

## COMPLIANCE REPORT ASSESSMENT

### Armidale Regional Council

Performance improvement order dated: 9 December 2020

Period for compliance with order:

**First compliance report** due six weeks from the commencement of the order.

Date of first compliance report: 4 January 2021

Date of assessment: 19 January 2021

**Second compliance report** due four months from the commencement of the order.

Date of second compliance report: 9 April 2021

Date of assessment: 19 April 2021

Council's first compliance report		
Terms of the order		OLG's assessment
Action required Action Item 11	Council must within one month of the commencement of this order ensure that the General Manager develops a councillor request system to manage email requests from councillors that incorporates rules about the use of the councillor request system with a focus on ensuring that communications are respectful, the number of requests are reasonable and include provisions permitting the General Manager to impose limitations where disrespectful or excessive use of the system occurs.	<p><b>COMPLIANCE</b></p> <p>As previously noted, Council had developed a clear system for managing councillor requests. However, the policy did not contain a provision relating to the imposition of limitations where disrespectful or excessive use of the system occurs. It was suggested that the implementation of the system be monitored and, should the need arise, the policy be revised to enable the General Manager to impose limitations</p> <p>Council has now revised its policy to incorporate provisions enabling the General Manager to impose limitations for misuse.</p>
Reporting timeframes	A report on the implementation of action item 11 (identified as 10 in the order) is due six weeks from the commencement of the order.	The reporting timeframe for the first compliance report has been met.
Evidence to be provided	A copy of the councillor request system rules.	The temporary adviser/financial controller was given an opportunity to review the compliance report and supported the report. All documentation required by the order was provided with the compliance report.

Council's Second Compliance report		
Terms of the order		OLG'S assessment
Action required Action Items 8 and 9	8. Within three months of the commencement of this order, Council must review its code of meeting practice to ensure it complies with the Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code). 9. Council must amend its code of meeting practice to adopt clauses 3.32 and 3.34-3.35 of the Model Meeting Code and to provide that councillor briefings are to be open to the public unless the general manager is satisfied that grounds exist to exclude members of the public from a briefing to consider information that should not be made public.	COMPLIANCE Council has reviewed and amended its Code of Meeting Practice as required by the order.
Reporting timeframes	A report on compliance with Action Items 8 and 9 (identified as 7 and 8 in the order) is due four months from the commencement of the order.	The reporting timeframe for the second compliance report has been met.
Evidence to be provided	A copy of the amended code of meeting practice.	All documentation required by the order was provided with the compliance report.

*Has the performance improvement order been implemented to the satisfaction of the Minister to date?*

Council has complied with the requirements of the order relating to action item 11. As previously suggested, the implementation of the system and the Interaction Policy have been revised to enable the General Manager to impose limitations.

Council has complied with the requirements of the order relating to action items 8 and 9, having reviewed and amended its Code of Meeting Practice in accordance with the order.

*Is any further intervention required? If yes, recommended intervention action to be specified.*

Compliance report three is due six months from the commencement of the order relating to action items 4,5 and 6 – due by 9 June 2021. Final compliance report on Council's compliance with actions in the order is due on 4 September 2021.