 – MEETING SCHEDULE
JANUARY 2022 TO END OF DECEMBER 2022 (CONTINUED)**

| DATE | MEETING TYPE | COMMENTS |
|------------------|---|----------------------------|
| AUGUST | | |
| 02-Aug-22 | No Meetings | |
| 09-Aug-22 | Works and Community Committee Meeting | Commencing at 6.00pm |
| 09-Aug-22 | Finance and Governance Committee Meeting | Commencing at 6.30pm |
| 16-Aug-22 | No Meetings | |
| 23-Aug-22 | Council Meeting | Commencing at 7.00pm |
| 30-Aug-22 | No Meetings | 5th Tuesday |
| SEPTEMBER | | |
| 06-Sep-22 | No Meetings | |
| 13-Sep-22 | Works and Community Committee Meeting | Commencing at 6.00pm |
| 13-Sep-22 | Finance and Governance Committee Meeting | Commencing at 6.30pm |
| 20-Sep-22 | No Meetings | |
| 27-Sep-22 | Council Meeting | Commencing at 7.00pm |
| OCTOBER | | |
| 04-Oct-22 | No Meetings | |
| 11-Oct-22 | Works and Community Committee Meeting | Commencing at 6.00pm |
| 11-Oct-22 | Finance and Governance Committee Meeting | Commencing at 6.30pm |
| 18-Oct-22 | No Meetings | |
| 25-Oct-22 | Council Meeting | Commencing at 7.00pm |
| NOVEMBER | | |
| 01-Nov-22 | No Meetings | |
| 08-Nov-22 | Works and Community Committee Meeting | Commencing at 6.00pm |
| 08-Nov-22 | Finance and Governance Committee Meeting | Commencing at 6.30pm |
| 15-Nov-22 | No Meetings | |
| 22-Nov-22 | Council Meeting | Commencing at 7.00pm |
| 29-Nov-22 | No Meetings | 5th Tuesday |
| DECEMBER | | |
| 06-Dec-22 | No Meetings | |
| 13-Dec-22 | No Works and Community Committee Meeting | Council Meeting to be held |
| 13-Dec-22 | No Finance and Governance Committee Meeting | Council Meeting to be held |
| 13-Dec-22 | Council Meeting | Commencing at 7.00pm |

** Note: Councillor Workshops and Briefings will be programmed as required and will commence at a time allocated by the General Manager*

7 COUNCIL COMMITTEE MEETINGS - Appointment of Councillor Members to Standing Committees

Report prepared by: Civic Services Manager

File No.: CLM/21/1/1/2 - BP21/793

REPORT SUMMARY

This report seeks Council's determination of Councillor members to the Works and Community Committee and the Finance and Governance Committee.

RECOMMENDATION:

- (a) That Council endorse its Standing Committees of Works and Community Committee and Finance and Governance Committee.
- (b) That Council determine the Committee members for the Works and Community Committee.
- (c) That Council determine the Committee members for the Finance and Governance Committee.

ATTACHMENTS

There are no attachments for this report.

Report Prepared By:

Amanda Janvrin
Civic Services Manager

Report Approved By:

John Schanz
Manager - Corporate Governance

Mark Eady
Director - Corporate Services

ITEM 7 (continued)**Discussion**

Council's current Standing Committees are as follows:-

- Works and Community Committee; and
- Finance and Governance Committee.

Council is to determine the appointment of Councillor Members to the Standing Committees.

Council's Code of Meeting Practice allows for the Works and Community Committee and the Finance and Governance Committee meetings to be held on the second Tuesday of the months February to December inclusive.

The Code allows for Council meetings to be held on the fourth Tuesday of the months February to December inclusive.

Appointment of Committee Members to Standing Committees

The membership of the Works and Community Committee and the Finance and Governance Committee is to be determined annually. Councillors can be members of all Standing Committees with the Mayor as ex-officio on each Committee.

The Chairperson and Deputy Chairperson of each of the Committees are to be determined by the Committee at the first meeting.

Financial Implications

Adoption of the recommendations outlined in this report will have no financial impact as there is provision for the conduct of meetings allocated in the adopted 2021/2022 and 2022/2023 budgets.

8 EXTERNAL COMMITTEES - Appointment of Delegates

Report prepared by: Civic Services Manager

File No.: CLM/21/1/1/2 - BP21/794

REPORT SUMMARY

This report is to confirm Councillor delegates for all external Committees.

RECOMMENDATION:

- (a) That Council appoint the following delegates to NSROC:-
- The newly elected Mayor
 - One (1) Councillor as a formal delegate
 - Two (2) Councillors as alternate delegates
- (b) That Council appoint two (2) persons (Councillors and/or Council staff members) as Council's delegates and at least one (1) person as an alternate delegate to the Sydney North Planning Panel.
- (c) That Council appoint one (1) Councillor as a formal delegate and one (1) Councillor as an alternate delegate to the Parramatta River Catchment Group.

Report Prepared By:

Amanda Janvrin
Civic Services Manager

Report Approved By:

John Schanz
Manager - Corporate Governance

Mark Eady
Director - Corporate Services

ITEM 8 (continued)

Discussion

The appointment of Councillor delegates to external Committees, such as the Northern Sydney Regional Organisation of Councils (NSROC), is undertaken annually.

External Committees

NSROC

The City of Ryde is a member of the Northern Sydney Regional Organisation of Councils (NSROC) which is a voluntary organisation of Local Government established to provide strong Local Government leadership; to work co-operatively for the benefit of the Northern Sydney region; and to effectively advocate on agreed regional positions and priorities. The eight member Councils are Hunters Hill, Hornsby, Ku-ring-gai, Lane Cove, Mosman, North Sydney, Ryde and Willoughby.

Each member Council is to appoint the Mayor and one (1) Councillor as formal delegates and two (2) alternate delegates, however, there is no restriction on any other Councillors attending meetings.

Council previously appointed the following two (2) formal delegates and two (2) alternate delegates to NSROC for the 2020/2021 year:-

| Committee | Previous Council Delegates | Provisions |
|-----------|---|--|
| NSROC | Delegates: The Mayor, Councillor Laxale Councillor Pedersen Alternates: Councillor Gordon Councillor Clifton | 2 formal delegates, the Mayor and one other Councillor |

Ryde Traffic Committee

The Ryde Traffic Committee (RTC) is a technical Committee created under the auspices of the Roads and Maritime Service (RMS).

The RTC is to be made up of four formal members. The membership is:-

- Council
- the NSW Police through their nominated officer
- the RMS through their nominated officer
- the local State Member of Parliament (MP) or their nominee

The Chairperson of the RTC is the Director – City Works.

ITEM 8 (continued)

Council's representative at meetings is a Council officer. The Council representative may be a sub-delegate if Council has formally approved this.

Councillors are able to attend all RTC meetings and contribute to discussion; however, they do not have voting powers.

As the RTC does not have any powers to determine resolutions of Council, its Minutes are referred to Council via the Works and Community Committee. Council then has the power to determine resolutions on matters arising from the RTC meetings.

Sydney Planning Panels

The Sydney Planning Panels have been set up to determine the following range of regional development:-

- Development with a Capital Investment Value (CIV) over \$30 million.
- Development with a CIV over \$5 million which is:
 - Council related
 - Lodged by or on behalf of the Crown (State of NSW)
 - Private infrastructure and community facilities or
 - Eco-tourist facilities
- Extractive industries, waste facilities and marinas that are designated development.
- Certain coastal subdivisions.
- Development with a CIV between \$10 million and \$30 million which are referred to the Planning Panel by the applicant after 120 days.
- By order of the Minister.

There are six Sydney Planning Panels and the City of Ryde is within the catchment of the Sydney North Planning Panel. Each Panel is chaired by a nominee of the State Government. In addition to the chairperson, the Minister nominates two further panel State members of the Panel. The State appointed members must have expertise in one or more of the following fields: planning, architecture, heritage, the environment, urban design, land economics, traffic and transport, law, engineering, tourism or government and public administration.

Currently, a chairperson is appointed by the Minister for Planning from one of the three State members. This appointment requires the concurrence of the Local Government and Shires Association.

ITEM 8 (continued)

The current State appointed members are Mr Peter Debnam (Chair), Brian Kirk and Julie Savet Ward.

The City of Ryde is permitted two (2) members on the Sydney North Planning Panel. At least one of the Council appointed members must have expertise in one or more of the following fields: planning, architecture, heritage, the environment, urban design, land economics, traffic and transport, law, engineering or tourism.

Panels meet on a 'as needs basis', approximately once every two months in the City of Ryde's case, to determine one or more development applications. Panel meetings are usually held during business hours, in the Christie Conference Centre, North Sydney. Applications can also be dealt with electronically, if there are no submissions lodged and it is agreed by panel members that no meeting is required.

Council previously appointed the following two (2) formal delegates and one (1) alternate delegate to the Sydney Planning Panels:-

| Committee | Previous Council Delegates | Provisions |
|------------------------|---|---|
| Sydney Planning Panels | Delegates: Councillor Purcell Councillor Clifton Alternate: Councillor Pedersen | Two formal delegates, as many alternates as nominated |

Parramatta River Catchment Group

The Parramatta River Catchment Group (PRCG) is an alliance of Councils, State Agencies and Community Stakeholders who share the common purpose of making the Parramatta River a healthy waterway and living river for all to enjoy. Its mission is to make the river swimmable again by 2025 with the City of Ryde delivering one of the first new swim sites as nominated under the PRCG Masterplan in 2021.

The City of Ryde has been a member Council of the PRCG since 2009. A significant part of the River's catchment area and foreshore is located within the Ryde LGA and is proximate to numerous upper catchments, recreational spaces and residential and commercial developments.

The current Council membership of the PRCG consists of Blacktown City, Burwood, City of Canada Bay, City of Canterbury-Bankstown, City of Parramatta, Cumberland, City of Ryde, Hunters Hill, Inner West and Strathfield Councils. In addition, the Department of Planning, Industry and Environment (DPIE), NSW Environment Protection Authority (EPA) and Sydney Water are all financial contributing members.

ITEM 8 (continued)

Each member Council is to appoint one (1) delegate and one (1) alternate delegate to the PRCG.

Council previously appointed the following one (1) formal delegate and one (1) alternate delegate to the Parramatta River Catchment Group (PRCG):-

| Committee | Previous Council Delegates | Provisions |
|----------------------------------|--|--|
| Parramatta River Catchment Group | Delegate: Councillor Pedersen Alternate: Councillor Clifton | One formal delegate and one alternate as nominated |

Financial Implications

Adoption of the recommendation will have no financial impact.

9 DETERMINATION OF ADVISORY COMMITTEES AND APPOINTMENT OF COUNCILLOR REPRESENTATIVES

Report prepared by: Civic Services Manager

File No.: CLM/21/1/1/2 - BP21/795

REPORT SUMMARY

The City of Ryde Advisory Committees enhance two-way communication between Council and the community. This report seeks Council's determination about what Advisory Committees are required for the next term of Council. Endorsement is also sought to proceed to an expression of interest process for community members for these Committees.

Council is also requested to determine the Councillor members and Chairperson for each Committee. Details of both the Councillor and community membership requirements, as extracted from the Committees' Terms of Reference are given in the report.

Following the determination of the 2021-2024 Advisory Committees, Council officers will also review the Terms of Reference for each Committee, which will subsequently be confirmed by each Committee at their first meeting and then reported back to Council.

It is anticipated that a report on the Expression of Interest process and next steps towards implementation of these Committees will be received by Council at its March 2022 meeting.

RECOMMENDATION:

- (a) That the following Advisory Committees be convened for the 2021-2024 term of Council:-
- Audit, Risk and Improvement Committee
 - Arts Advisory Committee
 - Bicycle Advisory Committee
 - Bushland and Environment Advisory Committee
 - Economic Development Advisory Committee
 - Festivals and Events Advisory Committee
 - Heritage Advisory Committee
 - Macquarie Park Forum
 - Multicultural Advisory Committee
 - Renewable Energy Advisory Committee
 - Ryde Youth Council
 - Social Inclusion Advisory Committee
 - Sport and Recreation and Wheeled Sports Advisory Committee
 - Status of Women Advisory Committee

ITEM 9 (continued)

- (b) That Council determine the Councillor(s) to be members of each City of Ryde Advisory Committee, in accordance with their Terms of Reference.
- (c) That Council nominate a Chairperson to each of these Committees, with the exception of the Audit Risk and Improvement Committee and the Ryde Youth Council, in accordance with their Terms of Reference.
- (d) That Council confirm the commencement of an Expression of Interest process to identify interested and committed people from the City of Ryde community, to become members of each of these Advisory Committees (with the exception of the Audit, Risk and Improvement Committee and the Ryde Youth Council).
- (e) That following Council's endorsement of the above recommendations, Council officers review the Committees' Terms of Reference, which are subsequently to be confirmed at each Committee's first meeting and then reported back to Council.

ATTACHMENTS

- 1 Advisory Committee Community Membership Profiles**

Report Prepared By:

Amanda Janvrin
Civic Services Manager

Report Approved By:

John Schanz
Manager - Corporate Governance

Mark Eady
Director - Corporate Services

ITEM 9 (continued)

Discussion

The City of Ryde Advisory Committees provide an important vehicle for consultation, advice and feedback between the community and Council.

At the start of each term, Council's Advisory Committees are required to be determined and an Expression of Interest process undertaken to identify community Committee members. Each Committee also requires Councillor participation, in the roles of Committee Chair and Councillor members. Following the commencement of each Committee, their first action is to review their Terms of Reference.

2017-2021 Advisory Committees

During the 2017 to 2021 term of Council, the following Advisory Committees were in place:-

| | |
|---|--|
| Audit Risk and Improvement Committee | Multicultural Advisory Committee |
| Arts Advisory Committee | Renewable Energy Advisory Committee |
| Bicycle Advisory Committee | Ryde Hunters Hill Joint Library Services Committee (ceased 30 June 2020) |
| Bushland and Environment Advisory Committee | Ryde Youth Council |
| Economic Development Advisory Committee | Social Inclusion Advisory Committee |
| Festivals and Events Advisory Committee | Sport and Recreation and Wheeled Sports Advisory Committee |
| Heritage Advisory Committee | Status of Women Advisory Committee |
| Macquarie Park Forum | |

All Advisory Committees were disbanded at the end of November 2021 to coincide with the term of Council (with the exception of the Audit Risk and Improvement Committee).

2021 – 2024 Advisory Committees

During the 2021-2024 Council term, it is proposed that the Advisory Committees listed below are implemented.

Following Council's resolution to implement these Committees, Council officers will review each Committee's Terms of Reference, and these will then be considered at the first meeting of each Committee.

ITEM 9 (continued)

A brief description of each Committee is given below and each Committee's community membership profile is provided for in **ATTACHMENT 1**.

AUDIT RISK AND IMPROVEMENT COMMITTEE - Provides a forum for communication between all stakeholders i.e. the Council, General Manager, Senior Management and Internal and External Audit, and ensures and supports the independence of the Internal Audit function.

The requirement for Council to have an Audit Risk and Improvement Committee is mandated under the NSW Local Government Act.

ARTS ADVISORY COMMITTEE – Provides advice to Council regarding the progress of arts and cultural sector within the City of Ryde to make Ryde a culturally rich and vibrant community.

BICYCLE ADVISORY COMMITTEE – Provides advice to Council on all matters relating to cycling in the City of Ryde.

BUSHLAND AND ENVIRONMENT ADVISORY COMMITTEE - Provides advice to Council regarding protection of biodiversity, protection of natural areas, including waterways and habitat corridors and promotion and implementation of environmentally sustainable initiatives.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE - Provides direction and support to assist Council in implementing the City of Ryde Economic Development Strategy.

FESTIVALS AND EVENTS ADVISORY COMMITTEE - Provides advice and feedback to Council on the delivery and development of festivals and events in the City of Ryde.

HERITAGE ADVISORY COMMITTEE - Provides advice and assists Council to promote, conserve and celebrate places that are of natural, indigenous, cultural, social, aesthetic and/or historic significance within the City of Ryde.

MACQUARIE PARK FORUM – Assists Council in the refinement and implementation of the Macquarie Park Master Plan vision and objectives to achieve sustainable growth in Macquarie Park and provides guidance and support to Council in the development and implementation of sustainable infrastructure programs for Macquarie Park. Contributes to the development and implementation of activities to enhance and promote the qualities of Macquarie Park and supports Council's efforts to consult with a range of stakeholder and community groups, in particular the business community in Macquarie Park and key government agencies.

ITEM 9 (continued)

MULTICULTURAL ADVISORY COMMITTEE - Provides advice to Council to ensure that Culturally and Linguistically Diverse (CALD) residents in the City of Ryde are able to participate actively in all aspects of community and civic life, and that Council recognises and values the diversity of the community.

RENEWABLE ENERGY ADVISORY COMMITTEE – Provide advice regarding opportunities for further uptake of renewable energy technologies, services and other energy efficient initiatives across the City of Ryde, regionally, state wide and nationally.

RYDE YOUTH COUNCIL – To advocate for the needs of young people and provide a mechanism for their participation and involvement in decision making on community issues, acts in an advisory and consultative capacity to Council on matters affecting young people in the community and assist young people in developing skills in various areas including leadership, communication, advocacy, governance and administration.

SOCIAL INCLUSION ADVISORY COMMITTEE - Provides advice to Council to ensure that all residents and visitors to the City of Ryde are able to participate actively in all aspects of community and civic life, and that Council recognises and values the diversity of its community.

SPORT AND RECREATION AND WHEELED SPORTS ADVISORY COMMITTEE - Fosters the appreciation, development and maintenance of sporting and recreational facilities, clubs and opportunities in City of Ryde, acts as a central point of communication between Council and the sporting and recreational groups in City of Ryde, assists clubs where possible in the application process for grants/sponsorships and advises Council on the need for wheeled sports' facilities in the City of Ryde.

STATUS OF WOMEN ADVISORY COMMITTEE – Provides advice to Council on improving the ways in which women in the City of Ryde are able to participate and engage actively in all aspects of community and civic life.

Councillor Membership of Advisory Committees

Council is required to determine the Councillor membership of each Committee as detailed in each Committee's Terms of Reference. Councillors are appointed to each Committee for a one (1) year term. However historically, the same Councillors have remained on the Audit, Risk and Improvement Committee throughout the Council term.

ITEM 9 (continued)

| Committee Title | Councillor Members as per Terms of Reference |
|--|--|
| Audit, Risk and Improvement Committee | Two (2) Councillors, with each having a nominated alternate. Historically the same Councillors have remained on the Committee throughout the Council term. |
| Arts Advisory Committee | No less than one (1) Councillor appointed annually Chair - a Councillor or Staff Member as elected by Council |
| Bicycle Advisory Committee | No less than one (1) Councillor appointed annually Chair - a Councillor or Staff Member as elected by Council |
| Bushland and Environment Advisory Committee | No less than one (1) Councillor appointed annually Chair - a Councillor or Staff Member as elected by Council |
| Economic Development Committee | No less than one (1) Councillor appointed annually Chair - a Councillor or Staff Member as elected by Council |
| Festival and Events Advisory Committee | No less than one (1) Councillor appointed annually Chair - a Councillor or Staff Member as elected by Council |
| Heritage Advisory Committee | No less than one (1) Councillor appointed annually Chair - a Councillor or Staff Member as elected by Council |
| Macquarie Park Forum | No less than one (1) Councillor appointed annually Chair - a Councillor or Staff Member as elected by Council |
| Multicultural Advisory Committee | No less than one (1) Councillor appointed annually Chair - a Councillor or Staff Member as elected by Council |
| Renewable Energy Advisory Committee | No less than one (1) Councillor appointed annually Chair - a Councillor or Staff Member as elected by Council |
| Ryde Youth Council | No less than one (1) Councillor appointed annually, non-voting member; No less than one (1) alternate Councillor delegate, non-voting member Chair - is to be a Youth member, and is chosen by the Youth members |
| Social Inclusion Advisory Committee | No less than one (1) Councillor appointed annually Chair - a Councillor or Staff Member as elected by Council |
| Sport and Recreation and Wheeled Sports Advisory Committee | No less than one (1) Councillor appointed annually Chair - a Councillor or Staff Member as elected by Council |
| Status of Women Advisory Committee | No less than one (1) Councillor appointed annually. Chair - a Councillor or Staff Member as elected by Council |

ITEM 9 (continued)Community Membership of Advisory Committees

Council is required to call for Expressions of Interest (EOI) for community members for each of the Advisory Committees (with the exception of the Audit, Risk and Improvement Committee and the Ryde Youth Council). The resulting members are to reflect the profile as given in each Committee's Terms of Reference. The community membership profile of each Committee is provided in **ATTACHMENT 1**.

The EOI process will be promoted on:-

- City of Ryde website
- The Mayoral Column in Northern District Times
- Northern District Times
- City of Ryde social media sites

The EOI process for the *Ryde Youth Council* also includes specific communications with high schools, youth clubs, Macquarie University and local youth services, however, as the membership for the Ryde Youth Council is for a two (2) year term which commenced on 28 April 2021, this Committee does not need to be included in this Expression of Interest process.

Additionally, Committee members from the previous term will be notified and invited to submit an Expression of Interest.

As the membership of the *Audit, Risk and Improvement Committee* does not include community representation, this Committee does not need to be included in this Expression of Interest process.

It is anticipated that this EOI process will occur during January and February 2022, with nominations to be presented to Council at its meeting in March 2022.

Independent External Audit, Risk and Improvement Committee members

In accordance with the Audit, Risk and Improvement Committee's Terms of Reference, the three Independent External Members will be appointed for a term of four years, after which they may be eligible for extension or re-appointment at Council's discretion. The maximum term allowed for independent members is 2 (two) terms of Council.

There is also provision within the Terms of Reference to allow the staging of appointments to promote for continuity and transfer of corporate knowledge. The existing three Independent Members (including the Independent Chair) have been appointed in accordance with the Terms of Reference and still have a substantial proportion of their term to serve on the Committee. There is therefore no requirement at this stage to call an Expression of Interest process to determine independent members.

ITEM 9 (continued)**Critical Dates**

The City of Ryde Advisory Committees are an important means of engaging with the local community, providing a mechanism for consultation, advice and feedback.

Council's adoption of these Committees and agreement to commence the process to recruit committee members is essential in order to facilitate the implementation of this two way communication process.

This process cannot commence until these determinations are made.

OptionsOption 1

- (a) To determine the Advisory Committees for the next term of Council and provide endorsement to proceed to an expression of interest process for community members for these Committees (with the exception of the Audit Risk and Improvement Committee and the Ryde Youth Council).
- (b) To determine the Councillor(s) to be members of each City of Ryde Advisory Committee and nominate a Chairperson to each of these Committees, in accordance with their Terms of Reference (with the exception of the Audit Risk and Improvement Committee and the Ryde Youth Council).

Option 2

- (a) To defer determination of the Advisory Committees (with the exception of the Audit Risk and Improvement Committee) and the expression of interest process for community members until after a briefing has been conducted with Councillors to discuss the City of Ryde Advisory Committee structure.
- (b) To determine the Councillor(s) to be members of the Audit Risk and Improvement Committee, in accordance with the Terms of Reference.

Financial Implications

Funding for the process to advertise and recruit for community members is available from within the Corporate Governance budget.

ITEM 9 (continued)
ATTACHMENT 1
Advisory Committees – Profiles of Community Members

| COMMITTEE NAME | PROFILE OF COMMUNITY MEMBERS |
|---|--|
| ARTS ADVISORY COMMITTEE | <p>Community Membership of the Committee comprises:</p> <p>Up to a maximum of twenty-five (25) members representing:-</p> <ul style="list-style-type: none"> • Persons with specialist skills and experience relevant to arts and cultural sector. • People who reside, work or visit the Ryde Local Government Area who have a demonstrated commitment to arts and culture. • Representatives from community groups/organisations invested in the progression of arts and culture within the City of Ryde. |
| BICYCLE ADVISORY COMMITTEE | <p>Community Membership of the Bicycle Advisory Committee comprises:</p> <ul style="list-style-type: none"> • Two (2) representatives of Bike North. • One (1) alternate Bike North delegate. • One (1) representative from Connect Macquarie Park. • One (1) representative of Macquarie University. • One (1) representative of Roads and Maritime Services (RMS). • One (1) representative from a major employer in the Macquarie Park area. <p>Substitute delegates may attend the Bicycle Advisory Meeting on behalf of a representative organisation.</p> |
| BUSHLAND AND ENVIRONMENT ADVISORY COMMITTEE | <p>Community Membership of the Bushland and Environment Advisory Committee comprises:</p> <ul style="list-style-type: none"> • Up to 3 bushcare group representatives, 1 representing each ward. • Up to 3 representatives from different environmental and/or sustainability stakeholder groups that are not already represented on the committee. • Up to 2 community representatives that are not members of other groups represented on the committee. • Up to 2 industry and/or educational representatives that are currently not employed or contracted by the City of Ryde. |
| ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (EDAC) | <p>Community Membership of the Economic Development Advisory Committee comprises:</p> <ul style="list-style-type: none"> • Local Business Chamber representatives. • Local Business Owner/Operators. • Education Institutions (e.g. Macquarie University & Local Schools). • Community Based Service Operators. |
| FESTIVALS AND EVENTS ADVISORY COMMITTEE | <p>Proposed Community Membership of the Festivals and Events Advisory Committee comprises:</p> <p>Twelve (12) and no more than twenty-four (24) community representatives.</p> <ul style="list-style-type: none"> • Ideally, community members will be drawn from each of the three wards of Council, with a minimum of two (2) representatives from each ward. • One (1) member from each of the following groups:- <ul style="list-style-type: none"> - Eastwood Chamber of Commerce - West Ryde Chamber of Commerce - Gladesville Chamber of Commerce - Chair or delegate from each event Sub-Committee (Lunar New Year, Cork & Fork and Granny Smith Festival) |

ITEM 9 (continued)
ATTACHMENT 1

| COMMITTEE NAME | PROFILE OF COMMUNITY MEMBERS |
|--|--|
| HERITAGE ADVISORY COMMITTEE | <p>Community Membership of the Heritage Advisory Committee comprises:</p> <ul style="list-style-type: none"> • Community groups represented by one (1) person. Currently the groups are:- <ul style="list-style-type: none"> - Brush Farm Historical Society - Ryde District Historical Society - Ryde Hunters Hill Flora and Fauna Preservation Society • Up to five (5) individual community representatives. |
| MACQUARIE PARK FORUM | <p>Community Membership of the Macquarie Park Forum comprises:</p> <p>Appropriate representation from the following stakeholder groups:-</p> <ul style="list-style-type: none"> • Commercial landowners in Macquarie Park • Key tenants in Macquarie Park • Macquarie Centre (AMPCAPITAL) • Relevant education providers e.g. Macquarie University • Transport Management Association – Macquarie Park + North Ryde • Relevant business groups (e.g. Chamber of Commerce) • Relevant State Government entities (e.g. Transport for NSW, Sydney Metro) |
| MULTICULTURAL ADVISORY COMMITTEE | <p>Community Membership of the Multicultural Advisory Committee comprises:</p> <p>Up to a maximum of twenty-five (25) members representing:-</p> <ul style="list-style-type: none"> • Persons who are representative of the cultural, ethnic, faith and linguistic diversity of the City of Ryde. • People who reside, work or visit the Ryde Local Government Area who have a demonstrated commitment to community harmony. • People will be co-opted as required. |
| RENEWABLE ENERGY ADVISORY COMMITTEE | <p>Community Membership of the Renewable Energy Advisory Committee comprises:</p> <ul style="list-style-type: none"> • Up to 3 representatives from different environmental sustainability and/or renewable energy or renewable technology stakeholder groups that are not already represented on the committee. • Up to 4 community representatives that are not members of other groups represented on the committee – minimum 1 representing each ward. • Up to 3 industry and/or educational representatives that are currently not employed or contracted by the City of Ryde. |
| RYDE YOUTH COUNCIL | <p>Community Membership of the Ryde Youth Council comprises:</p> <ul style="list-style-type: none"> • It is recommended that there be between ten (10) and fifteen (15) community representatives aged 12 – 25 years. Members must live, work, study or recreate in the City of Ryde. • Young people who represent organisations that service young people. • Young people from diverse socio-economic, cultural and ethnic backgrounds. • Individuals with specialist skills and professional interest in issues affecting young people will be contacted / invited as required. |

ITEM 9 (continued)

ATTACHMENT 1

| COMMITTEE NAME | PROFILE OF COMMUNITY MEMBERS |
|--|--|
| <p>SOCIAL INCLUSION ADVISORY COMMITTEE</p> | <p>Community Membership of the Social Inclusion Advisory Committee comprises:</p> <p>A minimum of twelve (12) and maximum of twenty-five (25) community representatives</p> <p>Community representatives shall be:-</p> <ul style="list-style-type: none"> • Persons who reside, work or visit the Ryde Local Government Area who have a demonstrated commitment to access and inclusion issues. • Persons with specialist skills and experience relevant to access and inclusion issues; e.g. community members with a lived experience of disability, engineers, architects, occupational therapists. • Representatives from community groups/organisations representing people with diverse backgrounds, interests and abilities. |
| <p>SPORT AND RECREATION AND WHEELED SPORTS ADVISORY COMMITTEE</p> | <p>Community Membership of the Sport and Recreation and Wheeled Sports Advisory Committee comprises:</p> <ul style="list-style-type: none"> • One representative from sporting clubs, recreation organisations and regular hirers that use facilities and/or are located within the City of Ryde. • Residents that have an interest in working with Council on the development of recreation facilities for wheeled sports (skate boarding, BMX riding, scooters). |
| <p>STATUS OF WOMEN ADVISORY COMMITTEE</p> | <p>Community Membership of the Status of Women Advisory Committee comprises:</p> <p>Up to a maximum of twenty-five (25) members representing:-</p> <ul style="list-style-type: none"> • Women who represent women's organisations • Highly regarded professional women • Women from CALD backgrounds • Indigenous women • Young women • Women who have previous advocacy experience highlighting women's issues • Individuals with specialist skills and professional interest in issues affecting women • Active community members • Women will be co-opted as required. |

10 LOCAL GOVERNMENT NSW SPECIAL CONFERENCE - HYATT REGENCY HOTEL, SYDNEY - 28 FEBRUARY 2022 TO 2 MARCH 2022

Report prepared by: Civic Support Officer**File No.:** CLM/21/1/1/2 - BP21/673

REPORT SUMMARY

This report is presented to Council for confirmation of voting delegates to attend the Local Government NSW Special Conference. It will be held at The Hyatt Regency Hotel, Sydney from Monday, 28 February 2022 to Wednesday, 2 March 2022.

This report also calls for Councillors to submit motions via the HelpDesk for Council's consideration at the next Ordinary Council meeting, prior to being submitted to Local Government NSW.

RECOMMENDATION:

- (a) That Council confirm the appointment of six (6) Councillors to attend the Local Government NSW Special Conference as voting delegates.
- (b) That Council note that motions to the Local Government NSW Conference are due on 30 January 2022, however, late motions will be accepted and accordingly, calls on Councillors to submit motions through the HelpDesk.
- (c) That if motions are submitted to the HelpDesk, that they be brought to Council at its next Ordinary meeting for consideration prior to submission to Local Government NSW.

ATTACHMENTS

- 1 Local Government NSW Special Conference Program
- 2 LGNSW 2021 Motions Submission Guide
- 3 Rule 4 – Objects of the Local Government Association
- 4 Councillor Attendance at Conferences Guidelines

Report Prepared By:

Kathryn Fleming
Civic Support Officer

Report Approved By:

Amanda Janvrin
Civic Services Manager**John Schanz**
Manager - Corporate Governance**Mark Eady**
Director - Corporate Services

ITEM 10 (continued)

Discussion

Conference

As a result of NSW Public Health orders, the 2021 Local Government NSW Annual Conference was held online on 29 November 2021. Local Government NSW have advised that the in-person component of the Annual Conference (now called 'Special Conference') will be held from Monday, 28 February 2022 to Wednesday, 2 March 2022 at the Hyatt Regency Hotel, Sydney. A copy of the Local Government NSW Special Conference Program is provided for in **ATTACHMENT 1**.

The Conference is the annual policy making event for all Councils of New South Wales. It is the pre-eminent event of the Local Government year where local councillors come together to share ideas and debate issues that shape the way we are governed.

Voting Delegates Representing the City of Ryde

To vote on motions at the Conference, delegates must be an elected member of a Council, County Council, the Norfolk Island Regional Council (NIRC) a Related Local Government Body (RLGB) or an Administrator appointed in accordance with the *Local Government Act 1993*.

Local Government NSW has advised Council that it is entitled to send six (6) Councillors to the Special Conference as voting delegates.

Council at its meeting held on 27 July 2021 resolved in part as follows:-

- (c) *That Council appoint the Mayor, Councillor Laxale and Councillors Pedersen, Purcell, Clifton, Gordon and Zhou as voting delegates to the Conference.*

Ordinary members and Associate members need to advise LGNSW of the name(s) of their nominated voting delegate(s) for voting on motions. Please note that Council was required to advise LGNSW of the names of their nominated voting delegates by 5pm on Tuesday, 5 October 2021. Due to the Local Government Election held on 4 December 2021, LGNSW have advised that Council is permitted to change the name of an already nominated voting delegate (substitute delegates).

Council should now amend appointed six (6) Councillors to attend the Special Conference as voting delegates via a new resolution.

Motions

Local Government NSW has requested input from Councils, to guide the content of business sessions at the conference and is requesting Councils to ensure that the motions debate centres on advancing the sector wide policy agenda. A copy of the LGNSW 2021 Motions Submissions Guide is provided for in **ATTACHMENT 2**.

ITEM 10 (continued)

Councils were asked to identify motions relating to the following overall categories:-

1. Association Business (Industrial Relations and Employment policy)
2. Economic policy
3. Infrastructure and planning policy
4. Social and Community policy
5. Environmental policy
6. Governance and Accountability of Councils (eg. legislative and regulatory setting, elections, participation, reform)

Further, the LGNSW Board has resolved that motions will be included in the Business Paper for the Conference only where they meet the following criteria:-

1. Are consistent with the objects of LGNSW (see Rule 4 of the Association's rules as provided for in **ATTACHMENT 3**);
2. Relate to Local Government in NSW and/or across Australia;
3. Concern or are likely to concern Local Government as a sector;
4. Seek to advance the Local Government policy agenda of LGNSW and/or improve governance of the Association;
5. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
6. Are clearly worded and unambiguous in nature; and
7. Do not express preference for one or several members over one or several other members.

Local Government NSW have advised all Councils to submit proposed motions as early as possible, however, in accordance with the Local Government NSW rules, the latest date motions can be accepted for inclusion in the Conference Business Paper is Sunday, 30 January 2022 (28 days prior to the Conference). All Motions must be endorsed by Council before submission to LGNSW.

NOTE: It should be noted that the LGNSW Rules do allow for Councils to submit motions with less than 28 days' notice and the LGNSW Board may allow these to be considered at the Conference as late items. If Councils cannot meet the 30 January 2022 timeline to adopt Motions prior to submission, LGNSW encourages Councils to submit motions as late items as soon as possible after the deadline (however these motions will not be published in the Business Paper).

Councillors were previously invited through the Councillor Information Bulletin dated 13 July 2021 to submit proposed motions and notes for Council to consider endorsing for submission to Local Government NSW for inclusion in the Business Papers for the Conference. It is noted that no motions were received from Councillors at that time. As the Special Conference will now be held from 28 February 2022 to 2 March 2022, Councillors are again invited to lodge any motions for the Conference via the Helpdesk. Motions submitted to the HelpDesk, will then be presented to Council at its next Ordinary meeting for consideration prior to submission to Local Government NSW.

ITEM 10 (continued)

Attendance at the Conference

Councillors can attend the Conference using their own vehicle and receive reimbursement on the travel expenses per kilometre should they wish to drive. Alternatively, Councillors may prefer to catch public transport to and from the Conference and receive reimbursement for fares or taxi e-tickets can be issued to Councillors for travel to and from the Conference.

As the Conference is held in the Sydney Metropolitan area, accommodation will not be provided.

Critical Dates

The following deadlines are required to be met:-

- Council to confirm the appointment of six (6) Councillors to attend the LGNSW Special Conference as voting delegates – to be determined at this meeting.
- The latest date Motions can be accepted for inclusion in the Conference Business Paper is Sunday, 30 January 2022.
- If Council cannot meet the 30 January 2022 timeline to adopt Motions prior to submission, LGNSW encourages Council to submit motions as late items as soon as possible after the deadline.

Financial Impact

Early-bird registration cost for the Conference is \$979.00 per person (paid by 3 December 2021) – Dinner excluded.

Standard registration cost for the Conference is \$1,094.50 per person (paid between 4 December 2021 and 14 February 2022) – Dinner excluded.

Three (3) Optional Events:-

| | |
|-----------------------------------|----------|
| Training sessions (members only): | \$ 55.00 |
| ALGWA breakfast (members only): | \$ 77.00 |
| Conference Dinner Ticket: | \$176.00 |

Currently there is an allocation of \$8,954.00 left in the 2021/2022 budget for Conferences (excluding the cost of \$7,238.00 that has already been paid for the early bird registration for six Councillors to attend this Special Conference).

ITEM 10 (continued)

Policy Implications

The City of Ryde has regularly participated in the Annual Local Government NSW Conference. Funding is allocated in the annual budget for delegates to attend the Conference. The Policy on Expenses and Facilities for the Mayor and Other Councillors sets out the entitlements for Councillors attending such Conferences.

The Guidelines for Councillor Attendance at Conferences is provided for in **ATTACHMENT 4**. The Guidelines provide that in addition to the Local Government NSW Conference and the Australian Local Government Conference, every Councillor is entitled to attend a conference in NSW, Canberra, metropolitan Brisbane or metropolitan Melbourne.

ITEM 10 (continued)

ATTACHMENT 1

Conference Program

28 February

| | |
|-----------------------------------|--|
| <p>1.00pm – 7.00pm</p> | <p>Registration opens at the Grand Ballroom Foyer</p> |
| <p>1.30pm – 3.00pm</p> | <p>Option 1: Council involvement in new national agreement on Closing the Gap</p> <p>Panel members include representatives from NSW Aboriginal Land Council and Reconciliation NSW</p> |
| <p>1.30pm – 3.00pm</p> | <p>Option 2: Rural and Regional Health – issues and solutions</p> <p>Panel members include representatives from Federal Government and a Council representative</p> |
| <p>1.30pm – 3.00pm</p> | <p>Option 3: Investing in you – planning your own councillor professional development</p> |
| <p>1.30pm – 3.00pm</p> | <p>Option 4: Domestic Violence – Councils are part of the solution</p> <p>Panel members include a representative of Domestic Violence NSW and representatives from metropolitan and regional councils</p> |

ITEM 10 (continued)

ATTACHMENT 1

| | |
|-----------------------------------|--|
| <p>3.00pm – 5.00pm</p> | <p>Meet the Politicians Forum with Master of Ceremonies: President LGNSW</p> <p>Addresses from NSW Government, Opposition and cross benchers</p> <p>Presentation of the AR Bluett Awards by the Trustees</p> <p>Welcome Reception Sponsor Address by Statewide Mutual</p> <p>This session is free to members registered to attend the conference. RSVPs are required as part of the conference registration.</p> |
| <p>5.00pm – 7.30pm</p> | <p>President’s Welcome Reception. Maritime Ballroom. Sponsored by Statewide Mutual.</p> <p>Registration will be available at this event.</p> |

ITEM 10 (continued)

ATTACHMENT 1

Conference Program

1 March

| | |
|------------------------------|--|
| 7.30am – 5.00pm | Registration opens Grand Ballroom Foyer |
| 8.00am – 4.00pm | Trade exhibition opens Maritime Ballroom Delegate Lounge opens for networking |
| 8.45am | Doors open for official conference proceedings |
| 9.05am – 9.10am | Conference introduction by Scott Phillips, Chief Executive, LGNSW |
| 9.10am – 9.15am | Welcome to Country on behalf of Metropolitan Local Aboriginal Land Council |
| 9.15am – 11.00am | Address by LGNSW President Opening of the Federal and State conference, including demonstration of voting app, adoption of standing orders, business session and consideration of motions. Chaired by LGNSW President |
| 11.00am – 11.05am | Distinguished Partner topic by nbn |
| 11.05am – 11.35am | Morning tea in trade exhibition, with Distinguished Partner nbn |

ITEM 10 (continued)

ATTACHMENT 1

| | |
|-----------------------------|---|
| 11.35am – 1.00pm | Consideration of conference business continued, chaired by LGNSW President |
| 1.00pm – 1.05pm | Elite sponsor address by StateCover |
| 1.05pm – 2.15pm | Lunch in trade exhibition, sponsored by StateCover, Maritime Ballroom |
| 1.05pm – 2.15pm | StateCover General Manager’s Lunch – Heritage Atrium (exclusive to GMs) |
| 2.15pm – 3.30pm | Consideration of conference business continued, chaired by LGNSW President |
| 3.30pm – 4.00pm | Afternoon tea in trade exhibition Maritime Ballroom |
| 4.00pm – 5.00pm | Consideration of conference business continued, chaired by LGNSW President |
| 5.00pm | Conference business session closes |
| 5.00pm – 5.30pm | Networking in trade exhibition, Maritime Ballroom |
| 7.00pm -10.30pm | Conference Dinner at Grand Ballroom, The Fullerton Hotel, 1 Martin Place, Sydney. Sponsored by StateCover Includes presentation of Distinguished Service Awards to elected members |

ITEM 10 (continued)

ATTACHMENT 1

Conference Program

2 March

| | |
|----------------------------|---|
| 7.30am – 3.00pm | Registration opens Grand Ballroom Foyer |
| 7.30am – 8.45am | <p>Australian Local Government Women’s Association (ALGWA NSW) Breakfast, Wharf Room</p> <p>Guest presenter: Rosemary Kariuki, Advocate for migrant and refugee women, LOCAL HERO 2021 Australian of the Year awards.</p> <p>Facilitated by Ellen Fanning</p> <p>* Ellen Fanning and Rosemary Kariuki appear by arrangement with Saxton Speakers Bureau (https://www.saxton.com.au/)</p> |
| 8.00am – 4.00pm | Trade exhibition opens, Maritime Ballroom Delegate Lounge opens for networking |
| 8.45am | Doors open for conference official proceedings |
| 9.00am | Welcome by MC, Ellen Fanning |
| 9.05am – 9.30am | <p>Keynote address – Michael Pascoe</p> <p>* Michael Pascoe appears by arrangement with Claxton Speakers International (https://www.claxtonspeakers.com.au/)</p> |
| 9.30am – 9.35am | Planning sponsor address by Resilience NSW |

ITEM 10 (continued)

ATTACHMENT 1

| | |
|------------------------------|--|
| 9.35am – 10.30am | Keynote Panel: Economy and Jobs focus |
| 10.30am – 10.35am | Distinguished sponsor address by Active Super |
| 10.35am – 11.05am | Morning tea in trade exhibition, sponsored by Active Super, Maritime Ballroom |
| 11.05 – 11.20am | Address by President LGNSW, on Association Initiatives including Country Mayors MOU signing |
| 11.20am – 11.25am | Distinguished Sponsor topic Landcom |
| 11.25am – 12.10pm | Presentation: Climate Change Panel |
| 12.10pm – 12.55pm | Presentation: The Housing Crisis in NSW |
| 12.55pm – 2.05pm | Lunch in trade exhibition, with Distinguished Sponsor Landcom, Maritime Ballroom |
| 2.05pm – 3.05pm | Final keynote address – Greig Pickhaver AM * Greig Pickhaver AM appears by arrangement with Claxton Speakers International (https://www.claxtonspeakers.com.au/) |
| 3.05pm – 3.15pm | Final remarks, President LGNSW |

ITEM 10 (continued)

ATTACHMENT 2



LGNSW 2021 Annual Conference Motions Submission Guide

LOCAL GOVERNMENT NSW
GPO BOX 7003 SYDNEY NSW 2001
L8, 28 MARGARET ST SYDNEY NSW 2000
T 02 9242 4000 F 02 9242 4111
LGNSW.ORG.AU LGNSW@LGNSW.ORG.AU
ABN 49 853 913 882

ITEM 10 (continued)

ATTACHMENT 2

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ITEM 10 (continued)

ATTACHMENT 2

LGNSW Annual Conference Motions Submission Guide

1. Introduction

The Local Government NSW (LGNSW – the “Association”) Annual Conference is the pre-eminent policy making event for the local government sector. Resolutions of Conference help determine the policies and priorities for LGNSW and the sector. It is a key event for local government where councillors come together to share ideas and debate issues that shape the way the sector functions and is governed.

LGNSW member councils are invited to submit motions to the Conference to advance the sector wide policy agenda. Motions are strategic local government issues which affect members state-wide and introduce new or emerging policy issues and actions.

This guide outlines the process for councils to submit motions for LGNSW’s Annual Conference.

2. Deadlines

Members are encouraged to submit motions [online](#) by **12 midnight (AEST) on Monday 27 September 2021** to allow assessment of the motions and distribution of the Business Paper before the Conference. However, in line with the LGNSW Rules, the latest date motions can be accepted for inclusion in the Business Paper is **12 midnight (AEDT) on Sunday 31 October 2021** (28 days prior to Conference).

3. Criteria for motion submission

The LGNSW Board has resolved that motions will be included in the Business Paper for the Annual Conference only where they:

1. are consistent with the objects of the Association (see Rule 4 of the Association’s [rules](#)),
2. relate to local government in NSW and/or across Australia,
3. concern or are likely to concern local government as a sector,
4. seek to advance the local government policy agenda of the Association and/or improve governance of the Association,
5. have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws),
6. are clearly worded and unambiguous in nature, and
7. do not express preference for one or several members over one or several other members.

Council members are encouraged to review [Action Reports](#) (on the member only pages of the LGNSW website) from previous Conferences and the [LGNSW Policy Platform](#) before submitting motions for this year’s Annual Conference to ensure the proposed motion wording reflects any recent developments and does not duplicate existing positions..

4. How to write a motion

Motions adopted at the Annual Conference inform LGNSW’s advocacy actions on behalf of the local government sector. LGNSW includes the exact wording of motions when writing to ministers, departments and agencies post-conference and so it is important that the wording of motions clearly outlines your council’s policy intent or objective.

The format of motions, as much as possible, should call on a specific body (e.g. LGNSW, state government, federal government, a specific department or minister) and have a specific outcome that the motion is aiming to achieve. The wording should be unambiguous.

ITEM 10 (continued)

ATTACHMENT 2

Examples of clearly-worded Annual Conference motions:

Minister for Rural and Regional NSW

That LGNSW lobbies the NSW State Government to appoint a Minister for Rural and Regional NSW with suitable resources to undertake meaningful representative activities.

Natural Disaster Funding, Day Labour

That LGNSW requests the Australian and NSW governments reinstate the claimable expense for the use of council staff during their normal working hours to attend to natural disaster relief and recovery funded works and reverse the present policy that effectively requires the mandatory use of contractors for recovery works.

Companion Animal Act matters

That LGNSW advocates that the NSW Government takes the following steps to improve the management of companion animals:

- establish an integrated on-line statewide registration process as an improved service to companion animal owners;
- resolve difficulties with the *Companion Animals Act 1998* definition of an "Authorised Officer", by using the definition contained in the *Impounding Act 1993* as the definition in both Acts, allowing councils choice in the business model for its area; and
- review the dismissal of charges under section 10 of the *Crimes (Sentencing Procedure) Act 1999* in relation to offences under the *Companion Animals Act 1998*.

For more examples see Business Papers from [past Conferences](#) on the LGNSW website.

5. Demonstrating evidence of council support for motion

The member submitting the motion must provide accompanying evidence of support for the motion. Such evidence may include an attachment note or extract from the minutes of the council meeting, at which the member council resolved to submit the motion for consideration by the Conference. In the absence of a council meeting, the evidence should be a letter signed by both the Mayor and General Manager.

LGNSW has developed a template council report for members to use to resolve at their own council meetings to submit motions to LGNSW for Conference at **Attachment B** of this Guide.

6. How to submit a motion

LGNSW members are invited to submit motions through an [online portal](#) from **12 July 2021**.

Each motion submission should include responses to the following fields:

1. **Council name**
2. **Contact details** of relevant officer
3. **Motion category** (e.g. *planning, economic, environment etc. This assists with assigning motions to the relevant policy staff and grouping related motions in the Conference Business Paper.*)
4. **Motion title** (a few words)
5. **Motion** (a sentence or two which includes the call to action)
6. **Background note** (a paragraph or two to explain the context and importance of the issue to the local government sector)
7. **Evidence of council support** for the motion (e.g. *extract of council meeting minutes*)

Once a motion has been submitted it cannot be edited without contacting LGNSW so please review the content carefully before submission.

ITEM 10 (continued)

ATTACHMENT 2

7. How LGNSW manages incoming motions

The LGNSW Board has established a committee and delegated the function of managing incoming motions for the Annual Conference to this committee. The Chief Executive will refer motions to the committee and the committee will assess whether the motion meets or doesn't meet the criteria or if it is unclear whether it meets the criteria and will make the final decision on inclusion of motions into the Annual Conference Business Paper.

Prior to the committee making a final decision, LGNSW may contact the council that submitted the motion to seek clarity on its intent or wording.

Incoming motions which seek to change any long-held Fundamental [Principles](#), will be highlighted in the Business Paper for members' information at time of voting.

Motions which are consistent with current LGNSW actions or existing LGNSW positions, or that are operational and can be actioned without a Conference resolution, may still be printed in the Business Paper but will not be debated at the Annual Conference.

8. What happens to motions at the LGNSW Annual Conference

Standing orders are outlined at the front of the Business Paper and adopted at the commencement of each Annual Conference. They outline the manner in which the Conference deals with motions. The standing orders adopted at the 2019 Conference can be found in **Attachment A**.

During debate on motions at Conference, the standing orders generally permit councillor delegates to speak in support of or against each motion. Following a vote on a motion, the motion is either carried and then becomes a resolution of the Annual Conference, or the motion is defeated.

9. Post-conference: Updates to the LGNSW Policy Platform

LGNSW's [Policy Platform](#) consolidates the voices of councils across NSW, reflecting the collective positions of local government on issues of importance to the sector. Importantly, the Policy Platform guides LGNSW in its advocacy on behalf of the local government sector.

The Policy Platform consists of two parts: LGNSW's Fundamental Principles, and the more targeted Position Statements.

- **Fundamental Principles** are the enduring and overarching principles that direct LGNSW's response to broad matters of importance to the local government sector. These Fundamental Principles are endorsed (or amended) by LGNSW members at the Annual Conference.
- **Position Statements** contain LGNSW's more detailed positions on specific issues and guide LGNSW's work on, and response to, policy issues of the day. Position Statements are subordinate to LGNSW's Fundamental Principles but are more agile and are targeted at specific policy issues as they arise.

Changing Fundamental Principles

Where a motion conflicts or may conflict with a Fundamental Principle, this will be clearly highlighted for delegates in the Conference Business Paper. If the motion is adopted as a resolution at Conference, then the relevant Fundamental Principle will be changed.

It is expected that changes to the Fundamental Principles will be uncommon, given their broad focus and general acceptance among the local government sector.

ITEM 10 (continued)

ATTACHMENT 2

Changing Position Statements

Following each Annual Conference, LGNSW will review resolutions of that Conference to determine whether the intent of each resolution is adequately covered by existing Position Statements. Where the Position Statements do not adequately include the intent of a resolution, LGNSW will update an existing Position Statement or draft a new Position Statement, to be endorsed by the LGNSW Board as part of the LGNSW Policy Platform.

LGNSW members will be informed of updates to the LGNSW Policy Platform.

10. Post-conference: Determining LGNSW Advocacy Priorities

Following the LGNSW Annual Conference, LGNSW will review the resolutions and identify key areas of focus to guide LGNSW's advocacy for the coming year. These areas of focus will also be informed by member feedback, the LGNSW strategic plan, position statements, emerging issues, and Board input.

This broad review will result in the development of LGNSW's Advocacy Priorities for the following year, for endorsement by the LGNSW Board and communication to members.

As LGNSW undertakes advocacy actions on each of the Conference resolutions throughout the year, these actions and their outcomes will be published in LGNSW's Action Report ([past Action reports](#) are available on the member only pages of the LGNSW website).

11. Further information

For further information on the motion submission process, please contact Beau Reid, Policy Officer at beau.reid@lgnsw.org.au.

ITEM 10 (continued)**ATTACHMENT 2****Frequently Asked Questions**

- **How do I know if my proposed motion is consistent with existing LGNSW policy positions?**

The subject matter expert within council is best placed to identify this (for example, if the motion relates to a planning matter, this question should be answered by the Planning Manager). Subject matter experts are encouraged to review LGNSW's [Policy Platform](#) to gain an understanding of LGNSW's position on a particular matter to help identify whether your proposed motion is consistent.

- **What is the deadline for submitting motions?**

Members are encouraged to submit motions [online](#) by **12 midnight (AEST) on Monday 27 September 2021** to allow assessment of the motions and distribution of the Business Paper before the Conference. However, in line with the LGNSW Rules, the latest date motions can be accepted for inclusion in the Conference Business Paper is **12 midnight AEST on Sunday 31 October 2021** (28 days prior to Conference).

LGNSW can receive more than 300 motions for an Annual Conference. Submitting motions as early as possible helps LGNSW to manage the large volume of motions received within a short period of time and allows LGNSW to seek clarification on any motions if required.

- **I'm unsure which motion category or sub-category I should select in the online portal**

If you are unsure, just select the category you think best fits. LGNSW can reallocate the motion if necessary.

- **Who should be the council contact for motions?**

We recommend the council contact is someone who is available during the months that motions are open, and able to respond promptly to communications between the subject matter expert, your council and LGNSW. Some councils have identified the General Manager and others have identified the Governance Officer – it is a decision for each council.

- **Will the COVID-19 pandemic affect the motions process?**

The LGNSW Annual Conference motions process is an important policy setting process for the local government sector. The Annual Conference will follow government guidelines on safe events and social distancing. In 2020, the LGNSW conference was held online due to COVID-19 health and safety orders and delegates had the opportunity to debate motions during the conference.

- **How can I amend my council's motion that I've already submitted?**

Once a motion has been submitted it cannot be edited without contacting LGNSW so please review the content carefully before submission. If you need to edit a submitted motion, please contact Beau Reid, Policy Officer at beau.reid@lgnsw.org.au. You may need to provide evidence of support for the change (see section 5).

ITEM 10 (continued)

ATTACHMENT 2

Attachment A – Excerpt of LGNSW 2019 Annual Conference Standing Orders

The 2020 Annual Conference was held wholly online and as such the standing orders differed substantially from past years. The 2019 standing orders are below as a guide.

Manner of dealing with Conference Business

11. Conference Business will be dealt with in any order at the discretion of the Chairperson.
12. Nothing in these Standing Orders shall prevent the Chairperson from dealing with motions concurrently.

In the case of motions

13. The Chairperson, upon coming to a motion set out in the Business Paper, must ask whether there is any dissent to the proposed resolution the subject of the item and, if no dissent be signified, may at any time, declare the motion carried.
14. Where dissent is signified, the Chairperson shall require the motion to be moved and seconded.
15. If the motion is moved and seconded, the Chairperson may, at any time during debate, make such inquiries as to the nature of the dissent so as to confine any debate to the issues genuinely in dispute or to explore amendments to the proposed resolution which satisfactorily accommodate the moving and dissenting Delegates and Delegates generally.
16. Movers of motions shall be permitted two (2) minutes to introduce their proposed resolution into debate and one and a half (1.5) minutes in reply. All other speakers shall each be permitted to speak once for one and a half (1.5) minutes. The Conference may, on application by a speaker, permit that speaker to have one, but only one, further period of one and a half (1.5) minutes in which to speak.
17. A Delegate seconding a motion shall not be permitted to speak until at least one Delegate has spoken in dissent.
18. The Chairperson may, during the course of debate direct a speaker to confine his or her speech so as to:
 - a. limit repetition of matters addressed by other speakers;
 - b. limit debate about matters or issues not genuinely disputed.
19. Except as otherwise provided herein, it shall not be in order to move that any resolution be immediately put until at least two Delegates, in addition to the mover and the seconder, shall have had an opportunity to speak on the resolution then before the Conference.
20. A Delegate can, without notice, move to dissent from the ruling of the Chairperson on a point of order. If that happens, the Chairperson must suspend the business before the Conference until a decision is made on the motion of dissent;
 - a. If a motion of dissent is passed, the Chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been discharged as out of order, the Chairperson must restore the motion or business to the agenda and proceed with it in due course; and
 - b. Despite any clause to the contrary, only the mover of a motion of dissent and the Chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.
21. A Delegate may not substitute from the floor of the Conference a new motion for one listed in the Business Paper unless the new motion is substantially the same, and dealing with the same subject matter, as the original motion, and the new motion is accompanied by written evidence that it has the support of the member concerned.
22. When an amendment is before the Conference, no further amendment shall be discussed until that amendment has been dealt with.

ITEM 10 (continued)

ATTACHMENT 2

23. *No more than one amendment upon any motion shall be considered unless notice of such further amendment is given before the amendment then under discussion has been dealt with.*
24. *The mover of an amendment which has been adopted as the motion shall (as in the case of the mover of an original motion) have the right of reply to any further amendments submitted.*

New motions from the floor of Conference

25. *At least 24 hours' notice shall be given before dealing with any new motions introduced during the Conference (Rule 28(d)).*
26. *Where a Member seeks to introduce a new motion during the Conference, they shall submit the motion and evidence that the motion has the support of the member concerned, to the Association's Chief Executive (or the Chief Executive's nominee), in writing.*
27. *The Chief Executive (or the Chief Executive's nominee), upon receiving a new motion submitted during the Conference, shall immediately record the time that they receive the motion and make arrangements for copies of the motion to be provided to Delegates.*

Motions that reflect existing LGNSW policy

28. *Motions submitted for inclusion in the Business Paper to the Conference which reflect existing LGNSW policy (Category 2 motions) shall remain existing LGNSW policy unless superseded or replaced by a subsequent Conference resolution.*

In the case of all other Conference Business

29. *All other Conference Business will be dealt with at the discretion of the Chairperson.*

Manner of voting

30. *Only Members' nominated voting Delegates and members of the Board may debate and vote on motions.*
31. *Except as hereinafter provided voting on any matter shall be on the show of cards.*
32. *The Chairperson may direct that voting on any matter be taken by show of voting cards or by use of electronic voting.*
33. *After a show of voting cards or on conclusion of an electronic vote the Chairperson may either:*
- a. declare the question resolved in the affirmative or negative; or*
 - b. if voting cards have been used, call for a new vote using electronic voting.*
34. *A Division may be called following a vote on the show of cards by no less than 10 Delegates.*
35. *A Division will be taken by use of electronic voting.*

Suspending Standing Orders

36. *Standing Orders may be suspended by a majority of those present, provided the meeting is in quorum. A motion to this effect shall be open to debate.*

Outstanding business

37. *In the event that the Conference, having commenced in quorate, subsequently loses a quorum and is unable to consider any item(s) of business properly put before the Conference, they shall be referred to the Association's Board for consideration.*

ITEM 10 (continued)

ATTACHMENT 2

Attachment B – Template – Council Meeting Report

| | | | |
|----------------------------|---|------------------------|----|
| Item number | XX | Division | XX |
| Responsible officer | XX | Confidentiality | XX |
| Date | XX | Reference | XX |
| Subject | 2021 Local Government NSW Annual Conference | | |

Purpose of report/summary

To provide Council with the opportunity to nominate motions, voting delegates and attendance for the upcoming Local Government NSW (LGNSW) Annual Conference.

Overview

The 2021 LGNSW Annual Conference will be held from 28-30 November 2021 at the Hyatt Regency Hotel in Sydney. LGNSW is asking councils to also reserve Monday 20 December 2021 for continuation of the Conference online (if required). This year is a Board election year and if the Australian Electoral Commission (AEC) requires the election to be conducted by postal ballot due to COVID-19 (instead of in-person at the Conference) the reserve date will be used to announce and introduce LGNSW's new Board members.

The LGNSW Annual Conference is the pre-eminent policy making event for the local government sector. Delegates will vote on motions which help determine the policies and priorities for LGNSW and the sector. It is a key event for local government where councillors come together to share ideas and debate issues that shape the way the sector functions and is governed.

For Council to participate fully in the Annual Conference, it is recommended the Council register attendees, nominate voting delegates and submit motions for debate within the timeframes specified in this paper.

Registration to attend the Conference

Conference attendees are invited to register from 27 July 2021.

- Early bird registration rate is \$890 ex GST and applies if you register and pay by 11 October 2021
- Standard registration rate is \$995 ex GST for all registrations made between 12 October and 12 November 2021.

The following optional events are available to attendees at an additional cost:

- Conference Dinner - \$160 ex GST per delegate
- Councillor Training Workshops - \$50 ex GST per delegate
- ALGWA Breakfast - \$70 ex GST per delegate
- Welcome Reception - \$85 ex GST per delegate

Accommodation has been secured at the Hyatt Regency Hotel, with rooms accommodating up to two people incurring a cost from \$330 per night for two nights.

Registration as a voting delegate

Voting delegates must be registered to attend the Conference and also be registered as a voting delegate.

[IF COUNCIL IS AN ORDINARY MEMBER OF LGNSW]

Confirmation has been received from LGNSW that Council is entitled to have XX voting delegates for voting on motions and XX voting delegates for voting in the election for Office Bearers and the Board.¹

It is proposed that Council:

¹ Find your council's voting entitlements via the Annual Conference page of the LGNSW website: lgnsw.org.au.

ITEM 10 (continued)

ATTACHMENT 2

- (i) register the Mayor and [XX number] Councillors to attend the Conference;
- (ii) nominate [XX number] Councillors as the Council's nominated voting delegate(s) for voting on motions, comprising of:
 - 1) Cr XX (Mayor)
 - 2) Cr XX
 - 3) Cr XX
 - 4) Cr XX
 - 5) (continue until voting entitlement is exhausted)
- (iii) nominate [XX number] Councillors as the Council's nominated voting delegate(s) for voting in the Board election, comprising of:
 - 1) Cr XX (Mayor)
 - 2) Cr XX
 - 3) Cr XX
 - 4) Cr XX
 - 5) (continue until voting entitlement is exhausted)

[IF COUNCIL IS AN ASSOCIATE MEMBER OF LGNSW]

Confirmation has been received from LGNSW that Council is entitled to have XX² voting delegates for voting on motions.

It is proposed that Council:

- (i) register the Mayor and [XX number] Councillors to attend the Conference;
- (ii) nominate [XX number] Councillors as the Council's nominated voting delegate(s) for voting on motions, comprising of:
 - 1) Cr XX (Mayor)
 - 2) Cr XX
 - 3) Cr XX
 - 4) Cr XX
 - 5) (continue until voting entitlement is exhausted)

The deadline to provide LGNSW with the names of voting delegates is **5pm (AEDT) on Tuesday 2 November 2021**. Additional nominations submitted after the closing date cannot be accepted. However, the names of voting delegates submitted for voting on motions prior to the cut-off date may be substituted at any time, in line with Rule 34(b) of the LGNSW Rules.

Voting delegates may not appoint a proxy to attend or vote at formal business sessions on their behalf (absentee/proxy voting is only available for voting in elections for Office Bearers and the Board).

Conference Motions Submission Guide

Council is invited to submit motions for possible debate at the Annual Conference to advance the sector wide policy agenda. Motions are strategic local government issues which affect members state-wide and introduce new or emerging policy issues and actions.

Important information on the motions process, including submitting motions, motion criteria and a sample submission form are available in the *LGNSW 2021 Annual Conference Motions Submission Guide* at Attachment XX.

Deadlines

² Find your council's voting entitlements via the Annual Conference page of the LGNSW website: lgnsw.org.au.

ITEM 10 (continued)

ATTACHMENT 2

Members are encouraged to submit motions online by **12 midnight (AEST) on Monday 27 September 2021** to allow assessment of the motions and distribution of the Business Paper before the Annual Conference. However, in line with the LGNSW rules, the latest date motions can be accepted for inclusion in the Conference Business Paper is **12 midnight (AEDT) on Sunday 31 October 2021**.

Draft motions for consideration for LGNSW Annual Conference

Having regard to the above motion requirements set out by the LGNSW Board, the following draft motions are provided for consideration by Council:

Proposed motion 1

Motion category

Motion title

Motion background note

Proposed motion 2

Motion category

Motion title

Motion background note

{please repeat for the number of proposed motions required}

Recommendations

1. Approve registration of the Mayor and [XX number] other Councillors to attend the 2021 LGNSW Annual Conference
2. Determine the Council's nominated voting delegate(s) for voting on motions at the 2021 LGNSW Annual Conference.
3. Determine the Council's nominated voting delegate(s) for voting in the election for Office Bearers and the Board of LGNSW [IF APPLICABLE]
4. Adopt the proposed motions for submission to the 2021 LGNSW Annual Conference Business Paper
5. Determine any additional motions for submission at this meeting
6. That the Mayor be given delegated authority to submit any further proposed motions after consulting with Councillors prior to the deadline for submitting motions.

ITEM 10 (continued)

ATTACHMENT 3

RULE 4 – OBJECTS OF THE LOCAL GOVERNMENT ASSOCIATION

4. The objects of the Association shall be in New South Wales and elsewhere:
- (a) to encourage, promote, protect and foster an efficient and effective autonomous, democratic system of Local Government elected by and responsible to local communities with its position constitutionally guaranteed and with adequate resources including revenue from State and Commonwealth Governments;
 - (b) to promote, maintain and protect the interests, rights and privileges of Local Government in New South Wales and of the constituent members of the Association;
 - (c) to encourage and assist Local Government to seek out, determine, assess and respond to the needs and aspirations of its constituents;
 - (d) to encourage, assist, promote and foster the achievement and maintenance of the highest level of integrity, justice, competence, effectiveness and efficiency of Local Government;
 - (e) to develop, encourage, promote, foster and maintain consultation and co-operation between councils and Local, State and Commonwealth Governments and their instrumentalities;
 - (f) to develop, encourage, promote, foster and maintain the financial and economic well-being and advancement of Local Government and for such purposes to undertake, establish, acquire, conduct or dispose of any business, enterprise, undertaking or venture which in the opinion of the Association is necessary, desirable or convenient;
 - (g) to represent the members of the Association and Local Government generally in their dealings with State and Commonwealth Governments, with statutory and other corporations, with the media and with the public;
 - (h) to promote, support and encourage Local Government at a State and national level;
 - (i) to provide an industrial relations service to members including:
 - (i) representing the interests of members in industrial matters before courts and tribunals;
 - (ii) assisting in negotiations relating to the settlement of disputes between members and their employees;
 - (iii) representing the interests of members in negotiating the establishment of and/or variation of industrial awards and agreements;
 - (iv) promoting training programs aimed at enhancing the performance of Local Government.
 - (j) to undertake or promote any activity which the Board determines to be for the benefit and/or interest of members and local government in New South Wales.

ITEM 10 (continued)

ATTACHMENT 4



 City of Ryde

Lifestyle and opportunity @ your doorstep



Councillor Attendance at
Conferences Guidelines

ITEM 10 (continued)

ATTACHMENT 4

Councillor Attendance at Conferences Guidelines

| | |
|---------------------------|--|
| Document Name: | Councillor Attendance at Conferences Guidelines |
| CM Reference WORD: | D21/180140 |
| CM Reference PDF: | D21/180162 |
| Document Status: | Approved by Council |
| Version Number: | Version 2.5 |
| Review Date: | 21 December 2021 |
| Owner: | City of Ryde |
| Endorsed By: | Council on 28 September 2010 |
| Distribution: | Internal and External |

Change History

| Version | Review Date | Author | Reason for Change |
|---------|----------------|----------------------|--|
| 1.0 | September 2010 | Corporate Governance | Adopted by Council |
| 1.1 | November 2011 | Corporate Governance | Adopted by Council |
| 2.0 | June 2013 | Corporate Governance | Advice received from Department of Local Government – Adopted by Council |
| 2.1 | November 2013 | Corporate Governance | Adopted by Council and incorporated into related policy |
| 2.2 | October 2014 | Corporate Governance | Adopted by Council |
| 2.3 | November 2015 | Corporate Governance | Adopted by Council |
| 2.4 | August 2018 | Corporate Governance | Adopted by Council |
| 2.5 | December 2021 | Corporate Governance | Updated to new template |

| Councillor Attendance at Conferences Guidelines | | |
|---|------------------------------------|---------------------------------|
| Owner: Corporate Governance | Accountability: Corporate Services | Endorsed: 28 September 2010 |
| CM Reference: D21/180140 | Last review date: 21 December 2021 | Next review date: December 2022 |

ITEM 10 (continued)

ATTACHMENT 4

**Councillor Attendance at
Conferences Guidelines**



Lifestyle and opportunity
@ your doorstep

Contents

1. Related Policy4
2. Guideline.....4

| Councillor Attendance at Conferences Guidelines | | |
|---|------------------------------------|---------------------------------|
| Owner: Corporate Governance | Accountability: Corporate Services | Endorsed: 28 September 2010 |
| CM Reference: D21/180140 | Last review date: 21 December 2021 | Next review date: December 2022 |

ITEM 10 (continued)

ATTACHMENT 4

Councillor Attendance at Conferences Guidelines

1. Related Policy

This guideline sets out the criteria to determine the attendance of Councillors at Conferences. It relates to the Policy on the Payment of Expenses and Provision of Facilities for the Mayor and Other Councillors.

2. Guideline

Council acknowledges the value of Councillor attendance at conferences to enable them to be both knowledgeable and current on issues affecting the City of Ryde. In order to ensure that attendance at Conferences is equitable, transparent and consistent, attendance will be limited as follows:-

1. Local Government Association Conference – the number of voting delegates plus one. Details of the delegates and attendee to be determined by resolution of Council.
2. Australian Local Government Association Conference.
3. In addition, to 1 and 2 above, every Councillor is entitled to attend one conference in either NSW, Canberra, metropolitan Brisbane or metropolitan Melbourne. The conference must directly relate to the business of Council. More than one Councillor may attend the same conference if Council resolves that this will be beneficial for both Council and the Councillors concerned.
4. Within 2 months after the conference the attending Councillor must report to Council on the proceedings of the conference. That report will be included in the Councillors Information Bulletin.
5. No Councillor can attend a Conference without the prior approval of Council. Reports to Council are to include details of the Conference and an estimate of the associated costs including registration, transport and accommodation.
6. Council may resolve that a Councillor can attend more than one conference per year but this determination will be dependant on budgetary constraints and with an emphasis on ensuring that all Councillors have equal access to conferences.
7. Each year, as part of the review of the Policy on the Payment of Expenses and Provision of Facilities for the Mayor and Other Councillors, Council officers will provide a full report of expenditure and Conference attendance by Councillors.

| Councillor Attendance at Conferences Guidelines | | |
|---|------------------------------------|---------------------------------|
| Owner: Corporate Governance | Accountability: Corporate Services | Endorsed: 28 September 2010 |
| CM Reference: D21/180140 | Last review date: 21 December 2021 | Next review date: December 2022 |

INFORMATION REPORT

11 REPORT FOR THE INFORMATION OF COUNCIL - ANNUAL REPORT ON CODE OF CONDUCT COMPLAINT STATISTICS FOR THE PERIOD 1 SEPTEMBER 2020 TO 31 AUGUST 2021

Report prepared by: Senior Coordinator - Governance
File No.: GRP/21/8 - BP21/1060

REPORT SUMMARY

This report provides statistical information about Code of Conduct complaints received between 1 September 2020 and 31 August 2021, in accordance with Part 11 of the City of Ryde Code of Conduct – Complaints Procedure.

ATTACHMENTS

- 1 Code of Conduct - Complaint Statistics - Office of Local Government - 2020-2021

Report Prepared By:

Rad Miladinovic
Senior Coordinator - Governance

Report Approved By:

John Schanz
Manager - Corporate Governance

Mark Eady
Director - Corporate Services

ITEM 11 (continued)**Discussion**

Part 11 of Council's Code of Conduct – Complaints Procedure, requires Council's Complaints Coordinator to submit statistics relating to Code of Conduct complaints about Councillors and the General Manager to Council within 3 months of the end of September each year. This information is also to be reported to the Office of Local Government (OLG) by the same date.

This complaints procedure and reporting requirement reflects the Local Government Procedures for the Administration of The Model Code of Conduct for Local Councils in NSW, 2020.

The attached table of statistics follows the prescribed form, as issued by the OLG.

Details the Code of Conduct Complaints Statistics for the period 1 September 2020 to 31 August 2021 (inclusive) are provided for in **ATTACHMENT 1**.

Financial Implications

The total cost of managing complaints made about Councillors and the General Manager during the period 1 September 2020 to 31 August 2021, as provided in the complaint's statistics report, was \$125,847. This total was made up of \$105,627 for external conduct review costs, and an estimated \$20,220 for (internal) staff costs.

The external reviews were funded from the Corporate Governance base budget.

Critical Dates

In accordance with Part 11 of the Code of Conduct Complaints Procedure, these statistics are to be presented to Council and referred to the OLG by 31 December 2021. Dispensation has been granted to Council by the Office if this timeline is not able to be met (due to the timing of the Local Government Elections and the scheduled first meeting of Council).

ITEM 11 (continued)

ATTACHMENT 1

Office of Local Government

**Model Code of Conduct
Complaints Statistics**

Reporting Period: 1 September 2020 - 31 August 2021

Date Due: **31 December 2021**

To assist with the compilation of the Time Series Data Publication it would be appreciated if councils could return this survey by **30 November 2021**.

Survey return email address: codeofconduct@olg.nsw.gov.au

| | |
|---------------|--------------------------|
| Council Name: | Ryde City Council |
|---------------|--------------------------|

| | |
|-------------------|--|
| Contact Name: | John Schanz |
| Contact Phone: | 99528022 |
| Contact Position: | Manager Corporate Governance |
| Contact Email: | JohnS@ryde.nsw.gov.au |

All responses to be numeric.

Where there is a zero value, please enter 0.

Enquiries: Performance Team
Office of Local Government
Phone: (02) 4428 4100
Enquiry email: olg@olg.nsw.gov.au

ITEM 11 (continued)

ATTACHMENT 1

Page 1 of 2

| Model Code of Conduct Complaints Statistics Ryde City Council | | |
|--|--|---------|
| Number of Complaints | | |
| 1 a | The total number of complaints received in the period about councillors and the General Manager (GM) under the code of conduct | 24 |
| b | The total number of complaints finalised in the period about councillors and the GM under the code of conduct | 14 |
| Overview of Complaints and Cost | | |
| 2 a | The number of complaints finalised at the outset by alternative means by the GM or Mayor | 1 |
| b | The number of complaints referred to the Office of Local Government (OLG) under a special complaints management arrangement | 1 |
| c | The number of code of conduct complaints referred to a conduct reviewer | 22 |
| d | The number of code of conduct complaints finalised at preliminary assessment by conduct reviewer | 14 |
| e | The number of code of conduct complaints referred back to GM or Mayor for resolution after preliminary assessment by conduct reviewer | 0 |
| f | The number of finalised code of conduct complaints investigated by a conduct reviewer | 9 |
| g | The number of finalised complaints investigated where there was found to be no breach | 14 |
| h | The number of finalised complaints investigated where there was found to be a breach | 0 |
| i | The number of complaints referred by the GM or Mayor to another agency or body such as the ICAC, the NSW Ombudsman, OLG or the Police | 1 |
| j | The number of complaints being investigated that are not yet finalised | 9 |
| k | The total cost of dealing with code of conduct complaints within the period made about councillors and the GM including staff costs | 125,847 |
| Preliminary Assessment Statistics | | |
| 3 | The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions: | |
| a | To take no action (clause 6.13(a) of the 2018 and 2020 Procedures) | 9 |
| b | To resolve the complaint by alternative and appropriate strategies (clause 6.13(b) of the 2018 and 2020 Procedures) | 5 |
| c | To refer the matter back to the GM or the Mayor, for resolution by alternative and appropriate strategies (clause 6.13(c) of the 2018 and 2020 Procedures) | 0 |
| d | To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, OLG or the Police (clause 6.13(d) of the 2018 and 2020 Procedures) | 0 |

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| | | |
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| e | To investigate the matter (clause 6.13(e) of the 2018 and 2020 Procedures) | 9 |
| Investigation Statistics | | |
| 4 | The number of investigated complaints resulting in a determination that there was no breach , in which the following recommendations were made: | |
| a | That the council revise its policies or procedures | 0 |
| b | That a person or persons undertake training or other education (clause 7.37 of the 2018 Procedures or clause 7.40 of the 2020 Procedures) | 0 |
| 5 | The number of investigated complaints resulting in a determination that there was a breach in which the following recommendations were made: | |
| a | That the council revise any of its policies or procedures (clause 7.36(a) of the 2018 Procedures or clause 7.39 of the 2020 Procedures) | 0 |
| b | In the case of a breach by the GM, that action be taken under the GM's contract for the breach (clause 7.36(h) of the 2018 Procedures or clause 7.37(a) of the 2020 Procedures) | 0 |
| c | In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 (clause 7.36(i) of the 2018 Procedures or clause 7.37(b) of the 2020 Procedures) | 3 |
| d | In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 and that the matter be referred to OLG for further action (clause 7.36(j) of the 2018 Procedures or clause 7.37(c) of the 2020 Procedures) | 0 |
| 6 | Matter referred or resolved after commencement of an investigation (clause 7.20 of the 2018 or 2020 Procedures) | 0 |
| Categories of misconduct | | |
| 7 | The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct: | |
| a | General conduct (Part 3) | 3 |
| b | Non-pecuniary conflict of interest (Part 5) | 0 |
| c | Personal benefit (Part 6) | 0 |
| d | Relationship between council officials (Part 7) | 0 |
| e | Access to information and resources (Part 8) | 0 |
| Outcome of determinations | | |
| 8 | The number of investigated complaints resulting in a determination that there was a breach in which the council failed to adopt the conduct reviewers recommendation | 0 |
| 9 | The number of investigated complaints resulting in a determination that there was a breach in which the council's decision was overturned following a review by OLG | 0 |