



AGENDA

Extraordinary Council Meeting Thursday, 3 September 2020

Date: Thursday, 3 September 2020

Time: 5pm

Location: Council Chambers, Market Street Balranald

**Peter Kozlowski
Acting General Manager**

BALRANALD SHIRE COUNCIL**AGENDA**

In Case of an emergency, for example a fire, please evacuate the building following the direction of the Administrator. The order to evacuate may be signified by a council officer or myself. Please proceed to the assembly area (in front of police station) or in the car park across the road. An instruction to evacuate to an area should be followed without delay to assist Council in ensuring the Health and Safety of all staff and visitors.

LIVE STREAMING OF COUNCIL MEETINGS PLEASE NOTE: This Council meeting is being streamed live, recorded, and broadcast online via Facebook. To those present in the gallery today, by attending or participating in this public meeting you are consenting to your image, voice and comments being recorded and published. The Administrator and/or General Manager have the authority to pause or terminate the stream if comments or debate are considered defamatory or otherwise inappropriate for publishing. Attendees are advised that they may be subject to legal action if they engage in unlawful behaviour or commentary

Notice is hereby given that an Extraordinary Meeting of Council will be held in the Council Chambers, Market Street Balranald on:
Thursday, 3 September 2020 at 5pm

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1 OPENING OF MEETING

The Council’s Charter

(Chapter 3. Section 8 (1) Local Government Act 1993)

(1) A Council has the following charter:

- To provide directly or on behalf of other levels of government, after due consultation, adequate and appropriate services and facilities for the community and to ensure that those services and facilities are managed efficiently and effectively;
- To exercise community leadership;
- To exercise its functions in a manner that is consistent with and actively promotes the principles of multiculturalism;
- To promote and to provide and plan for the needs of children;
- To properly manage, develop, protect, restore, enhance and conserve the environment of the area for which it is responsible, in a manner that is consistent with and promotes the principles of ecologically sustainable development;
- To have regard to the long term and cumulative effects of its decisions;
- To bear in mind that it is the custodian and trustee of public assets and to effectively account for and manage the assets for which it is responsible;
- To facilitate the involvement of councillors, members of the public, users of facilities and services and council staff in the development, improvement and co-ordination of local government;
- To raise funds for local purposes by the fair imposition of rates, charges and fees, by income earned from investments and, when appropriate, by borrowings and grants;
- To keep the local community and the State government (and through it, the wider community) informed about its activities;
- To ensure that, in the exercise of its regulatory functions, it acts consistently and without bias, particularly where an activity of the council is affected;
- To be a responsible employer.

(2) A council, in the exercise of its functions, must pursue its charter but nothing in the charter or this section gives rise to, or can be taken into account in, any civil cause of action.

2 ACKNOWLEDGEMENT OF COUNTRY

Acknowledgement of Country

We pay our respect to the Traditional Custodians of the Lands where we hold this meeting to Elders past, present and emerging.



3 APOLOGIES

4 DISCLOSURE OF INTEREST

GENERAL MANAGER'S REPORTS (INCORPORATING ALL STAFF REPORTS)**PART A – ITEMS REQUIRING DECISION****5 GENERAL MANAGER'S REPORTS****5.1 ADVISORY COMMITTEE MEMBERSHIP, GUIDELINES AND TERMS OF REFERENCE**

Record Number: D20.41064

Authorising Officer: Peter Kozlowski, Acting General Manager

Operational Plan Objective: Pillar 1: Our People – A community that is proactive, engaged, inclusive and connected.

OFFICER RECOMMENDATION

1. That the membership of Advisory Committees, as listed in the report, be accepted.
2. That the terms of reference of the Advisory Committees, as detailed in the report, be adopted.
3. That Council sends formal offers of appointment.
4. That parental consent for participation on the Youth Council be required.
5. That further appointments to, and continuing membership of, the Advisory Committees are at the sole discretion of the Administrator.
6. That inductions for members of the Advisory Committees be conducted by 15 September 2020.
7. That the first meeting of each committee be scheduled to be held by no later than 14 October 2020.

REPORT**Background**

On the 30 June 2020, at an Extraordinary Meeting, Council resolved to have seven Advisory Committees and adopted the Advisory Committee Structure.

Community Engagement Plan: Expressions of Interest

Following on from the advisory committee online community workshops (with 400-600 views per Facebook video session), Council opened a four week period (spanning the month of July) inviting Shire residents to express interest in joining one or more of the advisory committees as described in the advisory committee structure via an expression of interest (EOI) registration form. Filling out the EOI registration form is a prerequisite for consideration of appointment to any of the advisory committees.

During the EOI period, Council:

- Published the EOI registration form and directions on how to submit the form in its July Newsletter. In the newsletter, Council advised that the EOI period had been extended (by two weeks) to 14th August.
- Advertised in The Guardian newspaper (10th July edition) about the two “drop-in” sessions scheduled for Balranald (Thursday 30th July 2020) and Euston (31st July 2020) and posted details of the sessions on Facebook.

- Broadcast numerous General Manager interviews on 3SH radio discussing the advisory committees, the drop-in sessions and how to register interest.
- Conducted the two “drop-in” sessions to describe the function and importance of the advisory committees and invite residents to register their expressions of interest (EOI). Both these sessions were well attended.

At the closing of the EOI period, Council had insufficient EOI registrations for two of the seven advisory committees being:

- Strengthening Community Access, Inclusion and Wellbeing, and
- Youth Council

Expressions of Interest were reviewed by the Administrator and the Executive on 26 August 2020. A decision was made to pursue further EOI registrations for the Strengthening Community Access, Inclusion and Wellbeing advisory committee due to its importance to Council. Sufficient EOIs were subsequently received by Council for this committee.

The Youth Council recruitment process will continue to include participation from Euston.

Membership & Terms of Reference

Council has received fifty (50) expressions of interest. On the registration form, Shire residents were asked to summarize their career and interests and also describe their reasons for wanting to join the selected advisory committee. Residents’ responses to these questions were of an impressively high level of passion, skill, expertise and experience.

Membership of Advisory Committees is at the discretion of the Administrator. The following are the membership and terms of reference that are recommended for each of the seven advisory committees.

A non-voting Council Executive or Officer may be assigned to support the Advisory Committee depending on available resources. The Administrator and the General Manager can attend any Advisory Committee meeting and as such must be notified of agreed meeting times and locations. Attendance can be by video conferencing technology.

The Advisory Committees are for members only, however, Advisory Committees may invite person(s) where relevant to the agenda.

YOUTH COUNCIL

The Youth Council has the following terms of reference:

Terms of Reference:

- i. Strengthen the capacity of our young people to participate and thrive in all facets of community life.
- ii. Commit to a youth leadership development program (supported by Council).
- iii. Provide a welcoming and inclusive platform for young people to provide ideas and voice concerns to Council.
- iv. Advise Council on decision-making regarding infrastructure, service and program growth and advocacy within mandate.
- v. Identify training, education and enterprise skill development needs and connect with or advocate for relevant opportunities.
- vi. Promote Youth Mental Health awareness and create and support opportunities for the diversity of Shire youth to come together.
- vii. Organise and coordinate Youth Week events.
- viii. Develop a term and annual (or biennial) Action Plan to guide Youth Council priorities and actions.

Membership:

Youth members are intended to be between the age of 12 and 18 years of age.

- Jackson Bialobrzieski [Balranald Local]
- Ben Johnstone [Balranald Local]
- Mason Dalton [Balranald Local]
- Philipa Gaston [Balranald Local]
- Ashlyn Mitchell [Balranald Local]
- Kyarah Hines [Balranald Local]
- Caleb Hines [Balranald Local]
- Matthew McIvor-Kepa [Balranald Local]
- Sheridan Dalton [Balranald Local]

Support:

A non-voting Council Executive or Officer may be assigned to support the Advisory Committee depending on available resources. Non-voting support members may also participate (teachers, etc) at the discretion of the Administrator.

Quorum:

A majority of the membership must be present at the meeting or via online access for the meeting to proceed. Should this not be the case notes can be taken as opposed to formal minutes of the meeting.

Delegation:

No delegation.

Meeting Frequency:

A minimum of quarterly.

Voting:

Recommendations are made by a majority vote of Youth Council members.

Meeting Minutes:

Following each advisory committee meeting, minutes are to be submitted to the General Manager for inclusion in the next Advisory Committee Recommendations Report to Council

Term of Membership:

The term of office for committee members will be two (2) years from commencement. At the expiration of two (2) years, members will be eligible for extension or re-appointment, subject to a resolution of Council.

Committee membership and terms of reference will be reviewed every two years or otherwise at Council's discretion.

GROWING BUSINESS, INDUSTRY AND TOURISM

The Growing Business, Industry and Tourism Advisory Committee has the following terms of reference:

Terms of Reference:

- i. Advise Council on measures to encourage equitable access to the benefits of economic development and industry growth (includes identifying opportunities for increased local employment and local training needs to ensure improved employment options for residents).
- ii. Make suggestions to Council about the promoting of our Tourism Asset Portfolio to ensure the preservation and/or development of Natural, Heritage/Cultural and Built assets (sites), historic stories and narratives.
- iii. Assist with the establishment of new tourism events and the development of existing tourism events.
- iv. Identify and advise Council in relation to potential new business or tourism opportunities.
- v. Assist Council with investment attraction and tourism promotion
- vi. Support infrastructure and event grant funding prioritisation and applications where so requested by Council.
- vii. Advise on business – industry synergy/partnerships.
- viii. Establish and nurture volunteerism of members (committee and community) to resource on-the-ground activity for tourism development.
- ix. Actively support and collaborate with the Euston Progressive Committee for business and tourism promotion and development.
- x. Develop an annual (or biennial) action plan to focus Advisory Committee priorities and actions.

Membership:

- Adrian Gorman [Balranald Local]
- Guy Fielding [Euston Local]
- Bronwyn Brougham [Balranald Local]
- Dianne Williams [Balranald Rural]
- Gaye Renfrey [Balranald Local]
- Hank van Apeldoorn [Balranald Local]
- Iain Lindsay-Field [Balranald Rural]
- Linda Nelson [Balranald Local]
- Peter Lawler [Balranald Rural]
- Robyn Davis [Balranald Local]
- Sam Papa [Balranald Local]
- Simone Carmichael [Balranald Local]

Support:

A non-voting Council Executive or Officer may be assigned to support the Advisory Committee depending on available resources

Quorum:

A majority of the membership must be present at the meeting or via online video access for the meeting to proceed. Should this not be the case, notes can be taken as opposed to formal minutes of the meeting.

Delegation:

No delegation.

Meeting Frequency:

A minimum of quarterly.

Voting:

Recommendations are made by a majority vote of the Advisory Committee members.

Meeting Minutes:

Following each advisory committee meeting, minutes are to be submitted to the General Manager to be received and reported in the next Advisory Committee Recommendations Report to Council.

Term of Membership:

The term of office for committee members will be two (2) years from commencement. At the expiration of two (2) years, members will be eligible for extension or re-appointment, subject to a resolution of Council.

Committee membership and terms of reference will be reviewed every two years or otherwise at Council's discretion.

STRENGTHENING COMMUNITY ACCESS, INCLUSION AND WELLBEING

The Strengthening Community Access, Inclusion & Wellbeing Advisory Committee has the following terms of reference:

Terms of Reference:

- i. This function is predominantly a primary health network responsibility.
- ii. Map and monitor provision of health, well-being and connection/inclusion services and programs.
- iii. Plan and advocate regarding closing service gaps and improving public access and amenity for all.
- iv. Support and promote community knowledge of, and access to, all available services.
- v. Identify and promote inclusion of community diversity and events and programs which celebrate diversity.
- vi. Develop an annual (or biennial) action plan to focus Advisory Committee priorities and actions.

Membership:

- Emma Moore [Balranald Local]
- Hank van Apeldoorn [Balranald Local]
- Helen Murphy [Balranald Local]
- Jedda Kelly [Balranald Local]
- Lea Lawrie [Balranald Local]
- Lyn Flanagan [Balranald Local]
- Mandy Haley [Balranald Local]
- Michelle White [Balranald Local]
- Natalie Lay [Balranald Local]
- Rachael Williams [Balranald Rural]
- Robyn Davis [Balranald Local]

Support:

A non-voting Council Executive or Officer may be assigned to support the Advisory Committee depending on available resources.

Quorum:

A majority of the membership must be present at the meeting or via online video access for the meeting to proceed. Should this not be the case, notes can be taken as opposed to formal minutes of the meeting.

Delegation:

No delegation.

Meeting Frequency:

A minimum of quarterly

Voting:

Recommendations are made by a majority vote of advisory committee voting members.

Meeting Minutes:

Following each advisory committee meeting, minutes are to be submitted to the General Manager for inclusion in the next Advisory Committee Recommendations Report to Council.

Term of Membership:

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AGEING WELL, AGED CARE AND FACILITIES

The Ageing Well, Aged Care and Facilities advisory committee has the following terms of reference:

Terms of Reference:

- i. Provide a platform to positively promote and support all community members to age well in the setting of their choice.
- ii. Advise Council on remedies for key service gaps to better support ageing well, including advocacy strategies.
- iii. Identify and encourage opportunities which showcase the qualities, assets and skills of our ageing community and provide opportunities for the sharing of these with younger community members.
- iv. Develop an annual (or biennial) Action Plan to guide Advisory Committee priorities and actions.

Membership:

- Doreen Clare Greenham [Balranald Local]
- Helen Murphy [Balranald Local]
- Guy Fielding
- Karen Norfolk [Balranald Local]
- Rebecca Stevens [Balranald Local]
- Sue Balshaw [Balranald Local]
- Therese Committi [Balranald Local]
- Toni Tyrer [Balranald Rural]
- Tony Conway [Balranald Local]

Support:

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Quorum:

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Committee membership and terms of reference will be reviewed every two years or otherwise at Council's discretion.

BALRANALD BEAUTIFICATION

The Balranald Beautification Advisory Committee has the following terms of reference:

Terms of Reference:

- i. Represent Shire communities in a coordinated and considered approach to town beautification.
- ii. Establish and nurture volunteerism of members (committee and community) to help resource on-the-ground activity for public beautification.
- iii. Provide advice on the review and implementation the "Balranald Street Tree Masterplan".
- iv. Collaborate with Business Industry & Tourism on planning larger Culture and Heritage orientated beautification efforts to ensure consistent focus and branding.
- v. Develop an annual (or biennial) action plan to focus Advisory Committee priorities and actions.

Membership:

- Lea Lawrie [Balranald Local]
- Karen Norfolk [Balranald Local]
- Toni Tyrer [Balranald Rural]
- Lynn Carter [Balranald Local]
- Penny Jolliffe [Balranald Rural]
- Gaye Renfrey [Balranald Local]

Support:

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Quorum:

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Delegation:

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Meeting Frequency:

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Meeting Minutes:

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Term of Membership:

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Committee membership and terms of reference will be reviewed every two years or otherwise at Council's discretion.

SPORT & RECREATION

The Sport and Recreation Advisory Committee has the following terms of reference:

Terms of Reference:

- i. Provide advice to Council in relation to strategic planning, development and coordination of Council's sporting and recreational infrastructure.
- ii. Represent the breadth of community sporting and recreation bodies equitably to ensure the broadest possible access of all community members to all available opportunities.
- iii. Partner with Council to catalogue and promote sporting and recreation opportunities across the Shire to encourage active participation for health and connection benefits.
- iv. Encourage all sporting and recreation bodies to ensure positive messaging reaches all community members and especially children and youth (including messages which prevent violence, discourage the use of drugs and alcohol, encourage fair and inclusive participation in sports for all – messaging to reflect State and Federal guidelines).
- v. Assist or partner with Council in development of projects and applications for infrastructure grant funding or events grant funding.
- vi. Engage with NSW Sport and SportAUS, in partnership with Council, to advocate about challenges, priorities and opportunities.

Membership:

- Bronwyn Brougham [Balranald Local]
- David Lockhart [Balranald Rural]
- Donna Renfrey [Balranald Local]
- Gavin Lloyd [Balranald Local]
- Guy Fielding [Euston Local]
- Jack Gervasi [Balranald Local]
- Jacob Shannon [Balranald Local]
- Jayne Farnsworth [Balranald Local]
- Kane Farnsworth [Balranald Local]
- Kate Harper [Balranald Local]
- Karen Norfolk [Balranald Local]
- Kristy Helgeland [Balranald Local]
- Lisa Jolliffe [Balranald Local]
- Richard White [Balranald Local]
- Russell Roberts [Euston Local]
- Tony Conway [Balranald Local]

Support:

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Quorum:

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Committee membership and terms of reference will be reviewed every two years or otherwise at Council's discretion.

EUSTON PROGRESSIVE

The Euston Progressive Advisory Committee has the following terms of reference:

Terms of Reference:

- i. Provide the Euston community with a platform through which to connect with Council in the absence of elected representatives.
- ii. Establish and nurture volunteerism of members (committee and community) to help resource on-the-ground activity for public beautification.
- iii. Advocate for the Euston community on identified areas of interest and priority
- iv. Develop an annual (or biennial) action plan to focus Advisory Committee priorities and actions.
- v. Collaborate as regularly as is necessary with the Business, Industry and Tourism Advisory Committee to ensure a whole-of-Shire approach is taken on tourism and economic development.

Membership:

- Bill Vandenberg [Euston Local]
- Garry Mannix [Euston Local]
- Geoff Windmill [Euston Local]
- Glenn Stewart [Euston Local]
- Gray Woodhead [Euston Local]
- Guy Fielding [Euston Local]
- Luigi John Zaffina [Euston Local]
- Russell Roberts [Euston Local]
- Santina Zappia [Euston Local]
- Shane O'Bryan [Euston Local]

Support:

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Advisory Committee Guidelines

Advisory Committees will operate under guidelines which include reference to induction, training, meeting practice and general code of conduct provisions to assist the conduct of meetings.

ATTACHMENTS

Nil

6 CLOSURE OF MEETING