



AGENDA

ORDINARY COUNCIL MEETING

23 AUGUST 2021

MEMBERSHIP: Councillors J Diffey, V Etheridge, D Grant, A Jones, S Lawrence, G Mohr, K Parker and J Ryan.

The meeting is scheduled to commence at 5.30 pm.

PRAYER:

O God, Grant that by the knowledge of thy will, all we may resolve shall work together for good, we pray through Jesus Christ our Lord. Amen!

ACKNOWLEDGEMENT OF COUNTRY:

"I would like to acknowledge the Wiradjuri People who are the Traditional Custodians of the Land. I would also like to pay respect to the Elders both past and present of the Wiradjuri Nation and extend that respect to other Aboriginal peoples from other nations who are present".

Page

CCL21/182 LEAVE OF ABSENCE (ID21/1355)

CCL21/183 PUBLIC FORUM (ID21/1356)

CCL21/184 CONFIRMATION OF MINUTES (ID21/1335) 4
Confirmation of the minutes of the proceedings of the Ordinary Council meeting held on 26 July 2021 and the Extraordinary Council meeting held 10 August 2021.

MAYORAL MINUTES:

CCL21/185 MAYORAL MINUTE - MAYORAL APPOINTMENTS FOR AUGUST 2021 (ID21/1376) 34
The Council had before it the Mayoral Minute regarding Mayoral Minute - Mayoral Appointments for August 2021

CCL21/186 DUBBO REGION'S RESPONSE TO THE LATEST COVID-19 OUTBREAK (ID21/1462) 37
The Council had before it the Mayoral Minute regarding Dubbo Region's Response to the Latest COVID-19 Outbreak

INFORMATION ONLY MATTERS:

- CCL21/187 AUDIT AND RISK MANAGEMENT COMMITTEE - MEETING MINUTES 15 JUNE 2021 (ID21/1435)** 40
- The Council had before it the report dated 9 August 2021 from the Administration Officer - Governance and Internal Control regarding Audit and Risk Management Committee - Meeting Minutes 15 June 2021.

- CCL21/188 DUBBO REGIONAL LIVESTOCK MARKETS TECHNICAL ADVISORY PANEL - MEETING MINUTES 3 AUGUST 2021 (ID21/1454)** 45
- The Council had before it the report dated 13 August 2021 from the Administration Officer - Governance and Internal Control regarding Dubbo Regional Livestock markets Technical Advisory Panel - Meeting Minutes 3 August 2021.

REPORTS FROM STAFF:

- CCL21/189 PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR THE MAYOR AND COUNCILLORS - RESULTS OF PUBLIC EXHIBITION (ID21/1378)** 50
- The Council had before it the report dated 5 August 2021 from the Governance Team Leader regarding Payment of Expenses and Provision of Facilities for the Mayor and Councillors - Results of Public Exhibition.

- CCL21/190 SMALL TOWNS PRIMARY HEALTH REFERENCE GROUP - CALL FOR EXPRESSIONS OF INTEREST (ID21/1458)** 82
- The Council had before it the report dated 13 August 2021 from the Governance Team Leader regarding Small Towns Primary Health Reference Group - Call for Expressions of Interest.

- CCL21/191 INVESTMENTS UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT - JULY 2021 (ID21/1366)** 90
- The Council had before it the report dated 4 August 2021 from the Acting Chief Financial Officer regarding Investments Under Section 625 of the Local Government Act - July 2021.

- CCL21/192 BUILDING SUMMARY - JULY 2021 (ID21/1363)** 96
- The Council had before it the report dated 5 August 2021 from the Director Development and Environment regarding Building Summary - July 2021.

- CCL21/193 NRL FIXTURE - 23 MAY 2021 (ID21/1375)** 104
The Council had before it the report dated 4 August 2021 from the Manager Regional Events regarding NRL Fixture - 23 May 2021.
- CCL21/194 AMENDMENT TO WELLINGTON AQUATIC LEISURE CENTRE
2021/2022 SEASON OPENING HOURS (ID21/1354)** 109
The Council had before it the report dated 30 July 2021 from the Manager Aquatic Leisure Centres regarding Amendment to Wellington Aquatic Leisure Centre 2021/2022 Season Opening Hours.
- CCL21/195 COMMENTS AND MATTERS OF URGENCY (ID21/1357)**



Confirmation of Minutes

Confirmation of the minutes of the proceedings of the Ordinary Council meeting held on 26 July 2021.

RECOMMENDATION

That the minutes of the proceedings of the Dubbo Regional Council at the Ordinary Council meeting held on 26 July 2021 comprising pages 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26 and 27 of the series, and the Extraordinary Council meeting held 10 August 2021 comprising pages 28, 29, 30, 31, 32 and 33 of the series, be taken as read, confirmed as correct minutes and signed by the Mayor and the Chief Executive Officer.

Appendices:

- 1 [↓](#) Minutes - Ordinary Council Meeting - 26/07/2021
- 2 [↓](#) Minutes - Committee of the Whole - 26/07/2021
- 3 [↓](#) Minutes - Ordinary Council Meeting - 10/08/2021 - Special
- 4 [↓](#) Minutes - Committee of the Whole - 10/08/2021 - Special



REPORT

ORDINARY COUNCIL MEETING

26 JULY 2021

PRESENT: Councillors J Diffey, V Etheridge, D Grant, A Jones, S Lawrence, G Mohr, K Parker and J Ryan

ALSO IN ATTENDANCE:

The Chief Executive Officer, the Executive Manager People, Culture and Safety, the Executive Manager Governance and Internal Control, the Governance Team Leader, the Administration Officer Governance, the Communications Partner, the Director Organisational Performance, the Director Culture and Economy, the Director Infrastructure, the Director Development and Environment, the Manager Building and Development Services, the Manager Growth Planning (N Allatt) and the Director Liveability (I McAlister).

Councillor S Lawrence assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5:31 pm at the Dubbo Civic Administration Building, Council Chamber, with a prayer for Divine Guidance to the Council in its deliberations and activities. The acknowledgement of country was also read by Councillor J Ryan.

The Chief Executive Officer announced that he had received notice of resignation from Councillor D Gumley, effective 4.45 pm on 26 July 2021.

CCL21/145 LEAVE OF ABSENCE (ID21/1163)

No requests for leave of absence were received.

CCL21/146 PUBLIC FORUM (ID21/1164)

The Council reports having heard from the following persons during Public Forum:

- Ms Margaret McDonald – CCL21/164 – Consolidated Dubbo Regional Local Environmental Plan 2021
- Chris Attenborough – CCL21/165 – Short Term Rental Accommodation
- Angela MacAlpine – CCL21/165 – Short Term Rental Accommodation
- Ms Jill Cross Antony – Sandy Beach and South Dubbo Bridge
- Ms Karina McLachlain – South Dubbo Bridge

The Mayor called for a short adjournment in the meeting due to technical issues being experienced with the live stream, the time being 5.56pm.

The meeting recommenced at 6.12 pm.

At this junction, the Mayor as the chairperson resolved to bring forward the Committee of the Whole.

At this junction it was moved by Councillor A Jones and seconded by Councillor J Diffey that the Council resolves into the Committee of the Whole Council, the time being 6.13 pm.

The meeting resumed at 6.46 pm.

CCL21/175 COMMITTEE OF THE WHOLE (ID21/1166)

The Executive Manager Governance and Internal Control read to the meeting the Report of the Committee of the Whole meeting held on 28 June 2021.

Moved by Councillor A Jones and seconded by Councillor V Etheridge

MOTION

That the report of the meeting of the Committee of the Whole held on 26 July 2021, be adopted, save and except clause CW21/14 with such matter being dealt with separately.

CW21/14 LAND-LOCKED PARCEL AT 8A MONTEFIORES STREET, MONTEFIORES

The Committee had before it the report dated 2 July 2021 from the Manager Property and Land Development regarding Land-Locked Parcel at 8A Montefiores Street, Montefiores.

Moved by Councillor A Jones and seconded by Councillor J Diffey

MOTION

That members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

Moved by Councillor J Diffey and seconded by Councillor V Etheridge

MOTION

- 1. That the report of the Manager Property and Land Development, dated 2 July 2021, be noted.**
- 2. That Council agree to purchase 10 Montefiores Street, Montefiores on the following key terms:**

- a. Purchase price - \$240,000 (including GST, if applicable);
 - b. Deposit - \$10,000;
 - c. Settlement Date – 30 days from contract date; and
 - d. Legal costs – Each party to pay their own legal costs.
3. That upon acquisition of 10 Montefiores Street, Montefiores, Council:
- a. classifies the property as operational land pursuant to s31 of the *Local Government Act 1993* (NSW);
 - b. at its own cost:
 - i. establish an easement for right of access and an easement for services over 10 Montefiores Street, Montefiores in favour of 8A Montefiores Street, Montefiores;
 - ii. facilitate the removal of the easement for right of carriageway over the title to 8 Montefiores Street, Montefiores; and
 - iii. facilitate the amendment of the easement for services over the title to 8 Montefiores Street, Montefiores.
4. That the Chief Executive Officer be authorised to negotiate and finalise all matters relating to this report.
5. That all documentation in relation to this matter be executed under Power of Attorney.
6. That the documents and considerations in relation to this matter remain confidential to Council.

CARRIED

Councillor D Grant declared a non-pecuniary, less than significant interest in the matter now before the Council and remained in the room during the Council's consideration of this matter. The reason for such interest is that Councillor D Grant owns a house in the Montefiores estate, which is a significant distance from the main thoroughfare being discussed resulting in no foreseeable benefit, and that such interest will not influence his decision.

CCL21/147 CONFIRMATION OF MINUTES (ID21/1135)

Confirmation of the minutes of the proceedings of the Ordinary Council meeting held 24 May 2021 and Extraordinary Council meetings held 3 June 2021 and 15 June 2021.

Moved by Councillor D Grant and seconded by Councillor J Ryan

MOTION

That the minutes of the proceedings of the Dubbo Regional Council at the Ordinary Council meeting held on 28 June 2021 as attached under separate cover be taken as read, confirmed as correct minutes and signed by the Mayor and the Chief Executive Officer.

CARRIED

MAYORAL MINUTES:**CCL21/148 MAYORAL APPOINTMENTS (ID21/1158)**

The Council had before it the Mayoral Minute regarding Mayoral Appointments.

Moved by Councillor S Lawrence and seconded by Councillor J Diffey

MOTION

That the information contained in the Mayoral Minute be noted.

CARRIED

CCL21/149 ACKNOWLEDGEMENT OF SUPERINTENDENT PETER MCKENNA, DISTRICT COMMANDER OF THE ORANA MID-WESTERN POLICE DISTRICT AND HIS SERVICE TO THE DUBBO LOCAL GOVERNMENT AREA. (ID21/1210)

The Council had before it the Mayoral Minute regarding Acknowledgement of Superintendent Peter McKenna, District Commander of the Orana Mid-Western Police District and his service to the Dubbo Local Government Area.

Moved by Councillor S Lawrence

MOTION

- 1. That Council acknowledge the service of Peter McKenna, whilst he was employed as the Superintendent, District Commander, Orana Mid-Western Police District.**
- 2. That Council extend congratulations to Peter in his new role as Assistant Commissioner, Northern Region Commander.**

CARRIED

CCL21/150 GREATER COLLABORATION WITH NEIGHBOURING COUNCILS (ID21/1250)

The Council had before it the Mayoral Minute regarding Greater Collaboration with Neighbouring Councils.

Moved by Councillor S Lawrence and seconded by Councillor A Jones

MOTION

- 1. That the Mayoral Minute be noted.**
- 2. That Dubbo Regional Council work with neighbouring councils in the Orana and Far West NSW Region to create an organisation to enable collaboration and resource sharing.**

CARRIED

CCL21/151 RECONCILIATION ACTION PLAN (ID21/1251)

The Council had before it the Mayoral Minute regarding Reconciliation Action Plan.

Moved by Councillor S Lawrence and seconded by Councillor J Ryan

MOTION

1. That the CEO Provide options for the development of a Reconciliation Action Plan for the Dubbo Regional Council Local Government Area.
2. That the Plan be reflective of community expectations of how Council should build and encourage relationships, develop respect and opportunities with Aboriginal and Torres Strait Islander People.

CARRIED

CCL21/151a DETERMINATION OF DATES AND TIMES OF MEETINGS DUE TO POSTPONEMENT OF THE LOCAL GOVERNMENT ELECTIONS (ID21/1268)

The Council had before it the Mayoral Minute regarding Determination of Dates and Times of Meetings due to Postponement of the Local Government Elections.

Moved by Councillor S Lawrence and seconded by Councillor A Jones

MOTION

1. That the additional Ordinary meeting of Council be held at 5.30pm on the following dates, due to the postponement of the NSW Local Government Election:
 - Monday 23 August 2021
 - Monday 27 September 2021
 - Monday 25 October 2021.
2. That the dates and times of meetings of Standing Committees be as follows for September and October:
 - a. Development and Environment Committee on the second Monday each month at 5.30pm, as required;
 - b. Infrastructure and Liveability Committee on the second Monday each month commencing immediately following the completion of the Development and Environment Committee noting that if there is no requirement to conduct a Development and Environment Committee it will be scheduled for 5.30pm on that day;
 - c. Culture, Economy and Corporate Committee on the second Monday each month immediately following the completion of the Infrastructure and Liveability Committee.

CARRIED

MATTERS CONSIDERED BY COMMITTEES:**CCL21/152 REPORT OF THE DEVELOPMENT AND ENVIRONMENT COMMITTEE - MEETING
12 JULY 2021 (ID21/1226)**

The Council had before it the report of the Development and Environment Committee meeting held 12 July 2021.

Moved by Councillor J Diffey and seconded by Councillor K Parker

MOTION

That the report of the Development and Environment Committee meeting held on 12 July 2021, be noted.

CARRIED

**CCL21/153 REPORT OF THE INFRASTRUCTURE AND LIVEABILITY COMMITTEE - MEETING
12 JULY 2021 (ID21/1227)**

The Council had before it the report of the Infrastructure and Liveability Committee meeting held 12 July 2021.

Moved by Councillor V Etheridge and seconded by Councillor J Ryan

MOTION

That the report of the Infrastructure and Liveability Committee meeting held on 12 July 2021, be noted.

CARRIED

**CCL21/154 REPORT OF THE CULTURE, ECONOMY AND CORPORATE COMMITTEE -
MEETING 12 JULY 2021 (ID21/1228)**

The Council had before it the report of the Culture, Economy and Corporate Committee meeting held 12 July 2021.

Moved by Councillor A Jones and seconded by Councillor V Etheridge

MOTION

That the report of the Culture, Economy and Corporate Committee meeting held on 12 July 2021, be noted.

CARRIED

NOTICES OF MOTION:**CCL21/155 RECREATIONAL LAKE (ID21/1223)**

Council had before it a Notice of Motion dated 13 July 2021 from Councillor J Ryan regarding the Recreational Lake.

Moved by Councillor J Ryan and seconded by Councillor K Parker

MOTION

That Council consult with the community and consider the development of a recreational lake as part of the review and development of the next Integrated Planning and Reporting cycle (to be adopted before 30 June 2022), noting that the concept of a large constructed lake in the Dubbo region was the subject of community interest during the previous council election campaign.

CARRIED

CCL21/156 EMERGING EVENTS AND COMMUNITY EVENTS PROGRAM (ID21/1252)

Council had before it a Notice of Motion dated 19 July 2021 from Councillor J Ryan regarding the Emerging Events and Community Events Program.

Moved by Councillor J Ryan and seconded by Councillor A Jones

MOTION

- 1. That the assessment criteria for applications to Destination, Emerging and Community Event funding programs include a weighting of 20% for any cancelled events from the 2020/2021 financial year.**
- 2. That organisers of cancelled events be invited to resubmit applications to the Emerging and Community Events programs.**

CARRIED

NOTICES OF RESCISSION:**CCL21/157 TEMPORARY POLICY PENDING CODE OF CONDUCT PROCESSES UPON THE MAYOR'S RETURN TO OFFICIAL DUTIES (ID21/1224)**

Council had before it a Notice of Motion of Rescission dated 7 July 2021 from Councillors S Lawrence, J Ryan and V Etheridge.

Moved by Councillor A Jones and seconded by Councillor V Etheridge

MOTION

- 1. That Council determine this Notice of Motion of Rescission.**
- 2. That the Temporary Policy Pending Code of Conduct Processes Upon the Mayor's**

Return to Official Duties by rescinded.

CARRIED

REPORTS FROM STAFF:

CCL21/158 DRAFT COUNCIL POLICY - COUNCILLOR AND STAFF INTERACTION (ID21/1225)

The Council had before it the report dated 13 July 2021 from the Chief Executive Officer regarding Draft Council Policy - Councillor and Staff Interaction.

Moved by Councillor J Diffey and seconded by Councillor J Ryan

MOTION

1. That Council endorse the following changes to the *Councillor and Staff Interaction Policy*:
 - Title, formatting, language and grammatical changes to align Council's Policy with the Office of Local Government draft Model Councillor and Staff Interaction Policy.
 - Inclusion of a Councillor request system.
2. That the draft *Councillor and Staff Interaction Council Policy*, attached as Appendix 1 of the report of the Chief Executive Officer, dated 13 July 2021, be placed on public exhibition for a period of 28 days inviting the public to make submissions.
3. That the draft *Councillor and Staff Interaction Policy* be referred to the Office of Local Government in accordance with the Performance Improvement Order.
4. That a report be provided to the September 2021 Ordinary Meeting of Council recommending the adoption of *Councillor and Staff Interaction Policy*, addressing public submissions and responses from the Office of Local Government.
5. That the Council Procedure *Councillor Requests*, attached as Appendix 2 of the report of the Chief Executive Officer, dated 13 July 2021, be adopted and referred to the Office of Local Government as required by the Performance Improvement Order.
6. That Council, taking into account the Performance Improvement Order and to assist in this period of consolidation during the transition to a new Council, delegate to the Chief Executive Officer authority to exercise the restrictions included in the draft Councillor and Staff Interaction Policy to impose limitations on, prioritise, or delay response to disrespectful or excessive use of the *Councillor Requests* system.

CARRIED

CCL21/159 2021/2022 FEES AND CHARGES (ID21/1179)

The Council had before it the report dated 7 July 2021 from the Chief Financial Officer regarding 2021/2022 Fees and Charges.

Moved by Councillor J Ryan and seconded by Councillor J Diffey

MOTION

1. That the report from the Chief Financial Officer, dated 7 July 2021, be noted.
2. That the 2021/2022 Fees and Charges be amended to correct minor clarifications and typographical errors.
3. That the amended 2021/2022 Fees and Charges as documented in Appendix 1 be adopted.

CARRIED

CCL21/160 LOCAL PURCHASING POLICY PROGRESS REPORT 2021 (ID21/768)

The Council had before it the report dated 1 July 2021 from the Acting Corporate Procurement Specialist regarding Local Purchasing Policy Progress Report 2021.

Moved by Councillor J Ryan and seconded by Councillor K Parker

MOTION

That the report of the Acting Corporate Procurement Specialist, dated 1 July 2021, be noted.

CARRIED

CCL21/161 ROAD CLOSURE AND DISPOSAL AGREEMENT - LOT 2000 DP 1269394, BODANGORA - WELLINGTON NORTH SOLAR FARM (ID21/1180)

The Council had before it the report dated 8 July 2021 from the Property Development Officer regarding Road Closure and Disposal Agreement - Lot 2000 DP 1269394, Bodangora - Wellington North Solar Farm.

Moved by Councillor J Diffey and seconded by Councillor V Etheridge

MOTION

1. That Council proceed with the closure of the "Public Road" Lot 2000 DP 1269394, in accordance with Part 4, Division 3 of the *Roads Act 1993 (NSW)*.
2. That upon closure of the "Public Road" Lot 2000 DP 1269394 in accordance with Recommendation 1 (above):
 - a. it be classified as operational land pursuant to s31 of the *Local Government Act 1993 (NSW)*; and
 - b. it be sold to Mr A E Inder and Mrs P J Inder, being the Solar Farm Property Owners as identified in the body of this report, for \$69,000.00 plus GST.
3. That the Chief Executive Officer be authorised to:
 - a. negotiate and finalise the transactions noted in Recommendations 1 and 2 (above); and
 - b. complete any relevant documentation under delegated power of attorney.

CARRIED

Councillor A Jones declared a non-pecuniary, less than significant interest in the matter now before the Council and remained the room during the Council's consideration of this matter. The reason for such interest is that Councillor A Jones is in discussions with the developers of Wellington North Solar Farm, CWP, regarding her property and the Spicer's Creek Solar Farm, and that such interest will not influence her decision.

Councillor D Grant declared a pecuniary, significant interest in the matter now before the Council and left the room and was out of sight during the Council's consideration of this matter. The reason for such interest is that Councillor D Grant has business dealings with members of the public who have made submissions.

CCL21/162 PLANNING PROPOSAL TO AMEND WELLINGTON LOCAL ENVIRONMENTAL PLAN 2012 MINIMUM LOT SIZE CONTROLS AT 300 NANIMA VILLAGE ROAD, WELLINGTON (ID21/1149)

The Council had before it the report dated 9 July 2021 from the Senior Growth Planner regarding Planning Proposal to Amend Wellington Local Environmental Plan 2012 Minimum Lot Size controls at 300 Nanima Village Road, Wellington.

Moved by Councillor A Jones and seconded by Councillor J Ryan

MOTION

- 1. That the report of the Senior Growth Planner, dated 9 July 2021, be noted.**
- 2. That Council forward the Planning Proposal to NSW Department of Planning, Industry and Environment seeking a Gateway Determination to amend the Minimum Lot Size provisions under Wellington Local Environmental Plan 2012 for part of Lot 244 DP 756920 from 2000 square metres to 600 square metres.**
- 3. That Council support a minimum 28 day public exhibition period for the Planning Proposal, following receipt of a Gateway Determination.**
- 4. That following the completion of the public exhibition period, a further report be provided to Council for consideration of the Planning Proposal, detailing the results of the public exhibition.**

CARRIED

CCL21/163 RESULTS OF PUBLIC EXHIBITION - KESWICK RSL PLANNING PROPOSAL (ID21/1088)

The Council had before it the report dated 5 July 2021 from the Growth Planning Projects Leader - Digital Futures regarding Results of Public Exhibition - Keswick RSL Planning Proposal.

Moved by Councillor D Grant and seconded by Councillor K Parker

MOTION

- 1. That the report of the Growth Planning Project Leader – Digital Futures, dated 5 July 2021, be noted.**

2. That Council approve the Planning Proposal applying to part lot 500 DP 1260295, Boundary Road, Dubbo as shown at Appendix 2 to be made as an amendment to the Dubbo LEP 2011.
3. That Council request the Department of Planning, Industry and Environment to make arrangements with the Parliamentary Counsel's Office to prepare the draft instrument under section 3.36(1) of the Act and provide Council with an Opinion that the Plan be made.
4. That Council request gazettal of the Plan following receipt of the Opinion from the Department that the Plan be made.

CARRIED

The Chief Executive Officer declared a pecuniary, significant interest in the matter now before the Council and left the room and was out of sight during the Council's consideration of this matter. The reason for such interest is that the Chief Executive Officer owns property in relatively close proximity to the subject land considered.

CCL21/164 CONSOLIDATED DUBBO REGIONAL LOCAL ENVIRONMENTAL PLAN 2021 (ID21/944)

The Council had before it the report dated 8 July 2021 from the Director Development and Environment regarding Consolidated Dubbo Regional Local Environmental Plan 2021.

Moved by Councillor V Etheridge and seconded by Councillor K Parker

MOTION

1. That the report of the Manager Growth Planning, dated 8 July 2021, be noted.
2. That the Planning Proposal attached as Appendix 1, be amended to include the following changes:
 - Include bed and breakfast accommodation in the SP3 Tourist zone as permitted with consent
 - Correct administrative mapping errors associated with Lot 2046 DP 1266546 and Lot 1708 DP 1107055
 - Include water supply systems in the E3 Environmental Management zone as permitted with consent
 - Include water storage facilities in the E3 Environmental Management zone as permitted with consent.
 - Include water treatment facilities in the E3 Environmental Management zone as permitted with consent.
3. That Planning Proposal attached as Appendix 1, to consolidate the Dubbo Local Environmental Plan 2011 and the Wellington Local Environmental Plan 2012, be adopted by Council with the above amendments made.
4. That the consolidation of the mapping associated with the Dubbo Regional Local Environmental Plan be finalised by the Department of Planning, Industry and Environment.
5. That the final Dubbo Regional Local Environmental Plan 2021, being subject to the

legislative requirements of the Plan Drafting process, may be subject to change.

6. That Council request the Department of Planning, Industry and Environment to prepare the draft Dubbo Regional Local Environmental Plan 2021 and provide Council with an Opinion that the Plan be made.
7. That Council request gazettal of the Plan following receipt of the Opinion from the Department that the Plan be made.
8. That those who made a submission are sent an acknowledgement letter and advised of Council's determination in this matter.
9. That a works program be prepared and provided for consideration at Council's Ordinary meeting in December 2021. The program will include an outline of the timing schedule for the strategic review of Council's land use strategies and comprehensive review of the new Local Environmental Plan.

CARRIED

Councillor J Ryan declared a non-pecuniary, but significant interest in the matter now before the Council and left the room and was out of sight during the Council's consideration of this matter. The reason for such interest is that Councillor J Ryan owns property zoned SP3 and a potential modification of use is proposed which may have implications for his land.

Councillor D Grant declared a pecuniary, significant interest in the matter now before the Council and left the room and was out of sight during the Council's consideration of this matter. The reason for such interest is that Councillor D Grant has business dealings with the owners of "Nyrang" 6444 Goolma Road, Bodangora, who have agreed to purchase the land in question.

CCL21/165 SHORT TERM RENTAL ACCOMMODATION (ID21/1213)

The Council had before it the report dated 12 July 2021 from the Manager Building and Development Services regarding Short Term Rental Accommodation.

Moved by Councillor G Mohr and seconded by Councillor K Parker

MOTION

1. That the report of the Manager Building and Development Services, dated 5 July 2021, be noted.
2. That Councillors choose either option *a* or option *b* below:
 - a. That Council not pursue the 180 day limit for non-hosted Short Term Residential Accommodation and advise the NSW State Government accordingly; or
 - b. That Council maintain a 180 day limit in any 365 day period for non-hosted Short Term Residential Accommodation to be considered as Exempt Development, noting that development consent can be sought for development proposing to exceed this period.

Moved by Councillor G Mohr and seconded by Councillor A Jones

AMENDMENT

1. That the report of the Manager Building and Development Services, dated 5 July 2021, be noted.
2. That Council not pursue the 180 day limit for non-hosted Short Term Residential Accommodation and advise the NSW State Government accordingly.

The amendment on being put to the meeting was carried.

CARRIED

The amendment then became the motion and on being put to the meeting was carried.

CARRIED

Councillor J Ryan declared a non-pecuniary, less than significant interest in the matter now before the Council and left the room and was out of sight during the Council's consideration of this matter. The reason for such interest is that Councillor J Ryan's brother and sister-in-law run a motel in Dubbo, and this decision could impact the sector.

CCL21/166 END OF TERM REPORT (ID21/719)

The Council had before it the report dated 12 July 2021 from the Manager Growth Planning regarding End of Term Report.

Moved by Councillor K Parker and seconded by Councillor J Diffey

MOTION

1. That the report of the Manager Growth Planning, dated 8 July 2021, be noted.
2. That the End of Term Report, as attached at Appendix 1, be noted and included in the 2020/2021 Annual Report.

Moved by Councillor A Jones and seconded by Councillor D Grant

AMENDMENT

That the matter be deferred to October 2021 to coincide with the final Ordinary Council meeting of the current Council Term.

The amendment on being put to the meeting was carried.

CARRIED

The amendment then became the motion and on being put to the meeting was carried.

CARRIED

CCL21/167 HOUSING AVAILABILITY IN THE DUBBO REGIONAL LGA (ID21/1097)

The Council had before it the report dated 9 July 2021 from the Growth Planning Projects Leader - Digital Futures regarding Housing Availability in the Dubbo Regional LGA.

Moved by Councillor K Parker and seconded by Councillor V Etheridge

MOTION

1. That the report of the Growth Planning Projects Leader – Digital Futures, dated 8 July 2021, be noted.
2. That a report be provided to Council regarding a work program address dwelling diversity in the Dubbo Regional Local Government Area at the December Council meeting.
3. That a workshop be conducted with Council following the September 2021 Local Government Elections to discuss the proposed measures contained in this report and the related Growth Planning Works Program.

Moved by Councillor J Diffey and seconded by Councillor V Etheridge

AMENDMENT

1. That the report of the Growth Planning Projects Leader – Digital Futures, dated 8 July 2021, be noted.
2. That a report be provided to Councillors regarding a work program addressing dwelling diversity in the Dubbo Regional Local Government Area at the March 2022 Council meeting.
3. That a workshop be conducted with Council following the December 2021 Local Government Elections to discuss the proposed measures contained in this report and the related Growth Planning Works Program.

The amendment on being put to the meeting was carried.

CARRIED

The amendment then became the motion and on being put to the meeting was carried.

CARRIED

CCL21/168 NAMING OF THOROUGHFARES ASSOCIATED WITH STAGE 18 DELROY PARK - LOT 1500 DP1250220 LADY BARRON CIRCLE DUBBO (ID21/1178)

The Council had before it the report dated 7 July 2021 from the LIS and E-Services Coordinator regarding Naming of Thoroughfares Associated with Stage 18 Delroy Park - Lot 1500 DP1250220 Lady Barron Circle Dubbo.

Moved by Councillor D Grant and seconded by Councillor G Mohr

MOTION

1. That the report of the LIS and E-Services Coordinator, dated 7 July 2021, be noted.
2. That the proposed name Zillie Close be approved by Council.
3. That the proposed name be notified in the local newspaper and Government Authorities notified in accordance with Section 162 of the Roads Act 1993 and Section 7 of the Roads Regulation 2018.

4. That the developer be advised accordingly once approval under the Roads Regulation 2018 has been given and the name gazetted.

CARRIED

CCL21/169 DUBBO REGION RECOVERY TASKFORCE AND STRATEGY OUTCOMES (ID21/1101)

The Council had before it the report dated 30 June 2021 from the Manager Economic Development and Marketing regarding Dubbo Region Recovery Taskforce and Strategy Outcomes.

Moved by Councillor G Mohr and seconded by Councillor V Etheridge

MOTION

1. That the report of the Manager Economic Development, dated 30 June 2021, and the achievements of the Economic Recovery Strategy, be noted.
2. That a new Economic Development Strategy be developed by Council in consultation with community and industry representatives.

CARRIED

CCL21/170 PROPOSED DISABLED PARKING - ELSTON PARK, GIPPS STREET DUBBO (ID21/1089)

The Council had before it the report dated 28 June 2021 from the Senior Traffic Engineer regarding Proposed Disabled Parking - Elston Park, Gipps Street Dubbo.

Moved by Councillor J Diffey and seconded by Councillor V Etheridge

MOTION

That Council approval be granted for the installation of two disabled parking spaces on the eastern side of Gipps Street, adjacent to Elston Park, in accordance with Council's Traffic Management Plan TM 7455 (Appendix 1).

CARRIED

CCL21/171 2021/2022 SEASON DATES - DUBBO REGION AQUATIC LEISURE CENTRES (ID21/1167)

The Council had before it the report dated 6 July 2021 from the Manager Aquatic Leisure Centres regarding 2021/2022 Season Dates - Dubbo Region Aquatic Leisure Centres.

Moved by Councillor D Grant and seconded by Councillor J Diffey

MOTION

1. That the report by Manager Aquatic Leisure Centres, dated 6 July 2021 be noted.
2. That the following seasonal opening times for Dubbo Aquatic Leisure Centre are:
 - Season: Saturday, 4 September 2021 – Sunday, 24 April 2022 (33 weeks)
 - September, October, November 2021 and April 2022
 - Monday-Friday: 5.30am-6.30pm
 - Saturday: 7am-6.30pm
 - Sunday: 10am-6.30pm
 - December 2021 and January 2022
 - Monday-Friday: 5.30am-8pm
 - Saturday: 7am-8pm
 - Sunday: 10am-8pm
 - February and March 2022
 - Monday-Friday: 5.30am-7pm
 - Saturday: 7am-7pm
 - Sunday: 10am-7pm
3. That the following seasonal opening times for Wellington Aquatic Leisure Centre are:
 - Season: Saturday, 4 September 2021 – Sunday, 27 March 2022 (29 weeks)
 - September, October, November 2021
 - Monday-Friday: 6am-6.30pm
 - Saturday: 8am-6.30pm
 - Sunday: 10am-6.30pm
 - December 2021 and January 2022
 - Monday-Friday: 8am-7pm
 - Saturday: 8am-7pm
 - Sunday: 10am-7pm
 - February and March 2022
 - Monday-Friday: 6am-6.30pm
 - Saturday: 8am-6.30pm
 - Sunday: 10am-6.30pm
4. That the following seasonal opening times for Geurie Pool are:
 - Season: Saturday, 6 November 2021 - Sunday, 27 March 2022 (20 weeks)
 - 6 November to 17 December 2021 and 31 January to 27 March 2022
 - Monday, Tuesday, Thursday, Friday: 6.00am-7.00am
 - Monday-Friday: 3.30pm-6.30pm
 - Saturday: 11.30am-6.30pm
 - Sunday: 11.30am-6.30pm
 - 18 December 2021 to 30 January 2022 (Summer School Holidays)
 - Monday, Tuesday, Thursday, Friday: 6.00am-7.00am
 - Monday-Friday: 11.30am-7.00pm
 - Saturday: 11.30am-7.00pm
 - Sunday: 11.30am-7.00pm
5. That the following opening schedule for Public Holidays be endorsed:
 - Christmas Day: Facility closed

Boxing Day:	Facility closed
New Year Day:	10am-6pm (all facilities)
Australia Day:	10am-6pm (all facilities)
Easter Friday:	10am-6pm (Dubbo only)
Easter Saturday:	10am-6pm (Dubbo only)
Easter Sunday:	10am-6pm (Dubbo only)
Easter Monday:	10am-6pm (Dubbo only)

6. That a letter be sent to stakeholders acknowledging feedback contributions to the final 2021/2022 Season Dates report.

CARRIED

CCL21/172 COMMUNITY BENEFIT FUND IN ACCORDANCE WITH SECTION 356 LOCAL GOVERNMENT ACT 1993 (ID21/1248)

The Council had before it the report dated 14 July 2021 from the Executive Officer regarding Community Benefit Fund in Accordance with Section 356 Local Government Act 1993.

Moved by Councillor A Jones and seconded by Councillor V Etheridge

MOTION

1. That the information contained within the report from the Executive Officer Liveability, dated 14 July 2021, be noted.
2. That Council allocate the following funds, totalling \$74,432, in accordance with Section 356 of The Local Government Act 1993:

a) Dubbo & District Pipe Band	\$3,672
b) Orana Support Services	\$7,550
c) Buninyong Public School	\$2,600
d) Dubbo Filmmakers	\$7,200
e) Lifeline Central West Dubbo	\$15,000
f) Dubbo Neighbourhood Centre T/A Connecting Community Services	\$4,000
g) Wellington Information & Neighbourhood Service	\$30,000
h) Water T Grant Memorial Seniors Social Club	\$4,410
3. That all applicants be advised of their respective funding application outcome and unsuccessful applicants be advised of Council's Grants Hub, as well as other funding opportunities.
4. That \$45,568.00 of unexpended funds from 2021/2022 budget allocation, be identified for a second round later this financial year (2021/2022).

CARRIED

CCL21/173 2022-2025 DUBBO REGIONAL COUNCIL DISABILITY INCLUSION ACTION PLAN - RESULTS OF PUBLIC EXHIBITION (ID21/1170)

The Council had before it the report dated 6 July 2021 from the Community Development Officer - Seniors and Disability regarding 2022-2025 Dubbo Regional Council Disability Inclusion Action Plan - Results of Public Exhibition.

Moved by Councillor J Diffey and seconded by Councillor V Etheridge

MOTION

1. That the report from the Community Development Officer – Seniors and Disability dated, the 6 July 2021, be noted.
2. That the Draft 2022-2025 Dubbo Regional Council Disability Inclusion Action Plan (as attached at Appendix 1) be adopted to send to Local Government NSW Social and Community team and the NSW Department of Communities and Justice Disability and Inclusion Planning for lodgement.

CARRIED

CCL21/174 COMMENTS AND MATTERS OF URGENCY (ID21/1165)

There were no matters recorded under this clause.

The meeting closed at 7.56 pm.

.....
CHAIRMAN



REPORT

COMMITTEE OF THE WHOLE COUNCIL

26 JULY 2021

PRESENT: Councillors J Diffey, V Etheridge, D Grant, A Jones, S Lawrence, G Mohr, K Parker and J Ryan.

ALSO IN ATTENDANCE:

The Chief Executive Officer, the Executive Manager People, Culture and Safety, the Executive Manager Governance and Internal Control, the Governance Team Leader, the Administration Officer Governance, the Communications Partner, the Director Organisational Performance, the Director Culture and Economy, the Director Infrastructure, the Director Development and Environment, the Manager Building and Development Services, the Manager Growth Planning (N Allatt) and the Director Liveability (I McAlister).

Councillor S Lawrence assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 6.14 pm.

CW21/13 INDEPENDENT INVESTIGATION REPORT (ID21/1212)

The Committee had before it the report dated 12 July 2021 from the Chief Executive Officer regarding Independent Investigation Report.

Moved by Councillor A Jones and seconded by Councillor J Diffey

MOTION

That members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned alleged contraventions of any code of conduct requirements applicable under Section 440 (Section 10A(2)(i)).

Moved by Councillor J Diffey and seconded by Councillor J Ryan

MOTION

1. That the information contained within the report of the Chief Executive Officer dated 26 July 2021, be noted.
2. That the Chief Executive Officer implement the following recommendations of the Independent Investigator, that:

- a) Council adopts a checklist for the initial triage of Code of Conduct complaints.
 - b) Council ensures Code of Conduct complaints are dealt with only by authorised persons.
 - c) The role of the Internal Ombudsman is limited to that permitted by the Procedures.
 - d) Council ensures that Preliminary Assessments and investigations are not carried out by any person directly employed by Council.
 - e) Council undertakes additional training of Council staff as to the recording, triage, preliminary assessment, investigation and resolution stages of handling of Code of Conduct complaints.
 - f) Council provides a structured process through which Council staff can make a Code of Conduct complaint, including anonymously.
 - g) Council reinforces the obligation of Councillors and Council staff not to engage in inappropriate interactions in relation to Council business (including complaint handling).
 - h) Where inappropriate interactions are reported, deal with those matters as alleged serious breaches of Council's Code of Conduct.
3. That it be noted that the Chief Executive Officer is obliged to refer any findings of alleged misconduct relating to former Councillors and former staff to the Office of Local Government and other relevant agencies for their consideration.

Moved by Councillor S Lawrence and seconded by Councillor J Ryan

AMENDMENT

- 1. That the information contained within the report of the Chief Executive Officer dated 26 July 2021, be noted.**
- 2. That the Chief Executive Officer implement the following recommendations of the Independent Investigator, that:**
 - a. Council adopts a checklist for the initial triage of Code of Conduct complaints.**
 - b. Council ensures Code of Conduct complaints are dealt with only by authorised persons.**
 - c. The role of the Internal Ombudsman is limited to that permitted by the Procedures.**
 - d. Council ensures that Preliminary Assessments and investigations are not carried out by any person directly employed by Council.**
 - e. Council undertakes additional training of Council staff as to the recording, triage, preliminary assessment, investigation and resolution stages of handling of Code of Conduct complaints.**
 - f. Council provides a structured process through which Council staff can make a Code of Conduct complaint, including anonymously.**
 - g. Council reinforces the obligation of Councillors and Council staff not to engage in inappropriate interactions in relation to Council business (including complaint handling).**
 - h. Where inappropriate interactions are reported, deal with those matters as alleged serious breaches of Council's Code of Conduct.**

3. That it be noted that the Chief Executive Officer is obliged to refer any findings of alleged misconduct relating to former Councillors and former staff to the Office of Local Government and other relevant agencies for their consideration.
4. That Council notes its desire to publicly release the full independent investigator report and notes the strong public interest in the community understanding the rationale for the recommendations and the findings made.
5. That Council request further specialist legal advice be obtained in regard to making available to the public the Independent investigation report ensuring Council meets its procedural fairness and legislative obligations.
6. That a workshop of councillors be held once the specialist legal advice is obtained.
7. That a report to be brought to the September meeting of council addressing the question of whether the report can be made public.

The amendment on being put to the meeting was carried.

CARRIED

The amendment then became the motion and on being put to the meeting was carried.

CARRIED

CW21/14 LAND-LOCKED PARCEL AT 8A MONTEFIORES STREET, MONTEFIORES (ID21/1148)

The Committee had before it the report dated 2 July 2021 from the Manager Property and Land Development regarding Land-Locked Parcel at 8A Montefiores Street, Montefiores.

Moved by Councillor A Jones and seconded by Councillor J Diffey

MOTION

That members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

Moved by Councillor A Jones and seconded by Councillor K Parker

MOTION

1. That the report of the Manager Property and Land Development, dated 2 July 2021, be noted.
2. That Council agree to purchase 10 Montefiores Street, Montefiores on the following key terms:
 - a. Purchase price - \$240,000 (including GST, if applicable);
 - b. Deposit - \$10,000;
 - c. Settlement Date – 30 days from contract date; and
 - d. Legal costs – Each party to pay their own legal costs.
3. That upon acquisition of 10 Montefiores Street, Montefiores, Council:
 - a. classifies the property as operational land pursuant to s31 of the *Local*

- Government Act 1993 (NSW);**
- b. at its own cost:
 - i. establish an easement for right of access and an easement for services over 10 Montefiores Street, Montefiores in favour of 8A Montefiores Street, Montefiores;
 - ii. facilitate the removal of the easement for right of carriageway over the title to 8 Montefiores Street, Montefiores; and
 - iii. facilitate the amendment of the easement for services over the title to 8 Montefiores Street, Montefiores.
 4. That the Chief Executive Officer be authorised to negotiate and finalise all matters relating to this report.
 5. That all documentation in relation to this matter be executed under Power of Attorney.
 6. That the documents and considerations in relation to this matter remain confidential to Council.

CARRIED

Councillor D Grant declared a non-pecuniary, less than significant interest in the matter now before the Committee and remained in the room during the Committee's consideration of this matter. The reason for such interest is that Councillor D Grant owns a house in the Montefiores estate, which is a significant distance from the main thoroughfare being discussed resulting in no foreseeable benefit, and that such interest will not influence his decision.

CW21/15 TENDER FOR CONSTRUCTION OF CULVERTS - STAGE 3 - OLD MENDOORAN ROAD DUBBO (ID21/1219)

The Committee had before it the report dated 13 July 2021 from the Project Engineer regarding Tender for Construction of Culverts - Stage 3 - Old Mendooran Road Dubbo.

Moved by Councillor A Jones and seconded by Councillor J Diffey

MOTION

That members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

Moved by Councillor G Mohr and seconded by Councillor J Diffey

MOTION

1. **That, in accordance with Clause 178 (1)(b) of the Local Government (General) Regulation 2005, Council decline to accept any tenders received for T21-023 Construction of Culvert for Old Mendooran Road - Stage 3, as the tenders received are non-conforming.**

2. That in accordance with Clause 178 (3)(e) of the Local Government (General) Regulation 2005, Council enter into negotiations with DC Civil Enterprises Pty Ltd.
3. That Council not invite fresh tenders for the Construction of Culverts on Old Mendooran Road - Stage 3, as a new tender process is unlikely to provide a better result for Council.
4. That in accordance with Clause 178(4)(b) of the Local Government (General) Regulation 2005, DC Civil Enterprises Pty Ltd provided the lowest competitive price and demonstrated delivery of the project in accordance to the Scope of Works within the scheduled time.
5. That the documents and considerations in relation to this matter remain confidential to Council.

CARRIED

The meeting closed at 6.44 pm.

.....
CHAIRMAN



REPORT EXTRAORDINARY COUNCIL MEETING 10 AUGUST 2021

PRESENT: Councillors J Diffey, V Etheridge, D Grant, A Jones, S Lawrence, K Parker and J Ryan.

ALSO IN ATTENDANCE:

The Chief Executive Officer, the Executive Manager Governance and Internal Control, the Administration Officer Governance, the Communications Partner, the Director Organisational Performance, the Director Culture and Economy, the Director Infrastructure and the Director Liveability.

Councillor S Lawrence assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.31 pm at the Dubbo Civic Administration Building, Council Chamber, with a prayer for Divine Guidance to the Council in its deliberations and activities. The acknowledgement of country was also read by Councillor J Diffey.

CCL21/176 LEAVE OF ABSENCE (ID21/1370)

A request for leave of absence was received from Councillor G Mohr who was absent from the meeting due to the personal reasons.

Moved by Councillor V Etheridge and seconded by Councillor D Grant

MOTION

That such request for Leave of Absence be accepted and Councillor G Mohr be granted leave of absence from this meeting.

CARRIED

CCL21/177 PUBLIC FORUM (ID21/1371)

There were no speakers during Public Forum.

MAYORAL MINUTES:

CCL21/178 RECRUITMENT OF PERMANENT CEO (ID21/1428)

The Council had before it the Mayoral Minute regarding Recruitment of Permanent CEO

Moved by Councillor S Lawrence and seconded by Councillor V Etheridge

MOTION

1. That the recruitment of permanent position of Chief Executive Officer commence immediately.
2. That a selection committee be formed to assist in the process of identifying a suitable candidate for the role of CEO, comprising the Mayor, the Deputy Mayor, one Councillor representative, to be determined by Council, and one independent representative, being a Local Government Management Solutions representative.
3. That Council adopts the timeline of recruitment as outlined in the Mayoral Minute.

Moved by Councillor A Jones and seconded by Councillor V Etheridge

AMENDMENT

1. That the recruitment of permanent position of Chief Executive Officer commence immediately.
2. That a selection committee be formed to assist in the process of identifying a suitable candidate for the role of CEO, comprising the Mayor, the Deputy Mayor, Councillor J Diffey, and one independent representative, being a Local Government Management Solutions representative.
3. That Council adopts the timeline of recruitment as outlined in the Mayoral Minute.

The amendment on being put to the meeting was carried.

CARRIED

The amendment then became the motion and on being put to the meeting was carried.

CARRIED

Mr Murray Wood declared a pecuniary, significant interest in the matter now before the Council and left the room and was out of sight during the Council's consideration of this matter. The reason for such interest is that Mr Wood is the current Chief Executive Officer and is considering applying for the role once advertised.

Ms Natasha Comber declared a pecuniary, significant interest in the matter now before the Council and left the room and was out of sight during the Council's consideration of this matter. The reason for such interest is that Ms Comber is considering applying for the role of CEO once advertised.

CCL21/179 STRUCTURE OF COUNCIL'S STANDING COMMITTEES (ID21/1429)

The Council had before it the Mayoral Minute regarding Structure of Council's Standing Committees

Moved by Councillor S Lawrence and seconded by Councillor J Ryan

MOTION

That Council determines the structure and chairs of any Dubbo Regional Council Standing Committees, to determine and make recommendations to Council in relation to matters regarding Development and Environment, Infrastructure, Liveability, Culture and Economy, Organisational Performance and Executive Services for the remainder of the Council Term.

Moved by Councillor A Jones and seconded by Councillor V Etheridge

AMENDMENT

1. That the three standing committees continue until the end of the current, extended Council Term, being 4 December 2021.
2. That Councillor K Parker be the chair of the Development and Environment Committee for the remainder of the Council Term.
3. That Councillor J Diffey be the chair of the Infrastructure and Liveability Committee and the Culture, Economy Corporate Committee for the remainder of the Council Term.

The amendment on being put to the meeting was carried.

CARRIED

The amendment then became the motion and on being put to the meeting was carried.

CARRIED

CCL21/180 COUNCILLOR INVOLVEMENT IN ADVISORY PANELS (ID21/1430)

The Council had before it the Mayoral Minute regarding Councillor Involvement in Advisory Panels

Moved by Councillor S Lawrence and seconded by Councillor K Parker

MOTION

1. That the Dubbo Regional Airports Panel, given its operational focus, be abolished and replaced by appropriate organisational arrangements, with any necessary reports being submitted to Council as required.
2. That the CEO provide advice on the question of Councillor representation on the Dubbo Regional Livestock Markets Technical Advisory Panel, and other similar panels and committees run by Council.

CARRIED

At this junction it was moved by Councillor A Jones and seconded by Councillor V Etheridge that the Council resolves into the Committee of the Whole Council, the time being 5.46 pm.

The meeting resumed at 5.54 pm.

CCL21/181 COMMITTEE OF THE WHOLE (ID21/1377)

The Executive Manager Governance and Internal Control read to the meeting the Report of the Committee of the Whole meeting held on 10 August 2021.

Moved by Councillor D Grant and seconded by Councillor V Etheridge

MOTION

That the report of the meeting of the Committee of the Whole held on 10 August 2021, be adopted.

CARRIED

The meeting closed at 5.55 pm

.....
CHAIRMAN



REPORT EXTRAORDINARY COMMITTEE OF THE WHOLE MEETING 10 AUGUST 2021

PRESENT: Councillors J Diffey, V Etheridge, D Grant, A Jones, S Lawrence, K Parker and J Ryan.

ALSO IN ATTENDANCE:

The Chief Executive Officer, the Executive Manager Governance and Internal Control, the Administration Officer Governance, the Communications Partner, the Director Organisational Performance, the Director Culture and Economy, the Director Infrastructure and the Director Liveability.

Councillor S Lawrence assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.48 pm.

**CW21/16 COVID-19 TESTING AND VACCINATION CLINICS AT DUBBO SHOWGROUND
(ID21/1379)**

The Committee had before it the report dated 5 August 2021 from the Director Culture and Economy regarding COVID-19 Testing and Vaccination Clinics at Dubbo Showground.

Moved by Councillor A Jones and seconded by Councillor V Etheridge

MOTION

That members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

Moved by Councillor D Grant and seconded by Councillor J Diffey

MOTION

1. That NSW Health not be charged for the hire of the Dubbo Showground for the pop-up testing clinic, and be charged for consumables and external cleaning and signage services related to the clinic.
2. That Lavery Pathology be charged the community rate of \$511 a day as per the revenue policy for use of the Dubbo Showground for COVID-19 testing.
3. That NSW Health be charged community rate of \$511 for the hire of the Dubbo Showground for the pop-up vaccination clinic.

Moved by Councillor D Grant and seconded by Councillor A Jones

AMENDMENT

1. That NSW Health not be charged for the hire of the Dubbo Showground for the pop-up testing clinic, and be charged for consumables and external cleaning and signage services related to the clinic.
2. That Lavery Pathology be charged the community rate of \$511 a day as per the revenue policy for use of the Dubbo Showground for COVID-19 testing.
3. That NSW Health be charged community rate of \$511 a day for the hire of the Dubbo Showground for the pop-up vaccination clinic.
4. That the CEO be given delegation to negotiate rates for the use of Council facilities for COVID-19 testing and vaccination purposes.

The amendment on being put to the meeting was carried.

CARRIED

The amendment then became the motion and on being put to the meeting was carried.

CARRIED

The meeting closed at 5.53 pm.

.....
CHAIRMAN



DUBBO REGIONAL
COUNCIL

MAYORAL MINUTE: Mayoral Minute - Mayoral Appointments for August 2021

AUTHOR: Mayor
REPORT DATE: 5 August 2021
TRIM REFERENCE: ID21/1376

To the Council
Ladies and Gentlemen

Office of the Mayor
Civic Administration Building
Church Street, Dubbo

For the information of Councillors I provide details of my Mayoral Appointments and attendances as follows:

Tuesday 20 July 2021

- Media Interview – 2DU.

Thursday 22 July 2021

- Attended Floodplain Management Committee Meeting.

Monday 26 July 2021

- Media Interview - ABC
- Attended along with Council's CEO, Murray Wood and Member for Dubbo Dugald Saunders MP, the Official Opening of the Wellington Caves Ancient Landscapes.
- Attended along with Council's CEO, Murray Wood, Member for Dubbo Dugald Saunders MP and Wellington Local Aboriginal Land Council an onsite meeting at Cameron Park Wiradjuri Cultural Centre to discuss the café.
- Attended a meeting with Independent Investigators.
- Attended confidential Council Briefing Session with Independent Investigators.
- Attended Council Briefing and Council Meeting.

Tuesday 27 July 2021

- Media Interview – 2DU
- Attended along with Councillor Vicki Etheridge a photo opportunity at Boundary Road, beautification upgrades.
- Attended the Central West NSW Employment Forum 2021.

Wednesday 28 July 2021

- Media Interview – 2DU.
- Media Interview – Channel 10.

Thursday 29 July 2021

- Media Interview – DCFM.
- Attended along with Council's CEO, Murray Wood, Member for Parkes Mark Coulton MP and Member for Dubbo Dugald Saunders MP the sod turning for upgrade works to Boothenba Road.
- Attended LGNSW SEG meeting via video conference.
- Attended along with Deputy Mayor Anne Jones a meeting with Norma Faram in Wellington.

Tuesday 3 August 2021

- Media Interview – 2DU.
- Attended Dubbo Regional Livestock Market Technical Advisory Panel Meeting.

Wednesday 4 August 2021

- Attended Dubbo Scouts Cub Meeting.

Thursday 5 August 2021

- Attended along with Council's CEO, Murray Wood, Director Infrastructure, Julian Geddes, Director Development and Environment Stephen Wallace, Manager Building and Development Services Darryll Quigley and Statutory Planning Services Team Leader, Shaun Reynolds a meeting with the Stevens Group.

Friday 6 August 2021

- *Councillor Kevin Parker attended the Dubbo Art Fair in lieu of the Mayor.*

Monday 9 August 2021

- Attended Audit and Risk Management Committee Meeting.
- Attended a meeting with Joseph Rahme from NSW Telco Authority via video conference.

Tuesday 10 August 2021

- Media Interview – 2DU.
- Attended Extra Ordinary Council Briefing and Meeting.

Wednesday 11 August 2021

- Attended press conference along with Local Member for Dubbo, NSW Health and Police.
- Media Interview – Skynews.
- Media Interview – Channel 10.
- Media Interview – ABC TV news.

Thursday 12 August 2021

- Media Interview – Today Show.
- Media Interview – The Morning Show.
- Attended press conference along with Local Member for Dubbo, NSW Health and Police.

Friday 13 August 2021

- Attended press conference along with Local Member for Dubbo, NSW Health and Police.
- Media Interview – Dubbo Online News.

Saturday 14 August 2021

- Media Interview – Sky News
- Media Interview – Channel 10
- Attended press conference along with Local Member for Dubbo, NSW Health and Police.

Sunday 15 August 2021

- Media Interview – Today Show

Monday 16 August 2021

- Media Interview – 7.30 Report.

RECOMMENDATION

That the information contained in the Mayoral Minute be noted.

Councillor S Lawrence
Mayor



MAYORAL MINUTE: Dubbo Region's Response to the Latest COVID-19 Outbreak

AUTHOR: Mayor
REPORT DATE: 16 August 2021
TRIM REFERENCE: ID21/1462

To the Council
Ladies and Gentlemen

Office of the Mayor
Civic Administration Building
Church Street, Dubbo

The latest outbreak of COVID-19 is deeply affecting our region and in particular, our Aboriginal community.

There are now more than 100 active cases in our region, with 40% of those cases being young Aboriginal people between the ages of 10 and 14.

It's clear that COVID-19 is not bound by age, nor geography. It is spreading across western NSW demonstrating the strong social, cultural, community and economic ties we have places like Walgett, Bourke and Broken Hill.

The last fortnight has proven yet again that our regional community does stand together at tough times with a true community spirit.

One demonstration of this has been high rates of testing and increased uptake in vaccinations.

I want to acknowledge the hard work and efforts of all the healthcare workers who have been working tirelessly often in dangerous conditions. They have been giving vaccines, taking swabs, performing tests in the lab, communicating the key health messages to the community and much more. In many cases running real risks of contracting COVID 19.

An array of volunteers including the RFS have been assisting in running the testing facilities. A big thank you to them.

In particular I want to thank our Aboriginal community leaders for their great advocacy and community work. Local legend Frank Doolan went viral online recently with his rousing appeal to the community to heed the health advice to get tested and stay at home.

The governmental response has been a joint-effort, involving collaboration between Council and the NSW Government – exemplified by the service at the Showground and Pioneer Park testing sites.

The community's response to this outbreak has been nothing short of remarkable. The patience people are showing through what is an incredibly difficult time is comforting, and it's really heart-warming to see people are doing things like offering baked goods to the healthcare staff conducting testing, offering to collect and deliver food to vulnerable members of the community, and remaining upbeat.

Lockdown impacts everyone differently. I think this is an important time to be very aware of the diversity of our community. We all live in different homes and in different households. Some of us live alone, others in big families, both can bring stresses and strains. We have people living in homes impacted by violence and substance abuse. This can get worse at times like this.

I want to make special mention of those for whom lockdown is particularly difficult. We need you to keep going!

Council has also closed a number of its facilities for the duration of the lockdown period, while still maintaining all of its essential services like waste collection, water and sewer services, customer experience, and ranger services.

Staff have been working hard behind-the-scenes to ensure our services continue to operate, albeit in an altered capacity, for our community.

I want to thank staff for altering the way they have delivered services, while still maintaining a high level of customer service and professionalism.

I particularly want to thank our media and communications team led by Andrew Parsons. They have assumed a great burden quickly and done some incredible work.

RECOMMENDATION

1. **That Council acknowledge the exemplary community response to the COVID-19 outbreak.**
2. **That Council thank the health workers who are putting their own lives at risk to provide essential public health services to the Dubbo Region and surrounding areas.**
3. **That Council urges the community to keep going in the collective effort to comply with the public health order and stop the spread of COVID-19.**
4. **That Council notes the current public health messages and the work of staff in providing the necessary assistance in promoting these key messages to the community.**
5. **That Council notes the following assistance provided to respond to the outbreak:**
 - **Provision of facilities and staff to testing sites at the Showground and Pioneer Park. This includes working with Police to reconfigure traffic management and ensure safe and orderly flow of vehicles and administration support.**
 - **Providing vehicles and logistics support as requested.**
 - **Development and roll out of non-branded communication materials to be**

shared by community groups, agencies and individuals. This includes a significant focus on helping get messages to the harder to reach parts of our community.

Councillor S Lawrence
Mayor



Audit and Risk Management Committee - Meeting Minutes 15 June 2021

AUTHOR: Administration Officer - Governance &
Internal Control
REPORT DATE: 9 August 2021

EXECUTIVE SUMMARY

At the Ordinary Council meeting held 27 July 2020 it was resolved that the Audit and Risk Management Committee Charter be adopted.

Section 6 Meetings and Quorum; *section 6.8 states in part that the minutes will be prepared and provided to the next Ordinary meeting of the Council for information.*

Therefore, please find attached the minutes for notation.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

That the report of the Audit and Risk Management Committee meeting held on 15 June 2021, be noted.

Appendices:

[1](#) Minutes - Audit and Risk Management Committee - 15/06/2021



REPORT AUDIT AND RISK MANAGEMENT COMMITTEE 15 JUNE 2021

PRESENT: Councillor A Jones, Mr J Walkom and Mr T Breen (Independent Member).

ALSO IN ATTENDANCE:

The Chief Executive Officer, the Governance and Internal Control Manager, the Internal Auditor, the Director Organisational Performance and Ms F Ali (Audit Office).

Mr J Walkom assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 11.05 am.

AUD21/10 LEAVE OF ABSENCE (ID21/960)

Requests for leave of absence were received from Councillor S Lawrence and Ms M Lee who were absent from the meeting due to personal reasons.

Moved by Councillor A Jones and seconded by Mr T Breen

RECOMMENDATION

That such requests for leave of absence be accepted and Councillor S Lawrence and Ms M Lee be granted leave of absence from this meeting.

CARRIED

AUD21/11 DECLARATION OF INTEREST (ID21/961)

There were no conflicts of interest declared.

**AUD21/12 REPORT OF THE AUDIT AND RISK MANAGEMENT COMMITTEE - MEETING 8
MARCH 2021 (ID21/962)**

The Committee had before it the report of the Audit and Risk Management Committee meeting held 8 March 2021.

Moved by Mr T Breen and seconded by Councillor A Jones

RECOMMENDATION

That the report of the Audit and Risk Management Committee meeting held on 8 March 2021, be adopted.

CARRIED

**AUD21/13 ANNUAL ENGAGEMENT PLAN FOR AUDIT OF DUBBO REGIONAL COUNCIL'S
FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 JUNE 2021 (ID21/846)**

The Committee had before it the report dated 25 May 2021 from the Chief Financial Officer regarding Annual Engagement Plan for Audit of Dubbo Regional Council's Financial Statements for the Year Ending 30 June 2021.

Moved by Councillor A Jones and seconded by Mr T Breen

RECOMMENDATION

- 1. That the Annual Engagement Plan for Audit of Dubbo Regional Council's Financial Statements for Year Ending 30 June 2021, be noted.**
- 2. That a report be provided to the next Audit and Risk Management meeting providing an overview on where the COVID-19 effects are after the budget comes off public review.**

CARRIED

At this juncture, Councillor S Lawrence arrived at the meeting time being 11.13am

AUD21/14 AUDITOR GENERAL'S REPORT ON LOCAL GOVERNMENT 2020 (ID21/918)

The Committee had before it the report dated 1 June 2021 from the Internal Auditor regarding Auditor General's Report on Local Government 2020.

Moved by Councillor A Jones and seconded by Mr T Breen

RECOMMENDATION

- 1. That the report of the Internal Auditor dated 1 June 2021 be noted.**
- 2. That the Audit and Risk Management Committee consider if there are any issues which require further information.**

CARRIED

AUD21/15 INTERNAL AUDIT OF WATER (ID21/826)

The Committee had before it the report dated 19 May 2021 from the Internal Auditor regarding Internal Audit of Water.

Moved by Mr T Breen and seconded by Councillor A Jones

RECOMMENDATION

1. That the report of the Internal Auditor, dated 19 May 2021, be noted.
2. That a response be provided to the Audit and Risk Management Committee from the Director Infrastructure on the impact (if any) that the current mouse plague has had on water supply.
3. That a dialogue with the Audit and Risk Management Committee be formalised as part of the organisational risk management process, focussing on key risks so that the Audit and Risk Management Committee are part of the assessment process.

CARRIED

AUD21/16 AUDIT AND RISK MANAGEMENT COMMITTEE ACTION ITEMS (ID21/845)

The Committee had before it the report dated 24 May 2021 from the Internal Auditor regarding Audit and Risk Management Committee Action Items.

Moved by Mr J Walkom and seconded by Councillor A Jones

RECOMMENDATION

1. That the information within the report of the Internal Auditor, dated 24 May 2021, be noted.
2. That where a new item supersedes a similar matter previously raised in the Action List, the items be cross referenced and highlighted in yellow for easy identification and linking.

CARRIED

AUD21/17 GENERAL BUSINESS

The Chair of the committee raised the matter of Risk to Dubbo's image in relation to the recent events and wanting the committee to be advised on how is this type of risk managed and what does council do now to negated some of this risk.

Moved by Mr J Walkom and seconded by Mr T Breen

RECOMMENDATION

1. That the Audit and Risk Management Committee be provided with a report on the risks to the city and its image. The analysis should cover of the following points:
 - a. Council to focus on a communication strategy going forward
 - b. Election of a new council, with education prior to and post-election, with

- training sessions and on boarding program.**
- c. Housing Risk in the Local Government Area.**
- d. Independent Investigator.**

CARRIED

The meeting closed at 12.45pm.

.....
CHAIRMAN



REPORT: Dubbo Regional Livestock markets Technical Advisory Panel - Meeting Minutes 3 August 2021

AUTHOR: Administration Officer - Governance
and Internal Control
REPORT DATE: 13 August 2021
TRIM REFERENCE: ID21/1454

EXECUTIVE SUMMARY

The Dubbo Regional Livestock markets (DRLM) Technical Advisory Panel met on 3 August 2021. The minutes of the meeting are provided at **Appendix 1** for notation by Council.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

That the report of the Dubbo Regional Livestock Markets Technical Advisory Panel held on 3 August 2021, be noted.

Appendices:

[1](#) Minutes - Dubbo Regional Livestock Markets Technical Advisory Panel - 03/08/2021



REPORT DUBBO REGIONAL LIVESTOCK MARKETS TECHNICAL ADVISORY PANEL 3 AUGUST 2021

PRESENT: Councillors J Diffey, K Parker and S Lawrence, the Chief Executive Officer, the Director Culture and Economy, the Manager Dubbo Regional Livestock Market, Mr M Simmons (Dubbo Stock and Station Agents), Ms R Ryan (Dubbo Stock and Station Agents) and Mr R Shanks (Producer Representative).

ALSO IN ATTENDANCE:

The Executive Officer Culture and Economy

Councillor S Lawrence assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 4.30 pm.

DRLM21/6 APOLOGIES (ID21/1346)

Apologies were received from Mr K Hammond, Mr M Charlton, Mr R Fletcher and Ms B Burns who were absent from the meeting due to the personal reasons.

DRLM21/7 REPORT OF THE DUBBO REGIONAL LIVESTOCK MARKETS TECHNICAL ADVISORY PANEL - MEETING 16 FEBRUARY 2021 (ID21/1347)

The Committee had before it the report of the Dubbo Regional Livestock Markets Technical Advisory Panel meeting held 16 February 2021.

OUTCOME

1. That the report of the Dubbo Regional Livestock Markets Technical Advisory Panel meeting held on 16 February 2021, be adopted.
2. That the report of the Dubbo Regional Livestock markets Technical Advisory Panel meeting held on 3 August 2021 be put to Council for notation at the next available Ordinary Council meeting.

DRLM21/8 DECLARED INTERESTS (ID21/1348)

Declared interests have been listed below.

Councillor J Diffey; from time to time will purchase stock at the DRLM.

Councillor K Parker; has a hobby farm, from time to time will purchase stock at the Dubbo Regional Livestock Markets (DRLM).

Mr S Sinclair; Vice President of the Dubbo Stock and Station Agents (DSSA), Principal at Richardson and Sinclair and runs a farm

Director Culture and Economy; no transactions at DRLM to date, may purchase small number of stock in the future.

Mr K Hammond; employed by JBS as a cattle buyer, purchases cattle at DRLM.

Manager DRLM; from time to time will purchase and sell stock at the DRLM.

Mr M Simmons; President of the DSSA, Principal at Elders Rural Services Dubbo, runs stock time to time.

Mr R Shanks is a sheep producer who sells sheep through DRLM.

Mr R Fletcher has been unable to attend a meeting to date and may wish to make a declaration at a future meeting.

DRLM21/9 DRLM INDEPENDENT REVIEW - INITIAL SUMMARY REPORT (ID21/1267)

The Committee had before it the report dated 26 July 2021 from the Chief Executive Officer regarding DRLM Independent Review - Initial Summary Report.

The Director Culture and Economy spoke to the items in the initial summary report and discussions were held around priority areas that the consultants focus on for stage two of the review

OUTCOME

- 1. That the report of the Chief Executive Officer, dated 26 July 2021, be noted.**
- 2. That stage two of the review focus on animal welfare, transit stock and a framework for sale day management as priority areas for detailed recommendations.**
- 3. That the Dubbo Regional Livestock Markets Advisory Panel be provided with the second report further detailing specific recommendations no later than October 2021.**

DRLM21/10 DRLM BUSINESS REVIEW - ADDITIONAL ITEMS (ID21/1215)

The Committee had before it the report dated 27 July 2021 from the Director Culture and Economy regarding DRLM Business Review - Additional Items.

The Director Culture and Economy spoke to the items and provided recommendations as summarised below.

Item One: Governance - reported stock numbers

1. That audited numbers by Agents be provided by DSSA to Council on a basis to be determined, but no more than annually.
2. That DSSA provide a report on passed in livestock at the end of each sale. That data collected by Council for information only purposes regarding site activity.

Item Two: Governance - DRLM panel

3. That the current Panel continue to meet each month in the current term of Council.
4. That the Panel endorse the CEO to provide recommendations to the new Council that a DRLM Technical Advisory Panel or Council committee be considered.

Item Three: Communication

5. That DRLM management/identified team member and DSSA repetitive commit to a regular onsite weekly meeting on operational matters, maintenance concerns or sale day activities.

Item Four: Governance - new agent entry to operate at DRLM

6. That Council provide formally response to DSSA advising that the current licence agreements with individual agents does not prohibit a new agents operating at DRLM.
7. That DSSA provide further advice regard membership structure and potential entry requirement for Council awareness.
8. That Council and DSSA consider the value of formal sale day licence or lease agreement as part of the current review process.
9. That Council seek further advice that Council and key stakeholders are supported and protected with new agent entry communication, process an operational practices.

Item Five: Governance - CCTV footage

10. That consultation be undertaken to communication change of use of CCTV footage, nothing that it may be used for stock surveillance.
11. Following consultation, a process be established to approve review of footage. As part of the process all record of requests and staff time spent reviewing footage be maintained to ensure appropriate use by all stakeholders.

OUTCOME

That the Panel endorse the recommendations of the Director Culture and Economy.

DRLM21/11 2021/2022 FEES AND CHARGES - AMENDMENTS AND FUTURE PLANNING (ID21/1269)

The Committee had before it the report dated 26 July 2021 from the Director Culture and Economy regarding 2021/2022 Fees and Charges - Amendments and Future Planning.

OUTCOME

That the report of the Director Culture and Economy, dated 26 July 2021, be noted.

DRLM21/12 GENERAL OPERATIONS AND PROJECT UPDATE (ID21/1353)

The Panel was addressed by the Manager Dubbo Regional Livestock Markets regarding this matter.

Items discussed included:

- **Boothenba Road Upgrade Project:** \$8M project co-funded by State and Federal Governments, official sod turning was held Thursday 29 July 2021. Completion is scheduled for March 2022.
- **Visitor and Administration Centre (new building):** awaiting quotes on DA and CC phases prior to moving to detailed designs.
- **Social Value Project:** DRLM is to be one of four saleyards that the value of social value of saleyards is to be explored, this study is being completed by Blue Wren Connections and is being funded by the Australian Livestock Markets Association (ALMA). Onsite visit was to be completed in August 2021 but has been rescheduled to October 2021 due to COVID.
- **Chain of Responsibility:** To support participants in the livestock saleyard and road transport supply chain, the Australian Livestock Markets Association (ALMA) the peak body for saleyards and has through the assistance of the Heavy Vehicle Safety Initiative developed the Chain of Responsibility 101 Handbook for Livestock Saleyard and Transport Activities.

OUTCOME

That the general operations and projects update of the Manager Dubbo Regional Livestock Markets, dated 26 July 2021, be noted.

The meeting closed at 6.08 pm.

.....
CHAIRMAN



REPORT: Payment of Expenses and Provision of Facilities for the Mayor and Councillors - Results of Public Exhibition

AUTHOR: Governance Team Leader
REPORT DATE: 5 August 2021
TRIM REFERENCE: ID21/1378

EXECUTIVE SUMMARY

Section 252(4) of the Local Government Act 1993 allows Council to change its policy on Payment of Expenses and Provision of Facilities for the Mayor and Councillors from time to time. Council adopted its current policy for Payment of Expenses and Provision of Facilities for the Mayor and Councillors at its meeting held 28 January 2020.

Council resolved at three recent council meetings to make amendments to the policy, which now requires the policy to be placed on Public Exhibition. The draft policy is attached to this report as **Appendix 1**.

- Council at its meeting held on 26 April 2021 resolved (in part):
 - “1. That the Policy for the Payment of Expenses and Provision of Facilities for the Mayor and Councillors be amended to provide that if a Councillor or the Mayor is or has been granted a leave of absence in excess of one month they are to return any car, phone or Ipad provided by Council until the expiration of their leave of absence.”

- Council at its meeting held on 4 May 2021, resolved (in part):
 - “3. That:
 - a) the Policy for the Payment of Expenses and Provision of Facilities for the Mayor and Councillors be amended to provide for the automatic transfer of the additional annual mayoral fee during any leave of absence of the Mayor, to the person acting in the role of Mayor.”

- Council at its meeting held on 28 June 2021, resolved (in part):
 - “1. That the Draft Payment of Expenses and Provision of Facilities for the Mayor and Councillors policy, as attached at Appendix 1 to the report of the Executive Manager CEO Services dated 16 June 2021, be placed on Public Exhibition for a period of 28 days inviting the public to make submissions.
 - 3. That prior to being placed on public exhibition the draft policy be amended to reflect current Dubbo Regional Council Fleet Policy;
 - 2.1.4 A motor vehicle for official (civic duties) and private use as follows:
The provision to the Mayor of a suitable and appropriate official vehicle, to the value of up to \$55,000 (excl GST), fully serviced and maintained, for both civic and private use, with such vehicle type to be at the discretion of

the Mayor at the time of changeover, with changeover to occur at not less than 60,000 km or three years or following a Mayoral election that results in the change of the Mayor, whichever occurs first.

The draft policy was placed on public exhibition for a period of 28 days which closed on 2 August 2021 seeking submissions from the public. Two submissions were received during the public exhibition period. The details of these submissions are dealt with in the body of the report (submissions attached as **Appendix 2**).

Accordingly, the policy (attached as **Appendix 1**) is now submitted with a recommendation for adoption.

FINANCIAL IMPLICATIONS

The financial implications arising from this report relate to the expenses and provision of facilities detailed in Council's policy.

POLICY IMPLICATIONS

The adoption of this report will form the Council Policy titled Payment of Expenses and Provision of Facilities for the Mayor and Councillors.

RECOMMENDATION

- 1. That the *Policy for the Payment of Expenses and Provision of Facilities for the Mayor and Councillors* as attached as Appendix 1 to the report of the Governance Team Leader dated 5 August 2021, be adopted.**
- 2. That those who made a submission be acknowledged and advised of Council's determination.**

Susan Wade
Governance Team Leader

REPORT

Recent changes by Council, initially considered to be insignificant, to the *Policy of the Payment of Expenses and Provision of Facilities for the Mayor and Councillors*, have been determined to be cumulatively significant and it was resolved by Council on 28 June 2021 to place this policy on public exhibition. The receipt of a Performance Improvement Order by the Minister for Local Government, the Honourable Shelley Hancock MP, on 29 June 2021 made a direction for the draft Policy of the Payment of Expenses and Provision of Facilities for Mayor and Councillors to be placed on public exhibition inviting submissions from the public.

The draft policy was placed on public exhibition for a period of 28 days, which closed on 2 August 2021, seeking submissions from the public. Council received a total of two submissions. A copy of the submissions are attached in **Appendix 2**, with a summary of the issues raised in the submissions provided below:

Submission 1

2.1.4 Currently is states, A motor vehicle for official (civic duties) and private use as follows:

The provision to the Mayor of a suitable and appropriate official vehicle, to the value of up to \$55,000 (ex GST), fully serviced and maintained, for both civic and private use, with such vehicle type to be at the discretion of the Mayor at the time of changeover, with changeover to occur at not less than 15,000km or 12 months, whichever occurs first noting that the vehicle shall be changed over immediately following each Mayoral election when there is a change of Mayor.

I suggest that 15,000km or 12 months should be changed to 40,000km or 2 years, and that the vehicle not be changed each time the mayor changes, surely a thorough detail should suffice.

Response

The draft policy was updated to amend this provision and to bring the changing over of the Mayoral vehicle in line with the organisational fleet policy, which is three years or 60,000km.

Submission 2

1 I don't think you should have a limited of \$55,000 on the motor vehicle. The reason is I think Council has a leadership role and an EV should be considered. Hopefully in the not too distant future the prices of EV will come down but that is not the present position.

2 I am not sure that after 1 month leave of absence, the Mayor should have to give up the vehicle, phone and allowance. What if the Mayor had major surgery. After a number of weeks perhaps he/she would have medical advice that some part time duties could be undertaken. Is this a stance taken in other LGA's? What is the advice of Local Government Association? I understand that a Councillor would take over as Acting Mayor in the absence of the Mayor but

it may be viewed as discrimination to not consider all the circumstances on a case by case basis.

Response

1. The draft policy was updated to amend this provision and to bring the changing over of the Mayoral vehicle in line with the organisational fleet policy, which is three years or 60,000km.

Council is also currently developing a Road Map to Zero Emissions Plan. This will consider the Total Cost of Ownership of EV and provide Council with a road map for the implementation of zero emission vehicle. The purchase costs of vehicles will be considered as part of the report and this policy will be amended as appropriate at this time.

2. This provision applies to all councillors not just the Mayor. This only applies to an extended leave of absence not the occasional apology for non-attendance at a meeting. The intent behind this is that Councillors step away from their official duties when taking leave and are entitled to have a break without the pressure of checking emails and having people contact them. In addition, their equipment is provided to them by Council and is only for use for Council business.

Accordingly, the submissions received will not require any alterations to the Payment of Expenses and Provision of Facilities for the Mayor and Councillors as attached as **Appendix 1**. It is therefore recommended that this policy be adopted.

Appendices:

- 1 [↓](#) Policy for the Payment of Expenses and Provision of Facilities for the Mayor and Councillors - draft for adoption June 2021
- 2 [↓](#) Submissions - Draft Policy for the Payment of Expenses and Provision of Facilities for Mayor and Councillors - June 2021



Draft - Policy for the Payment
of Expenses and Provision of
Facilities for the Mayor and
Councillors

June 2021

DUBBO REGIONAL COUNCIL

Document Revision History	
Description	Date
Adopted by Council for the purpose of public exhibition	28 August 2017
Adopted by Council	23 October 2017
Adopted by Council for the purpose of public exhibition	26 February 2018
Adopted by Council	23 April 2018
Draft to be considered by Council	11 November 2019
Adopted by Council	28 January 2020
Adopted by Council for the purpose of public exhibition	28 June 2021
Adopted by Council	
Notes	
Changes made 26 April 2021	
Changes made 4 May 2021	
Changes made 28 June 2021	
Public Exhibition 30 June – 2 August 2021	

DUBBO REGIONAL COUNCIL

DUBBO REGIONAL COUNCIL

POLICY

PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR THE MAYOR AND COUNCILLORS

TABLE OF PROVISIONS

PART 1 – INTRODUCTION

- 1.1 Introduction
- 1.2 Purpose of this Policy
- 1.3 Legislative Provision
- 1.4 Relationship to Annual Fees
- 1.5 Code of Conduct

PART 2 – FACILITIES FOR MAYOR AND COUNCILLORS

- 2.1 Mayor
- 2.2 Councillors
- 2.3 General Provisions
- 2.4 Monetary Limits

PART 3 – TRAVELLING ON COUNCIL BUSINESS

- 3.1 Definition of conference
- 3.2 Who may attend conferences
- 3.3 Conference Costs
- 3.4 Development Programs
- 3.5 Out-of-Pocket Expenses
- 3.6 Conference Costs – Payment in Advance
- 3.7 Conference Costs – Delegates’ Accompanying Persons
- 3.8 Local Functions
- 3.9 Overseas Travel
- 3.10 Care
- 3.11 Expenses Claims Approval
- 3.12 Disputes Resolution

PART 4 – LEGAL ASSISTANCE

- 4.1 Legal and Representation Costs – Enquiries, Investigations, Hearings etc.
- 4.2 Legal Advice

PART 5 – INSURANCES

- 5.1 Personal Accident Insurance
- 5.2 Professional Indemnity/Public Liability Insurance
- 5.3 Councillors and Officers Liability Insurance

PART 6 – ANNUAL FEES – MAYOR AND COUNCILLORS

- 6.1 Fees Payable to Councillors
- 6.2 Fees Payable to Mayor



Payment of Expenses and Provision of Facilities
For the Mayor and Councillors (ED21/152038)

3

DUBBO REGIONAL COUNCIL

PART 7 – PROCESSES

- 7.1 Approval, payment and reimbursement arrangements
- 7.2 Direct payment
- 7.3 Reimbursement
- 7.4 Advance payment
- 7.5 Notification
- 7.6 Reimbursement to Council
- 7.7 Timeframe for reimbursement

PART 1 – INTRODUCTION

1.1 Introduction

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to councillors to help them undertake their civic duties.

It ensures accountability and transparency, and seeks to align councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2005* (the Regulation), and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

The policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

1.2 Purpose of this Policy

The objectives of this policy are to:

- enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties
- enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties
- ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors
- ensure facilities and expenses provided to Councillors meet community expectations
- support a diversity of representation
- fulfil the Council's statutory responsibilities.

1.3 Legislative Provision and Guidance Documents

Local Government Act 1993, Sections 252 and 253

Local Government (General) Regulation 2005, Clauses 217 and 403

Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009

Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities

Local Government Circular 05-08 legal assistance for Councillors and Council Employees.

DUBBO REGIONAL COUNCIL

1.4 Relationship to Annual Fees

The payment of expenses and the facilities which may be provided to the Mayor and Councillors under this Policy shall be provided in addition to the annual fees payable to the Mayor and Councillors as determined by the Council under Sections 248 and 249 of the Act.

1.5 Code of Conduct

Council's Code of Conduct sets the minimum requirements of behaviour for Council officials. The Code of Conduct refers, in part, to the use of Council Resources as follows:

- You must use Council resources ethically, effectively, efficiently and carefully in the course of your official duties and must not use them for private purposes (except when supplied as part of a contract of employment) unless this use is lawfully authorised and proper payment is made where appropriate.
- You must be scrupulous in your use of Council property including intellectual property, official services and facilities and must not permit their misuse by any other person or body.
- You must avoid any action or situation that could create the appearance that Council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.
- You must not convert any property of the Council to your own use unless properly authorised.
- You must not use Council's computer resources to search for access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature.

These sections of the Code are relevant to this Policy in that they provide for an overarching standard of behaviour that the Mayor and Councillors would be expected to display when using Council's resources.

PART 2 – FACILITIES FOR MAYOR AND COUNCILLORS

2.1 Mayor

The Mayor, in carrying out the duties of office, be entitled to receive the following:

- 2.1.1 The use of Mayoral Robes and Chain of Office
- 2.1.2 Suitable office accommodation in the Dubbo Civic Administration Building including the provision of a computer and software packages that enable email and internet services.
- 2.1.3 A range of secretarial and support services including telephone and reception duties, typing, organisation of Civic Receptions including catering, preparation of speeches, press releases, meetings and correspondence and other reasonable requests by the Mayor.

DUBBO REGIONAL COUNCIL

This service is reviewed and renegotiated with the Mayor following each Mayoral election.

- 2.1.4 A motor vehicle for official (civic duties) and private use as follows:
The provision to the Mayor of a suitable and appropriate official vehicle, to the value of up to \$55,000 (ex GST), fully serviced and maintained, for both civic and private use, with such vehicle type to be at the discretion of the Mayor at the time of changeover, with changeover to occur at not less than 60,000km or three years or following a Mayoral election that results in the change of the Mayor, whichever occurs first
- the motor vehicle provided for use by the Mayor may be used by the Mayor for private purposes
 - the annual fee payable to the Mayor will be reduced by the value of the private use benefit taken up
 - the value of the private use benefit will be determined by applying the rate per kilometre published by Local Government NSW from time to time which is recommended for use by councils when costing motor vehicle benefits in remuneration packages to the number of private use kilometres travelled.
 - the Mayor will keep a log of all private use kilometres travelled and submit such log at the end of each month
- 2.1.5 A mobile telephone for which all expenses are paid but which is to be used exclusively for Council and Civic duties.
- 2.1.6 Reasonable expenses for the Mayor and partner/accompanying person to attend on behalf of Council in the office of Mayor on official (including conferences) or legal occasions including travel, accommodation subsistence and the like. Attendance at local functions (excluding conferences as defined in Clause 3.1) by the Mayor and partner/accompanying person shall be paid by Council.
- 2.1.7 If the Mayor so chooses, a credit card facility and a transportation services charging facility to be used for expenses incurred in the pursuit of official Council business. The credit card facility is to be used in situations where it is not possible to go through Council's normal procedure for the ordering and/or payment of goods and services.
- 2.1.8 An allocated carparking space adjacent to the Dubbo Civic Administration Building and secure parking at the Dubbo City Regional Airport (where necessary).
- 2.1.9 Provision of appropriate Council branded clothing including, but not limited to, blazer, jacket, polo shirt or t-shirt as approved by the Chief Executive Officer.

2.2 Councillors

To assist the Councillors, including the Mayor, in discharging the function of Civic Office Councillors are, if they request, entitled to receive the following without reduction to the fees payable under Section 248 of the Act:

- 2.2.1 Secretarial service including typing, photocopying, printing and postage for the following purposes:
- a) Initiating correspondence to, and answering correspondence received from,

DUBBO REGIONAL COUNCIL

residents / ratepayers, Members of Parliament, Government Departments, statutory authorities / bodies, other local authorities, other Councillors, local government related bodies and organizations or the general public in relation to the business of the Council or local government subject to a response to petitions received by Councillors will only be made to the principal person who lodges the petition and not all signatories.

- b) Replying to invitations to attend functions/gatherings received in their capacity as a Councillor;
- c) Communications to Councillors and Council's staff on official business;
- d) Access to a customer service portal to report and manage and complaint/request received as a Councillor

provided that under no circumstances will the Council permit the facilities provided to be used for the initiation or issue of circular type letters or election material/letters.

2.2.2 Appropriate refreshments/meals will be available for Council meetings, Council Committee meetings, Councillor briefings and workshops, approved meetings and engagements, and official council functions as approved by the Chief Executive Officer.

As an indicative guide for the standard of refreshments to be provided at Council related meetings, the Chief Executive Officer must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

2.2.3 Suitable stationery supplies.

- Councillor business cards and name badges
- Postage - official Councillor correspondence - to be directed through the Council's own mail system.

2.2.4 Access to Information - Councillors can obtain copies of Council information, if the information is required to enable a Councillor to undertake their role as defined under Section 232 of the Local Government Act 1993.

When seeking information on policy issues and day to day matters, in the exercise of their statutory role as a member of the Council, Councillors are to direct their enquiries to the Chief Executive Officer, the relevant Director, or an officer nominated by the Director.

2.2.5 Preparation of media material for the Mayor in respect of Council activities and for the chairpersons of Council's Development and Environment; Infrastructure and Liveability; and Culture, Economy and Corporate Committees in respect of Committee issues.

2.2.6 Access to a suitable vehicle or vehicles (if available) provided by the Council for use on official duties connected with discharging the duties of Civic Office.

2.2.7 The provision of an electronic tablet device, appropriate broadband communications and a suitable printer in the Dubbo Civic Administration Building.

2.2.8 All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.

DUBBO REGIONAL COUNCIL

- 2.2.9 When a councillor or the mayor take a leave of absence in excess of one month, they are required to hand in their facilities and equipment, such as vehicle, phone, ipad or laptop for the period that they will be on leave.
- 2.2.10 Provision of appropriate Council branded clothing including, but not limited to, blazer, jacket, polo shirt or t-shirt as approved by the Chief Executive Officer.
- 2.2.11 An appropriate space for Councillors be provided Monday to Friday 8am – 8pm to allow them to meet with ratepayers.

2.3 General Provisions

Additional to the facilities provided by Council to Councillors and the Mayor under this Policy, it is expected that further expenses may be incurred in the performance of Councillors' and the Mayor's civic duties. Accordingly, Council will provide reimbursement of approved expenses only incurred in the performance of a Councillors' or Mayor's role.

No allowances or expenses other than those expressly contained in this policy are payable to the Mayor or Councillors.

Councillors will not be reimbursed for alcoholic beverages.

2.4 Monetary Limits

Expenses under this policy, in most instances, will be reimbursed based on actual expenditure. However, monetary limits have been applied which set a maximum level of expenditure which Council will reimburse for each type of expense. These limits are listed below in the table.

The monetary limits contained within this policy have been set based on information available on reasonable market rates for the provision of the relevant services. Regional considerations have also been addressed with respect to accommodation costs.

These limits may be amended with any amendment to this policy and will be assessed for relevance and reasonableness on an annual basis in line with the annual policy review.

DUBBO REGIONAL COUNCIL

Expense Type	Refund Basis	Limit Amount	Comment
Registration costs	Actual	None	Includes costs relating to official luncheons, dinners and tours/inspections which are relevant to the interests of the Council
Accommodation	Actual up to daily limit	As per Table 1 Rates and Allowances of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009	<p>The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.</p> <p>Limits are dependent on the location of accommodation, providing for regional differences in costs.</p> <p>Where evidence is provided that accommodation within the above cost range cannot be provided or is not available then the Chief Executive Officer has the discretion to approve the increase in costs.</p> <p>In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the Chief Executive Officer. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the Councillor lives more than 50km from the meeting location.</p>
Out of pocket expenses	Actual up to daily limit	\$100 per day	<p>Expenses in this category may include:</p> <ul style="list-style-type: none"> • Reasonable telephone, facsimile or internet usage • Reasonable refreshments • Meals not included in registration fees, etc <p>The following expenses will not be reimbursed and are the responsibility of the Mayor/Councillors:</p> <ul style="list-style-type: none"> • Any traffic or parking fines • Administrative charges for road toll accounts • Alcohol (not consumed as part of meal) • Cigarettes • Mini-bar items including snack foods

DUBBO REGIONAL COUNCIL

Cost of service provided	Actual	None	No payment shall be reimbursed for any component of a ticket which is additional to the service cost of the function, such as a donation to a political party or candidate's electoral fund, or some other private benefit. An additional payment to a registered charity may be acceptable as part of the cost of the function
Enrolment fees	Actual	None	In most cases, Council will arrange and fund attendance of the Mayor and Councillors at training courses
Air Travel	Actual	None	In most cases, Council will arrange and fund the Mayor and Councillors' Air Travel when required
Rail Travel	Actual	None	In most cases, Council will only arrange and fund the Mayor and Councillors' rail travel when requested
Taxi	Actual	None	
Bus	Actual	None	
Incidental expenses associated with attendance at seminars, training courses or official functions	Actual up to daily limit	\$100 per day	Expenses in this category may include: <ul style="list-style-type: none"> • Parking fees • Tolls <p>The following expenses will not be reimbursed and are the responsibility of the Mayor/Councillors:</p> <ul style="list-style-type: none"> • Any traffic or parking fines • Administrative charges for road toll accounts • Alcohol (not consumed as part of meal) • Cigarettes • Mini-bar items including snack foods
Personal care or child care expenses: up to four (4) hours	Actual up to daily limit	\$100 per day	Council will reimburse costs to a maximum of \$100 to cover a four (4) hour engagement of a babysitter or carer where required to allow the Mayor or Councillors to attend any Council, Standing Committee, Meetings, Committee Meetings, Working Party or Council workshops. The four (4) hour period shall include the period of 30 minutes prior to and after the conclusion of the meeting or workshop
Personal care or child care: more than four (4) hours	Actual up to hourly limit	\$15 per hour	An additional hourly rate of up to \$15 per hour will be paid for meetings and workshops etc that go beyond the four (4) hours engagement period referred to above

DUBBO REGIONAL COUNCIL

Use of private motor vehicle	Actual	Per km allowance as defined in the Local Government (State) Award 2017 for those km outside the Dubbo Regional Council local government area.	<p>As defined in the Local Government (State) Award 2017 "Part 15(x) – Vehicle Allowances"</p> <p>Per km allowance as defined in the Local Government (State) Award 2017 for those kilometres outside the Dubbo Regional Council Local Government Area only.</p> <p>The following procedure is to be followed when claiming travel expenses when accepting invitations:</p> <ol style="list-style-type: none"> 1. Invitations are not to be accepted until assessed as below. 2. Councillors are to advise Council's Administration Officer – Mayor, that an invitation has been received and provide a copy of the invitation to Administration Officer – Mayor to forward to the Office of the Mayor. It is the Mayor's decision as to who Council's representative at the meeting/function will be. 3. The Mayor shall review the invitation and determine who the most appropriate Council representative would be for each individual circumstance. Mayor to advise Council's Administration Officer – Mayor, of his decision. 4. Council's Administration Officer – Mayor, will RSVP to the host of the invitation advising who shall attend on behalf of Council. 5. Council's Administration Officer – Mayor, will make any necessary arrangements for the attendance at the event by Council's representative. 6. Any claims for travel and use of private vehicles to attend these functions/meetings must be accompanied by a copy of the relevant invitation and approval from the Mayor's Office. <p>This procedure was circulated to Councillors by email on 30 October 2017 (ED17/129022).</p>
------------------------------	--------	---	---

DUBBO REGIONAL COUNCIL

PART 3 - TRAVELLING ON COUNCIL BUSINESS

3.1 Definition of Conference

In this part **conference** means conferences, seminars, congresses, forums, workshops, courses, meetings, deputations, information and training sessions, events etc related to the industry of local government and held within Australia.

Council is committed to ensuring its councillors are up to date with contemporary issues facing council and the community, and local government in NSW.

Council will allocate a sufficient amount annually in its budget to facilitate councillor attendance at conferences and seminars. This allocation is for all councillors. The Chief Executive Officer will ensure that access to expenses relating to conferences and seminars is distributed equitably.

Approval to attend a conference or seminar is subject to a written request to the Chief Executive Officer. In assessing a Councillor request, the Chief Executive Officer must consider factors including the:

- relevance of the topics and presenters to current council priorities and business and the exercise of the Councillor's civic duties
- cost of the conference or seminar in relation to the total remaining budget.

Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the Chief Executive Officer with any necessary bookings to be made through the Chief Executive Officer's office. Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to this policy.

3.2 Who may attend conferences

Council will continue to be represented at the Annual Conference or Convention of the Associations as detailed hereunder, subject to appropriate funding provision being provided in the Council's Annual Budget and subject to the usual conditions. Attendance at conferences are to be approved by the Council with the Chief Executive Officer to approve attendances at seminars and conferences by staff.

DUBBO REGIONAL COUNCIL

ORGANISATION	DELEGATES	OBSERVERS
Local Government NSW	Mayor, or his nominee, two other Councillors as delegates plus an alternate delegate (to act as delegate if required) and Councillors as determined by the Council	Chief Executive Officer or Nominee and Councillors as determined by the Council
Australian Livestock Markets Association	Mayor, or his nominee, one Councillor and alternate Councillors determined by the Council	Chief Executive Officer or nominee and the Director Economic Development and Business
Australian Airport Association	Mayor, or his nominee, one Councillor and alternate Councillors determined by the Council	Chief Executive Officer or nominee and the Director Economic Development and Business
Local Government Women's Conference	Two Councillors and alternate Councillors determined by the Council	Chief Executive Officer or nominee
Local Government Aboriginal Network Conference	Two Councillors and alternate Councillors determined by the Council	Chief Executive Officer or nominee
Australian Local Government Association Conference	Mayor, or his nominee	Chief Executive Officer or nominee

Councillors may attend other conferences with the approval of Council.

3.3 Conference Costs

The following shall apply for the Mayor and Councillors authorised and/or appointed as delegates under this policy to attend conferences (as defined above):

3.3.1 Registration

The Council in accordance with 2.4 above, will pay all normal registration costs for delegates which are charged by organisers, including those relating to official luncheons, dinners and tours/inspections which are relevant to the interests of the Council.

DUBBO REGIONAL COUNCIL

3.3.2 Accommodation

In accordance with 2.4 above, Council will pay reasonable double room or twin share accommodation costs including the night before and/or after the conference where this is necessary because of travel and/or conference timetables.

3.3.3 Travel

In accordance with 2.4 above, the following travel provisions will apply:

- (a) All reasonable travel costs for delegates to and from the conference location and venue will be met by the Council. Where appropriate, travel will be provided by air (economy class). Depending upon the location or circumstances, it may be more appropriate for travel to be undertaken by car or train.
- (b) Where trains are used the Council will provide first class travel, including sleeping berths where available.
- (c) Where travel by motor vehicle is used it should be undertaken by Council vehicle where available, or by private vehicle subject to prior approval of the Chief Executive Officer.
- (d) Councillors using private vehicles (Councillor's own) in accordance with this policy may claim the kilometre rates for the necessary travel at the rate set by the Local Government State Award 2017 as at the date of travel with such rate deemed to cover and include any claims for accidental damage or repairs to the private vehicle and any loss of no claim bonus and any excess not covered by an insurance. This claim for kilometre allowance is subject to such claim not exceeding economy class air fares to and from the particular destination.
- (e) Where air travel is booked by Council for Councillors, Councillors shall not accrue frequent flyer points under the respective airlines program. This is considered a personal benefit.

3.4 Development Programs

Council will allocate a sufficient amount annually in its budget to facilitate professional development of councillors through programs, training, education courses and membership of professional bodies. An amount of \$30,000 will be allocated annually for Councillor Professional Development, being \$3,000 annually for each Councillor. This amount will be allocated for individual professional training plans for Councillors and any unexpended funds shall not be carried over to the following year. This allocation may be made available for individual training courses for Councillors or attendance at conferences where the conference directly relates to their role as a Councillor. Expenses incurred by Council without a reasonable excuse for non-attendance at related events, including but not limited to training sessions and conferences, by a Councillor may result in a possible reimbursement to Council by that Councillor for costs incurred.

In the first year of a new council term, Council will provide a comprehensive induction program for all councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.

DUBBO REGIONAL COUNCIL

Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.

Approval for professional development activities is subject to a prior written request to the Chief Executive Officer outlining the:

- details of the proposed professional development
- relevance to Council priorities and business
- relevance to the exercise of the Councillor's civic duties.

In assessing a Councillor request for a professional development activity, the Chief Executive Officer must consider the factors set out in this policy, as well as the cost of the professional development in relation to the available budget.

3.5 Out-of-Pocket Expenses

In accordance with 2.4 above, the following out of pocket expenses will apply:

- 3.5.1 So that Councillors, as delegates of the Council attending conferences are not financially disadvantaged, Councillors shall be entitled to claim "out-of-pocket" expenses.
- 3.5.2 The amount of the payment under Clause 3.5.1 shall be equal to reasonable costs substantiated by a tax invoice receipt or statutory declaration to the effect that the expenditure was incurred.
- 3.5.3 Such payment shall be made to cover incidental expenses associated with the conference attendance (and up to the relevant daily limits as per clause 2.4 herewith) such as:
- (i) telephone, facsimile or internet usage. Council will meet the cost of telephone calls from the delegate to his/her family and to Council during the period of the conference. Other telephone expenses are to be paid for by the delegate;
 - (ii) breakfasts, lunches, dinners and other meals not included in the registration fee;
 - (iii) laundry - Council will meet the cost of reasonable laundry or dry cleaning services whilst at the conference, if necessary;
 - (iv) optional activities in a conference program where approved by the Chief Executive Officer;
 - (vii) gifts taken - If it is appropriate that gifts be required for presentations, Council will provide items as determined by the Chief Executive Officer.
 - (viii) gifts received - Council's Code of Conduct should be adhered to at all times. Any gifts received must be declared in Council's Gift Register.

DUBBO REGIONAL COUNCIL

The following items are expressly excluded from incidental expenses that will be funded by Council

- (i) bar fridge - Council **will not** meet the cost of any expenses incurred from the use of the bar fridge provided in the hotel room or snack food as provided by the bar fridge service.
 - (ii) bar service - Council **will not** meet the cost of any expenses incurred at the bar located within the hotel other than where special guests have been invited for drinks at the request of the Mayor or leader of the Council's delegation or meals as provided for in 2.4.
- 3.5.4 An advance payment to the Councillor's bank account for "out-of-pocket" expenses under this clause may be paid, subject to any portion being refundable to the Council within seven (7) days of the conclusion of the conference if the actual period of attendance is less than that upon which the allowance was assessed. Any request for a cash advance must be completed on the attached form "Request for Cash Advance for the Purpose of Travelling on Council Business".

3.6 Conference Costs - Payment in Advance

- 3.6.1 The Council will normally pay registration fees, accommodation costs and airline/train tickets direct to conference organisers/travel agent in advance. Where this is not appropriate or possible an advance payment or cheque equivalent thereto may be paid to the attendee for payment to the appropriate party.
- 3.6.2 Any advance payments must be properly accounted for on the prescribed form within one (1) month after such conference.

3.7 Conference Costs - Delegates' Accompanying Person

- 3.7.1 Where the Mayor or a Councillor is accompanied at a conference all costs for, or incurred by, the accompanying person, including travel, breakfast, meals, registration and/or participation in any conference programs, are to be borne by the Councillor/accompanying person and not by the Council. The exception to this is that Council will meet the costs of the official conference dinner for an accompanying person of a Councillor for the Local Government NSW Annual Conference only. Accompanying person's registration, or accompanying person's program fees, are to be paid to the conference organiser, etc. and paid at the time of registration. The Council is prepared to receive such registration and payments and to forward them on to the conference organiser, etc with any Council delegates' registration.
- 3.7.2 Where the Council meets, on account, any expenditure or cost on behalf of an accompanying person attending a conference, such expenditure must be repaid to the Council by the Councillor/accompanying person within seven (7) days of being invoiced for such expenditure following the conclusion of the conference.

DUBBO REGIONAL COUNCIL

3.8 Local Functions

Where the Councillor attends local functions on behalf of Council, Council will be responsible for the payment of any fees for both the Councillor and their partner/accompanying person.

3.9 Overseas Travel

Overseas Travel for any purpose which is considered to be relevant to Council business and /or of particular benefit to the local community must be approved by Council. Full details of the travel and the purpose for the travel must be approved on an individual basis. The use of a tabled Mayoral Minute (not included on the Council Agenda) to obtain Council approval for travel is not considered appropriate as it is not consistent with principles of openness and transparency.

Retrospective re-imburement for overseas travel is not permitted.

After returning from overseas the Councillor, or an accompanying member of Council staff, must provide a detailed written report to Council on the aspects of the trip relevant to Council business and/or the local community.

In regard to Sister City Relationships the establishment of a Sister City Relationship will be on the basis that Council bear no cost of staff members, the Councillor or members of the public visiting Sister Cities, with the exception being in respect of the Sister Cities Officer as follows:

That Council fund the salary, travel and accommodation expenses for the Sister Cities Officer to undertake a visit to Minokamo and Wujiang every three years, with the first visit being within the first year of appointment of a new person to the position based upon the following conditions:

- *The visits to both Minokamo and Wujiang being combined during the one (1) overseas trip*
- *A maximum of seven (7) days is spent during any one (1) combined visit*
- *That the Sister City Officer be paid his /her normal salary for a maximum of seven (7) days during any one (1) visit*
- *An economy return air fare being provided from Dubbo to the Sister Cities*
- *The Sister City Officer being paid for subsistence and accommodation during any visit at Level One (1) of the Reasonable Travel Allowance for the Sydney Metropolitan Area as determined from time to time by the Australian Taxation Office and as detailed in Council's Management Policy – Travelling and Subsistence Expense Policy.*
- *Travel insurance, a visa to visit China and travel to and from airports to accommodation being funded by Council.*
- *Council not incurring any other incidental travel costs such as a passport, luggage, clothes, money conversion costs and travel debit / credit card costs.*

DUBBO REGIONAL COUNCIL

3.10 Care

Council will reimburse reasonable costs of care arrangements including childcare expenses and the care of elderly, disabled and/or sick immediate family members of Councillors to allow the Councillors to undertake their Council business obligations. Such costs will be certified by the Councillor to be necessarily incurred in the course of fulfilling their civic duties and/or conducting Council business.

3.11 Expenses Claim Approval

Any claim submitted to Council for reimbursement of expenses must be approved by the Executive Manager Governance and Internal Control having regard to appropriateness of the claim and regard to budget allocations. The Chief Executive Officer will then authorise the claim approval form.

3.12 Disputes Resolution

Any dispute relating to the administration of this Policy must be made in writing to the Chief Executive Officer detailing the grounds for the dispute.

Any such disputes will be referred to the next scheduled Ordinary Meeting of the Council for determination and resolution.

PART 4 - LEGAL ASSISTANCE

4.1 Legal and Representation Costs - Enquiries, Investigations, Hearings, etc

4.1.1 Council may, if requested, indemnify or reimburse the reasonable legal expenses of:

- a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the Councillor
- a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor
- a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.

4.1.2 In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the Chief Executive Officer to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.

DUBBO REGIONAL COUNCIL

- 4.1.3 Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.
- 4.1.4 Council will not meet the legal costs:
- of legal proceedings initiated by a Councillor under any circumstances
 - of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
 - for legal proceedings that do not involve a Councillor performing their role as a Councillor.
- 4.1.5 Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

4.2 Legal Advice

Legal advice relating to a pecuniary interest, conflict of interest or matter governed by the code of conduct which in the opinion of the Chief Executive Officer is necessary to clarify the Councillor's responsibilities in the performance of his/her duties will be provided and paid for by Council.

PART 5 - INSURANCES

5.1 Personal Accident Insurance

Council carries a personal accident insurance policy on Councillors of Council as set out hereunder.

On the lives of ten (10) Councillors whilst engaged on their duties as Councillors of the Dubbo Regional Council, including whilst travelling.

5.2 Professional Indemnity/Public Liability Insurance

- (i) General Liability – indemnify each insured person(s) for all costs, charges, expenses and defence costs **but** excluding **fin**es and **penalties** incurred in relation to any **prosecution** (criminal or otherwise) of any insured person(s), attendance by any insured person(s) at any official investigation, examination, inquiry or other proceedings ordered or commissioned during the period of insurance by any official body or institution that is empowered to investigate the affairs of the Council by reason of any **wrongful act** wherever or whenever committed or allegedly committed by the insured person(s) in their capacity as insured person(s), BUT subject to any limitations or conditions set out in the policy of insurance which is, at the direction of the Council.

DUBBO REGIONAL COUNCIL

- (ii) Professional Indemnity - for matters arising out of the Councillor's performance of civic duties or exercise of the functions provided the performance or exercise of the relevant civic duty or function is in the opinion of Council bona fide and/or proper and is carried out in good faith, as required under 731 of the Local Government Act, BUT subject to any limitation or conditions set out in the policy of insurance, which is, at the direction of Council, taken out.

5.3 Councillors' and Officers' Liability Insurance

Councillors' and Officers' Liability Insurance provides limited financial protection to Councillors and staff in circumstances where they may be named as an individual to a claim, and the normal protections under the Local Government Act or Council's General and Professional Liability insurance are not available.

The protection provided covers the liability to pay civil damages, the claimant's legal costs, and the Councillor's or staff member's costs incurred in the. The protection extends to the estate and heirs of a deceased Councillor or staff member.

PART 6 - ANNUAL FEES - MAYOR AND COUNCILLORS

6.1 Fees Payable to Councillors

Pursuant to Section 248 of the Act, the Council shall, prior to 30 June each year, set by resolution, the annual fees to be paid to a Councillor for the following year commencing 1 July, provided that such fee shall be within the range for the Council determined annually by the Local Government Remuneration Tribunal. Such payment shall be subject to Section 254A of the Regulations and any specific resolution of the Council under Section 254A.

6.2 Fees Payable to the Mayor

Pursuant to Section 249 of the Act, the Council shall, prior to 30 June each year, set by resolution, the annual fee to be paid to the Mayor for the following year commencing 1 July provided that such fee shall be within the range for the Council determined annually by the Local Government Remuneration Tribunal.

NOTE:

In accordance with the Australian Taxation Office Interpretative Decision 2007/205, Council may enter into an arrangement with a Councillor under which the Councillor agrees to forego all or part of their annual fee in exchange for the Council making contributions to a complying superannuation fund on their behalf.

6.3 Mayoral Fee payment when Mayor is on Leave of Absence

Pursuant to Section 249 (5) of the Act, the Council may pay the deputy mayor (if there is one) a fee determined by the council for such time as the deputy mayor acts in the office of the mayor. The amount of the fee so paid must be deducted from the mayor's annual fee.

As resolved by Council at its meeting held 4 May 2021, there will be an automatic transfer of the additional annual mayoral fee during any leave of absence of the Mayor, to the person acting in the role of the Mayor.

PART 7 – PROCESSES

7.1 Approval, payment and reimbursement arrangements

- 7.1.1 Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 7.1.2 Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 7.1.3 Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
- local travel relating to the conduct of official business
 - carer costs
- 7.1.4 Final approval for payments made under this policy will be granted by the Chief Executive Officer or their delegate.

7.2 Direct payment

- 7.2.1 Council may approve and directly pay expenses. Requests for direct payment must be submitted to the Chief Executive Officer for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

7.3 Reimbursement

- 7.3.1 All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted to the Chief Executive Officer.

7.4 Advance payment

- 7.4.1 Council may pay a cash advance for Councillors attending approved conferences, seminars or professional development.
- 7.4.2 The maximum value of a cash advance is \$100 per day of the conference, seminar or professional development to a maximum of \$500.
- 7.4.3 Requests for advance payment must be submitted to the Chief Executive Officer for assessment against this policy using the prescribed form with sufficient information and time to allow for the claim to be assessed and processed.
- 7.4.4 Councillors must fully reconcile all expenses against the cost of the advance within one month of incurring the cost and/or returning home. This includes providing to Council:
- a full reconciliation of all expenses including appropriate receipts and/or tax invoices
 - reimbursement of any amount of the advance payment not spent in attending to official business or professional development.

DUBBO REGIONAL COUNCIL

7.5 Notification

- 7.5.1 If a claim is approved, Council will make payment directly or reimburse the Councillor through accounts payable.
- 7.5.2 If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

7.6 Reimbursement to Council

- 7.6.1 If Council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:
- Council will invoice the Councillor for the expense
 - the Councillor will reimburse Council for that expense within 14 days of the invoice date.
- 7.6.2 If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the Chief Executive Officer. The Chief Executive Officer may elect to deduct the amount from the Councillor's allowance.

7.7 Timeframe for reimbursement

- 7.7.1 Unless otherwise specified in this policy, Councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

**DUBBO REGIONAL COUNCIL
EXPENSES OF MEMBERS OF COUNCIL**

(Local Government Act, 1993)

Section 252

NAME: _____ DATE: _____

NOTES:

1. Claim to be submitted in accordance with Council's Policy – Payment of Expenses and Provision of Facilities for the Mayor and Councillors.
2. Expenses claimed must be substantiated by Tax Invoice/Receipts or Statutory Declaration (see over).

TRAVELLING EXPENSES

Date	Meeting/Function	Distance Travelled Outside of DRC Boundaries:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total distance claimable: _____ km @ _____ ¢ per km
(office use)

Engine size _____ cc \$ _____
(office use)

OUT OF POCKET EXPENSES

Function/Occasion: _____

Date: _____

Summary of Expenses claimed:

_____ \$ _____
_____ \$ _____
_____ \$ _____

TOTAL PAYABLE \$ _____
(office use)

Name of Claimant: _____

Signature of Claimant: _____ Date: _____

Payment Approved _____ EXECUTIVE MANAGER GOVERNANCE AND
INTERNAL CONTROL

Payment Authorised _____ CHIEF EXECUTIVE OFFICER

Cost Number _____

NOTE: Reimbursement of travel expenses must be accompanied by the relevant approvals from the Mayor's office

STATUTORY DECLARATION

(1) Here insert name, address and occupation of person making the declaration
I, (1) (Name)
(Address)
.....
(Occupation)

(2) Here insert matter declared to. Where the matter is long, add the words "as follows:" and then set the matter out in numbered paragraphs.
do solemnly and sincerely declare (2)

I make this solemn declaration by virtue of the *Statutory Declarations Act 1959* as amended and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

(3) Signature of person making the declaration. (3).....

Declared at (place)
on (date)
before me (in the presence of),

(4) Signature of person before whom the declaration is made. (4)

(5) Here insert title of person before whom the declaration is made. (5)

NOTE 1.-A person who wilfully makes a false statement in a statutory declaration under the *Statutory Declarations Act 1959* as amended is guilty of an offence against that Act, the punishment for which is a fine not exceeding \$200 or imprisonment for a term not exceeding six months or both if the offence is prosecuted summarily, or imprisonment for a term not exceeding four years if the offence is prosecuted upon indictment.
NOTE 2.-A statutory declaration may be made before a Magistrate, a Justice of the Peace, a Commissioner for Affidavits, a Commissioner for Declarations, a Notary Public, a person before whom a statutory declaration may be made under the law of the State in which the declaration is made, an Australian Consular Officer or an Australian Diplomatic Officer as defined by section two of the Consular Fees Act 1995, a chiropractor, a dentist, a legal practitioner, a medical practitioner, a nurse, a patent attorney, a pharmacist, a veterinary surgeon, an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public, a bailiff, a bank officer with five or more years of continuous service, a building society officer with five or more years of continuous service, the chief executive officer of a Commonwealth court, a civil marriage celebrant, the clerk of a court, a credit union officer with five or more years of continuous service, the holder of a statutory office, the Judge of a court, the Master of a court, a member of the Australian Defence Force who is an officer or a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with five or more years continuous service or a warrant officer within the meaning of the Act, a member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants, a member of the Institute of Corporate Managers, Secretaries and Administrators, a member of the Institution of Engineers, Australia other than at the grade of student, a member of the Parliament of the Commonwealth, the Parliament of a State, a Territory legislature or a local government authority of a State or Territory, a minister of religion registered under Division 1 of Part IV of the Marriage Act 1961, a permanent employee of the Commonwealth or of a Commonwealth authority or a State or Territory or of a State or Territory authority or a local government authority with five or more years continuous service, a permanent employee of the Australian Postal Corporation with five or more years continuous service who is employed in an office supplying postal services to the public, a police officer, the Registrar or Deputy Registrar of a court, a Senior Executive Service officer of the Commonwealth or of a State or Territory or of a Commonwealth, State or Territory authority, a Sheriff, a Sheriff's officer, or a teacher employed on a full-time basis at a school or tertiary education institution.

DUBBO REGIONAL COUNCIL

REQUEST FOR CASH ADVANCE FOR THE PURPOSE OF TRAVELLING ON COUNCIL BUSINESS

(THIS FORM MUST BE SUBMITTED TO EXECUTIVE MANAGER GOVERNANCE AND INTERNAL CONTROL A MINIMUM OF SEVEN (7) WORKING DAYS PRIOR TO REQUIRED DATE TO ENSURE PAYMENT OF ADVANCE IS RECEIVED BY REQUIRED TIME)

NAME: _____ DATE: _____

PURPOSE OF TRAVEL: _____

START DATE: _____ END DATE: _____

AMOUNT OF CASH ADVANCE REQUESTED: \$ _____
(Maximum Cash Advance Request = \$100 per day)

BANK ACCOUNT DETAILS FOR CASH ADVANCE

Name of Account: _____

Bank Name: _____

BSB: _____ Account Number: _____

I understand that this is an application for a cash advance for the purpose of travelling on Council business. I agree to return any monies not spent from this cash advance and to provide tax invoices/receipts to justify any expenditure incurred from this advance.

Signed: _____ Date: _____

Payment Authorised: _____
Chief Executive Officer

Susan Wade

From: comms@dubbo.nsw.gov.au
Sent: Friday, 9 July 2021 5:22 PM
To: Dubbo Regional Council
Subject: Submission - Draft Policy for the Payment of Expenses and Provisions of Facilities for the Mayor and Councillors Form

[EXTERNAL Message: Be cautious of clicking on links or opening attachments.]

The following information has been submitted from the Dubbo Regional Council:

First Name:	Greg
Surname:	Matthews
Residential Address:	
Contact Number:	
Email:	
Written Submission:	<p>Dear Sir,</p> <p>2.1.4 Currently is states, A motor vehicle for official (civic duties) and private use as follows:</p> <p>The provision to the Mayor of a suitable and appropriate official vehicle, to the value of up to \$55,000 (ex GST), fully serviced and maintained, for both civic and private use, with such vehicle type to be at the discretion of the Mayor at the time of changeover, with changeover to occur at not less than 15,000km or 12 months, whichever occurs first noting that the vehicle shall be changed over immediately following each Mayoral election when there is a change of Mayor.</p> <p>I suggest that 15,000km or 12 months should be changed to 40,000km or 2 years, and that the vehicle not be changed each time the mayor changes, surely a thorough detail should suffice.</p> <p>Regards</p> <p>Greg Matthews</p>
File Upload if needed:	

Susan Wade

From: comms@dubbo.nsw.gov.au
Sent: Friday, 23 July 2021 4:29 PM
To: Dubbo Regional Council
Subject: Submission - Draft Policy for the Payment of Expenses and Provisions of Facilities for the Mayor and Councillors Form

[EXTERNAL Message: Be cautious of clicking on links or opening attachments.]

The following information has been submitted from the Dubbo Regional Council:

First Name:	Barbara
Surname:	Sutherland
Residential Address:	
Contact Number:	
Email:	
Written Submission:	<p>1 I don't think you should have a limited of \$55,000 on the motor vehicle. The reason is I think Council has a leadership role and an EV should be considered. Hopefully in the not too distant future the prices of EV will come down but that is not the present position.</p> <p>2 I am not sure that after 1 month leave of absence, the Mayor should have to give up the vehicle, phone and allowance. What if the Mayor had major surgery. After a number of weeks perhaps he/she would have medical advice that some part time duties could be undertaken. Is this a stance taken in other LGA's? What is the advice of Local Government Association? I understand that a Councillor would take over as Acting Mayor in the absence of the Mayor but it may be viewed as discrimination to not consider all the circumstances on a case by case basis.</p>
File Upload if needed:	



REPORT: Small Towns Primary Health Reference Group - Call for Expressions of Interest

AUTHOR: Governance Team Leader
REPORT DATE: 13 August 2021
TRIM REFERENCE: ID21/1458

EXECUTIVE SUMMARY

Western NSW Primary Health Network is seeking expressions of interest from representatives of local government to be involved in the Small Towns Primary Health Reference Group. Other members will include representatives from general practice, pharmacy and allied health.

FINANCIAL IMPLICATIONS

Sitting fees are paid to members, except in the case where attendance is part of the member's current responsibilities for another organisation. Members will be eligible for reimbursement of appropriate travel expenses involve in attending any face to face meetings deemed necessary.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

- 1. That the report of the Governance Team Leader, dated 13 August 2021, be noted.**
- 2. That Council endorse a relevantly qualified member of staff to put forward an Expression of Interest for the Small Towns Primary Health Reference Group.**
- 3. That Council endorse one councillor to put forward an Expression of Interest for the Small Towns Primary Health Reference Group.**
- 4. That, should a councillor be chosen to sit on the panel and cease to be a councillor, an alternative councillor be nominated to replace them.**
- 5. That point 3 and 4 above be explicitly referred to in any Expression of Interest put forward by the nominated councillor.**

Susan Wade
Governance Team Leader

REPORT

Western NSW Primary Health Network is seeking expressions of interest from representatives of local government to be involved in the Small Towns Primary Health Reference Group. Other members will include representatives from general practice, pharmacy and allied health.

The purpose of the Reference Group is to support and advise the Western Health Alliance (WHAL) Board on a strategic direction for vulnerable small towns through considering innovative opportunities to ensure long-term sustainability of primary healthcare services.

For the purposes of this Reference Group, small towns are those communities that are classified under the Modified Monash Model in categories five to seven, which includes Wellington (see **Appendix 1**). As such, it is recommended that Council's representative/s represents the Wellington ward.

Reference Group Membership is as follows:

- Term of two to three years
- At least four meetings per Financial Year
- Sitting fees will be paid to members, except in the case where attendance is part of their current responsibilities for another organisation
- Meetings will generally be held by video conference with teleconference option
- Members will be eligible for reimbursement of appropriate travel expenses involve in attending any face to face meetings deemed necessary.

Expressions of Interest (**Appendix 2**) are due by 29 August 2021.

Terms of Reference are attached at **Appendix 3**.

Appendices:

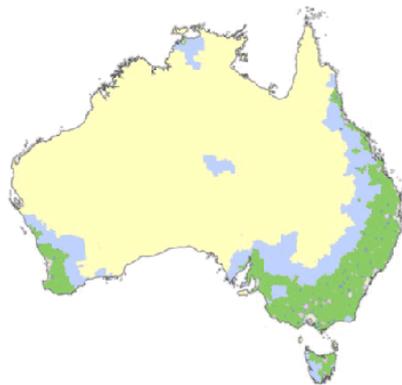
- [1](#) Modified Monash Model - Factsheet
- [2](#) Expression of Interest - Small Towns Primary Health Reference Group
- [3](#) Terms of Reference - Small Towns Primary Health Reference Group



Modified Monash Model

The Modified Monash Model (MMM) 2019 has been updated to align with the latest available census data (2016).

The model was developed to better target health workforce programs to attract health professionals to more remote and smaller communities. The MMM classifies metropolitan, regional, rural and remote areas according to geographical remoteness, as defined by the Australian Bureau of Statistics (ABS), and town size.



Health programs will begin transitioning to the new MMM 2019 from 1 January 2020.

The MMM is used to determine eligibility for a range of health workforce programs, such as rural Bulk Billing Incentives, Workforce Incentive Program, Bonded Medical Program.

MM1	Metropolitan
MM2	Regional centres
MM3	Large rural towns
MM4	Medium rural towns
MM5	Small rural towns
MM6	Remote communities
MM7	Very remote communities

Modified Monash Category (MMM 2019)	Description (including the Australian Statistical Geography Standard – Remoteness Area (2016))
MM 1	Metropolitan areas: Major cities accounting for 70% of Australia’s population. All areas categorised ASGS-RA1.
MM 2	Regional centres: Inner (ASGS-RA 2) and Outer Regional (ASGS-RA 3) areas that are in, or within a 20km drive of a town with over 50,000 residents. For example: Ballarat, Mackay, Toowoomba, Kiama, Albury, Bunbury.
MM 3	Large rural towns: Inner (ASGS-RA 2) and Outer Regional (ASGS-RA 3) areas that are not MM 2 and are in, or within a 15km drive of a town between 15,000 to 50,000 residents. For example: Dubbo, Lismore, Yeppoon, Busselton.
MM 4	Medium rural towns: Inner (ASGS-RA 2) and Outer Regional (ASGS-RA 3) areas that are not MM 2 or MM 3, and are in, or within a 10km drive of a town with between 5,000 to 15,000 residents. For example: Port Augusta, Charters Towers, Moree.
MM 5	Small rural towns: All remaining Inner (ASGS-RA 2) and Outer Regional (ASGS-RA 3) areas. For example: Mount Buller, Moruya, Renmark, Condamine.
MM 6	Remote communities: Remote mainland areas (ASGS-RA 4) AND remote islands less than 5kms offshore. For example: Cape Tribulation, Lightning Ridge, Alice Springs, Mallacoota, Port Hedland. Additionally, islands that have an MM 5 classification with a population of less than 1,000 without bridges to the mainland will now be classified as MM 6 for example: Bruny Island.
MM 7	Very remote communities: Very remote areas (ASGS-RA 5). For example: Longreach, Coober Pedy, Thursday Island and all other remote island areas more than 5kms offshore.

A map showing MMM 2019 can be viewed at doctorconnect.gov.au



Small Towns Primary Health Reference Group Expression of Interest (EOI)

The Western NSW Primary Health Network (WNSW PHN) is requesting expressions of interest from representatives of general practice, pharmacy, allied health and local government to be involved in the Small Towns Primary Health Reference Group (the Reference Group). Please see Terms of Reference attached.

WNSW PHN recognises the future of primary health care in small towns is now at a critical point with approximately a quarter of the population of the WNSW PHN region at risk of not having a GP in their town over the next 10 years (please click [here](#) to view the WNSW PHN paper 'Securing the future of primary health care in small towns in Western NSW').

The purpose of the Reference Group is to support and advise the Western Health Alliance (WHAL) Board on a strategic direction for vulnerable small towns through considering innovative opportunities to ensure long-term sustainability of primary healthcare services. In this context, small towns are those communities in categories 5 to 7 classified under the Modified Monash Model (click [here](#) for further information on the Modified Monash Model).

Reference Group Membership:

- the WHAL Board will appoint Reference Group members for a term of two (2) to three (3) years;
- meetings will be held at least four (4) times per financial year;
- sitting fees will be paid to members, except in the case where attendance is part of their current responsibilities for another organisation; and
- meetings will generally be held by video conference with teleconference option, members will be eligible for reimbursement of appropriate travel expenses involved in attending any face to face meetings deemed necessary.

WNSW PHN is requesting expressions of interest to represent small towns across Western NSW and Far West NSW in the following areas:

- general practices, Aboriginal Medical Services (AMSs) and Aboriginal Community Controlled Health Organisations (ACCHOs);
- pharmacy;
- allied health providers; and
- local government.

How to Apply?

To apply, please click [here](#) to complete a short Expression of Interest form.

Applications close at 11:59pm, Sunday 29 August 2021.

For more information on the Small Towns Primary Health Reference Group, please contact Carla Roots on 0436 322 818 or via email at: carla.roots@wnswphn.org.au





Small Towns Primary Health Reference Group

TERMS OF REFERENCE

GENERAL MEETING INFORMATION:	
Name of Reference Group	Small Towns Primary Health Reference Group
Meeting Frequency	At least four (4) times in a financial year
TERMS OF REFERENCE:	
Date of last review	N/A
Date to be reviewed	Every twelve (12) months
Life of Committee	Ongoing
ROLE, RIGHTS AND OBJECTIVES OF THE REFERENCE GROUP:	
<p>1 Role</p> <p>The purpose of the Small Towns Primary Health Reference Group (the Reference Group) is to bring together key individuals with expertise in clinical practice, health workforce and community issues in the small communities of Western NSW and Far West NSW. The Reference Group will provide support and advice to the Western Health Alliance (WHAL) Board on a strategic direction that meets the key objectives of the small towns project. In this context, small towns are those communities that are classified under the Modified Monash Model in categories 5 to 7.</p>	
<p>2 Authority of the Reference Group</p> <p>The Reference Group is advisory in nature and reports directly to the WHAL Board. It is authorised to seek any information it requires through the Western NSW Primary Health Network (WNSW PHN).</p>	
<p>3 Objectives of the Reference Group</p> <p>Identify and advise on opportunities and barriers to:</p> <ul style="list-style-type: none"> • stabilise and strengthen general practice, pharmacy and primary healthcare workforce sustainability to meet the needs of Western NSW and Far West NSW small town communities. • improve health and wellbeing outcomes for community members through an integrated approach and shared responsibility when delivering primary health care. • deliver fit-for-purpose primary healthcare services for regional, rural and remote communities with a specific focus on Aboriginal and vulnerable community members. • improve provider experiences when delivering primary health care for Western NSW Far West NSW small town communities. 	



An Australian Government Initiative

- Improve efficiency and value for money through seamless provision of quality health care that is safe and easy to access.

RESPONSIBILITIES OF THE REFERENCE GROUP:

4 Key Responsibilities.

The Reference Group will:

- Provide robust advice and recommendations to the WHAL Board and Management for decision making;
- Represent stakeholders and partner organisations to achieve the objectives of the small towns project above by:
 - assisting in the development of responses, enablers and activities.
 - advising on risks of proposed enablers and activities.
 - advising on the review and evaluation of proposed enablers and activities.
- Inform and review all small town project plans, ensuring the plans are adequate and appropriate to achieve target goals.
- Explore opportunities to link with general practice, pharmacy, local health districts (LHDs) and other stakeholders, and to collaborate on achieving the small towns project objectives.
- Recommend any updates to the small towns project that may be required.

MEMBERSHIP AND MANAGEMENT OF THE REFERENCE GROUP:

5 Membership of the Reference Group

- There will be a maximum of fifteen (15) members on the Reference Group, with ex-officio LHD representatives.
- There will be at least two Aboriginal or Torres Strait Islander members on the Committee.
- The Reference Group will be chaired by a GP appointed by the WHAL Board.
- Membership should include:
 - Representatives from small town general practices
 - Representatives from small town pharmacies
 - Representatives from local government
 - Representatives from allied health
- Members may not nominate a proxy.
- WHAL will also seek to maintain a membership that is representative of the Local Government Areas and members must work in the region they represent.
- The Chair may invite other individuals to attend meetings as necessary for specific purposes, or to provide expert advice or information to the Reference Group.
- The role of the Chair of the Reference Group, is supported by WNSW PHN who will ensure that resources, procedures and opportunities are made available to the

Reference Group to allow it to perform its duties and responsibilities in an orderly and timely manner.

6 Appointment, Duration and Sitting Fees

- Following a process of selection and assessment through the WNSW PHN Governance Committee, the WHAL Board will appoint all members. Selection will be based on the ability to contribute an informed perspective and represent the interests of small town primary health care providers and stakeholders at a strategic level.
- The Chair will be appointed by the WHAL Board.
- The WHAL Board will appoint Reference Group members for a term of two (2) to three (3) years.
- Membership may be terminated by the WHAL Board for breach of the Terms of Reference and other guidelines and requirements, including the WHAL Code of Conduct.
- When attending meetings or workshops Reference Group members will be eligible for reimbursement of appropriate travel expenses involved in attending meetings. Sitting fees will be paid to members, except in the case where their attendance is part of their current responsibilities for another organisation, in line with WNSW PHN procedures.
- Clinical Advisory Council members are expected to maintain confidentiality and operate in accordance with the WNSW PHN Confidentiality Agreement. It is the responsibility of the Chair and the member raising the issue to identify matters of a confidential nature. Members will be asked to sign the WNSW PHN Confidentiality Agreement.
- Members have obligations for declaring any actual or potential Conflicts of Interest, including financial, professional and personal.

7 Quorum

A quorum is half of the members of the Reference Group plus one.

8 Standard Agenda Items

All members have equal rights to list items on the agenda for any Reference Group meeting. Agenda items for each meeting will be requested four (4) weeks prior to the scheduled meeting.

The standard agenda will include:

- Acknowledgement of Country
- Attendees, apologies
- Minutes of the prior meeting
- Action item list
- Other Business



An Australian Government Initiative

9 Meeting Support

- WNSW PHN will provide the required level of meeting support to the Chair and Reference Group.
- Agenda will be developed by WNSW PHN and the Chair.
- Meeting agenda and papers will be circulated at least five (5) working days before the meeting, except with the Chair's agreement.
- Minutes to be circulated to members within one week after the Reference Group meeting.

10 Meeting Frequency

The Reference Group is expected to meet no less than four (4) times in a financial year.

REPORTING TO THE REFERENCE GROUP:

11 Reporting to the Reference Group

The Chair will:

- Endorse progress reports to the Reference Group on the activities and achievements of the small towns project, including a plan for the Reference Group meetings and the various aspects of its operations.
- Support the participation of the Reference Group in any reviews or evaluations of performance, whether at the request of the Reference Group or the WHAL Leadership Team.

OTHER MATTERS:

12 Evaluation

Format	WHAL Management and the Reference Group to review Terms of Reference and past year performance
Frequency	Annually, in August.
By whom	All members of the Reference Group
Report to	WHAL Management

13 Related Documents

- WHAL Code of Conduct Policy
- WHAL Councils and Other Meetings Remuneration Policy
- WHAL Conflict of Interest Policy
- WNSW PHN Confidentiality Agreement.



DUBBO REGIONAL
COUNCIL

REPORT: Investments Under Section 625 of the Local Government Act - July 2021

AUTHOR: Acting Chief Financial Officer
REPORT DATE: 4 August 2021
TRIM REFERENCE: ID21/1366

EXECUTIVE SUMMARY

As required by Clause 212 of the Local Government (General) Regulation 2005, set out below are the details of all monies that Council has invested under Section 625 of the Local Government Act as at 31 July 2021.

Investments, when placed, have been done so in accordance with the Local Government Act, Local Government Regulations and Council's Investment Policy and Strategy. Interest on investments for the month of 31 July 2021 has been accounted for on an accrual basis. This report details investments and annualised returns for the month of July 2021.

FINANCIAL IMPLICATIONS

Interest earned on investments has been included within Council's 2021/2022 Operational Plan, with total income generated from the Investment Portfolio forecast to be in excess of \$2,484,947.00.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

That the information contained within the report of the Chief Financial Officer, dated 4 August 2021, be noted.

Elyse Montgomery
Acting Chief Financial Officer

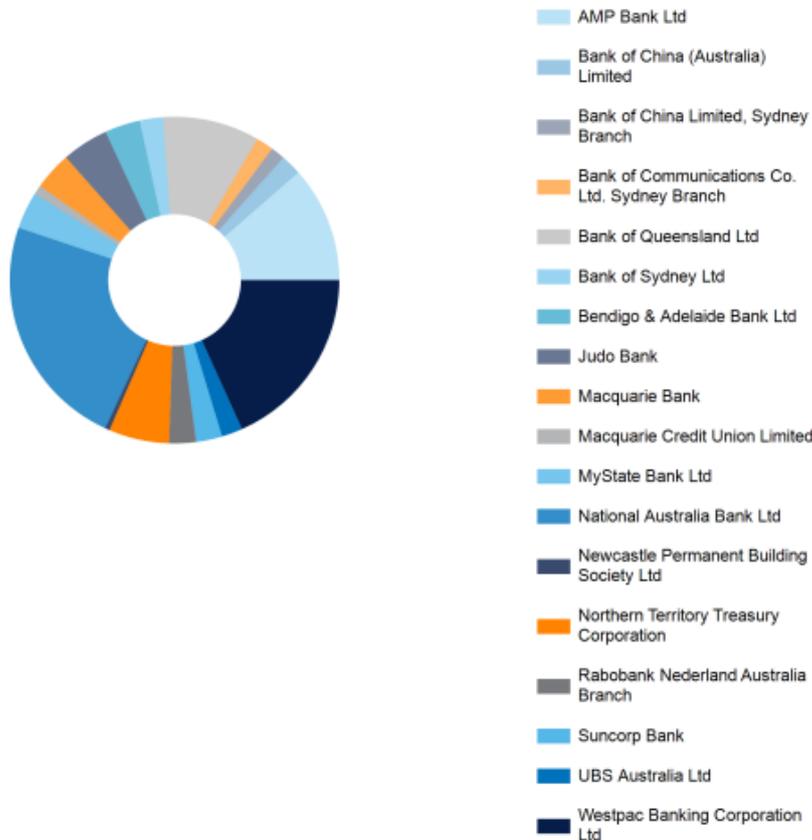
PORTFOLIO OVERVIEW

The below table details Council’s current investment portfolio:

Issuer	Market Value	% Total Value
AMP Bank Ltd	25,119,573.65	11.46%
Bank of China (Australia) Limited	4,509,449.15	2.06%
Bank of China Limited, Sydney Branch	3,008,280.00	1.37%
Bank of Communications Co. Ltd. Sydney Branch	3,784,350.00	1.73%
Bank of Queensland Ltd	20,849,733.68	9.51%
Bank of Sydney Ltd	5,000,801.35	2.28%
Bendigo & Adelaide Bank Ltd	7,616,118.48	3.47%
Judo Bank	10,029,317.80	4.58%
Macquarie Bank	8,265,280.00	3.77%
Macquarie Credit Union Limited	2,005,805.48	0.92%
MyState Bank Ltd	8,006,720.00	3.65%
National Australia Bank Ltd	51,019,176.38	23.27%
Newcastle Permanent Building Society Ltd	1,007,670.00	0.46%
Northern Territory Treasury Corporation	13,014,330.00	5.94%
Rabobank Nederland Australia Branch	5,770,800.00	2.63%
Suncorp Bank	5,616,350.00	2.56%
UBS Australia Ltd	4,510,485.00	2.06%
Westpac Banking Corporation Ltd	40,076,703.91	18.28%
Portfolio Total	219,210,944.87	100.00%

^Portfolio overview represents total market value. Investment face value is \$216,735,426.98

Market Value by Issuer

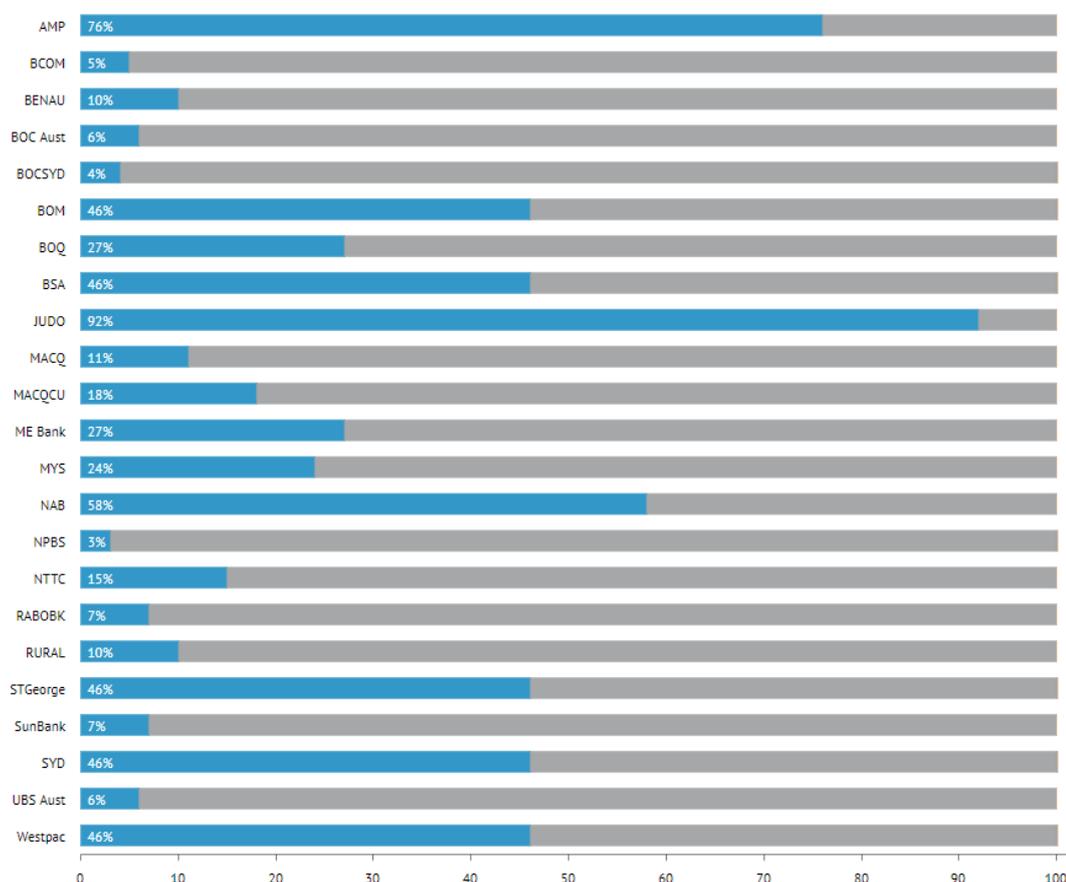


*^ NAB is inclusive of Councils cash account.
^AMP is inclusive of Councils 31 day notice saver account.*

INVESTMENT COMPLIANCE

The following table shows that Councils investments are compliant with the revised Investment Policy that was adopted at the Ordinary Council meeting held 22 March 2021.

Issuer Limits



INTEREST INCOME

The below table details payments of interest paid to Council between 1 July to 31 July 2021:

Security	Issuer	Income Expense Code	Settlement Date	Face Value (Basis of Interest Calculation)	Consideration Notional
STGeorge 3.1 06 Jul 2021 1826DAY TD	St George Bank Limited	IEI170763	6 Jul 2021	2,000,000.00	62,000.00
Westpac 1.61 21 Oct 2022 1096DAY TD	Westpac Banking Corporation Ltd	IEI172483	21 Jul 2021	20,000,000.00	80,279.45
NPBS 1.65 24 Jan 2022 FRN	Newcastle Permanent Building Society Ltd	IEI173313	26 Jul 2021	1,000,000.00	4,213.42
BOCSYD 0.57 28 Apr 2024 FRN	Bank of China Limited, Sydney Branch	IEI173688	28 Jul 2021	3,000,000.00	4,563.00
AMP 31 Day Ntc	AMP Bank Ltd	IEI174037	30 Jul 2021		7,041.41
NAB At Call In	National Australia Bank Ltd	IEI173884	30 Jul 2021		19,066.69
					177,163.97

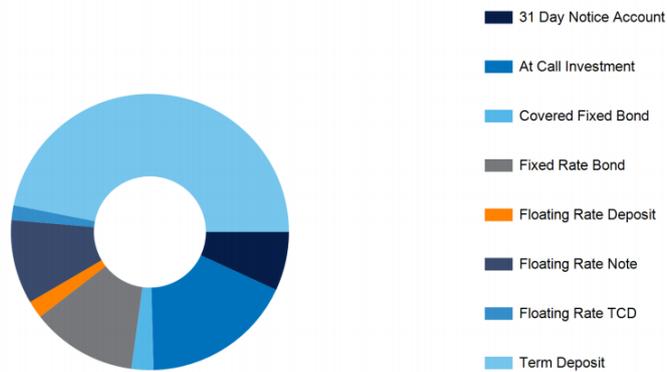
[^] Interest received consists of payments made to Council's allocated bank account and are exclusive of accruing interest.

INVESTMENT BY ASSET CLASS

The following table details Councils investment holdings by investment type:

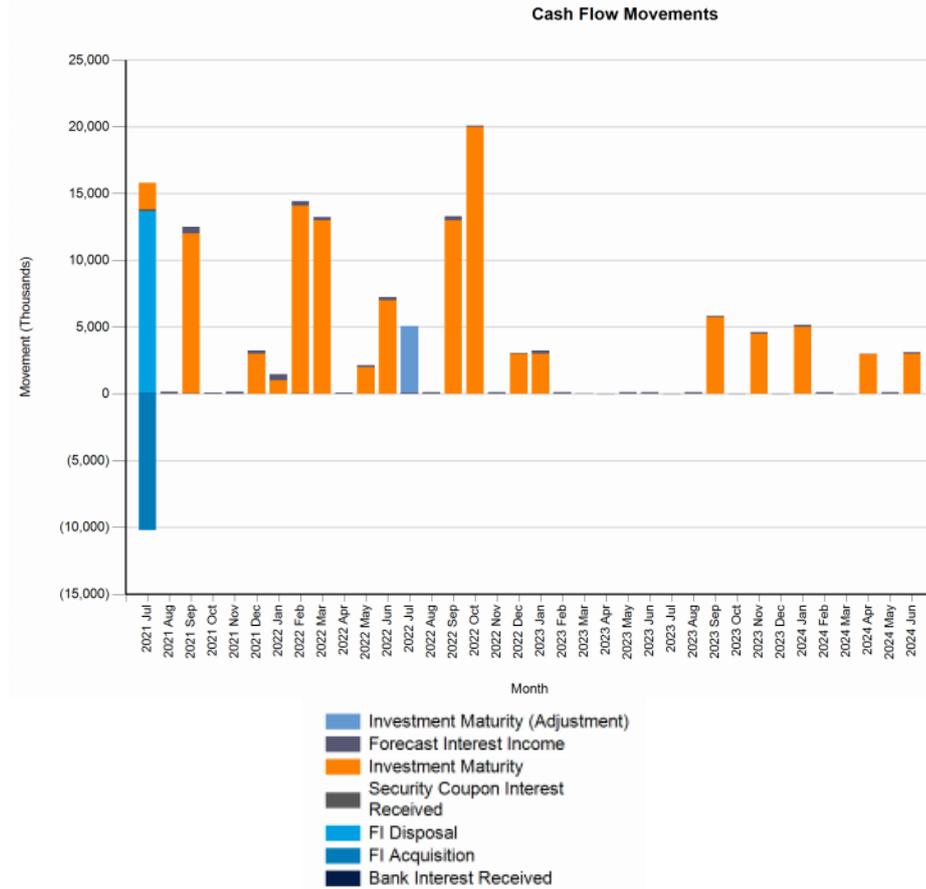
Security Type	Market Value	% Total Value
31 Day Notice Account	15,081,018.86	6.88%
At Call Investment	38,807,409.27	17.70%
Covered Fixed Bond	5,616,350.00	2.56%
Fixed Rate Bond	27,050,410.00	12.34%
Floating Rate Deposit	4,509,449.15	2.06%
Floating Rate Note	21,552,605.00	9.83%
Floating Rate TCD	3,784,350.00	1.73%
Term Deposit	102,809,352.60	46.90%
Portfolio Total	219,210,944.87	100.00%

Market Value by Security Type

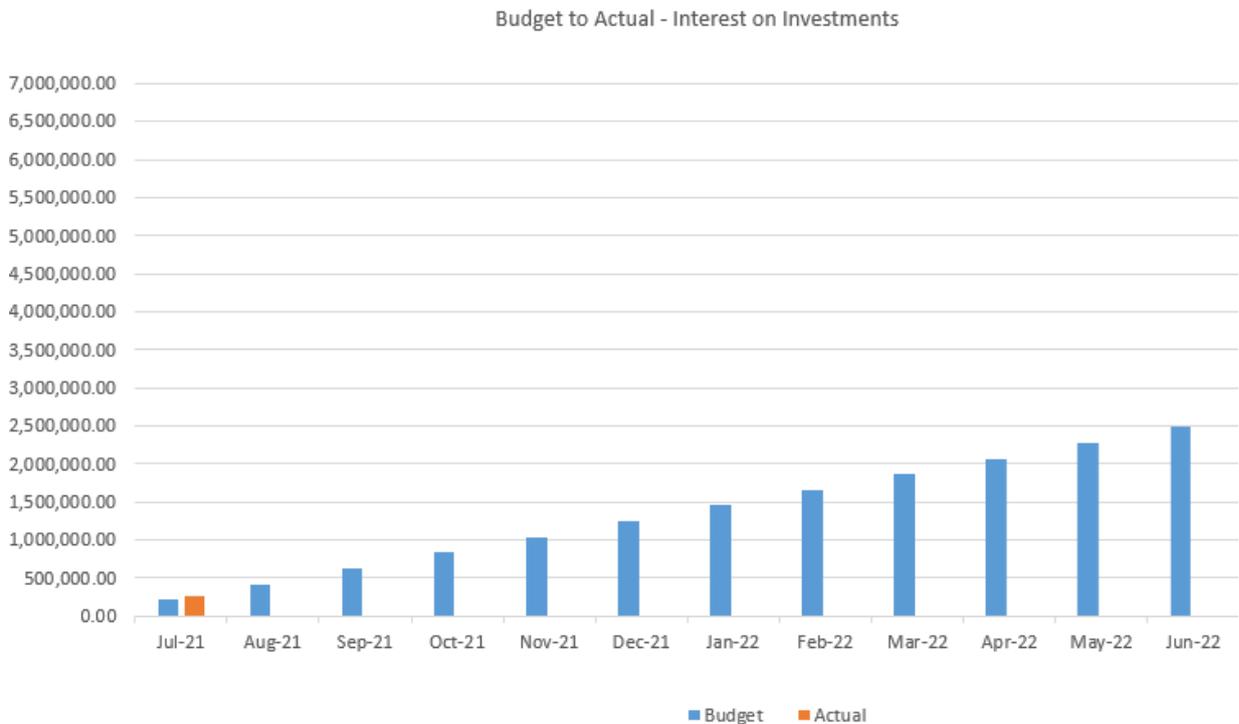


FUTURE MATURITY CASHFLOW

The below table details the expected cash flow of future investment maturity:



BUDGET TO ACTUAL – INTEREST ON INVESTMENTS



SUMMARY

Cash Account

Council outperformed the 11.00 am Official Cash Rate market benchmark for one month annualised return of 0.10%, achieving a return of 0.50% for its At Call investments for the month of July 2021.

Investment Portfolio

Council outperformed the one month annualised Bloomberg AusBond Bank Bill Index of 0.00%, with an average return of 1.3997% for its overall portfolio return.



DUBBO REGIONAL
COUNCIL

REPORT: Building Summary - July 2021

AUTHOR: Director Development and
Environment
REPORT DATE: 5 August 2021
TRIM REFERENCE: ID21/1363

EXECUTIVE SUMMARY

Information has been prepared on the statistics of the number of dwellings and other residential development approved in the Dubbo Regional Local Government Area (LGA) together with statistics for total approved Development Applications for the information of Council.

Appendix 1 relates specifically to residential approval figures, and includes both historical and current financial year data relating to the Dubbo Regional LGA. **Appendices 2 to 3** include both the current and retrospective figures for all development types approved within the Dubbo Regional LGA for the financial years stated.

All development applications, construction certificates and complying development certificates can be tracked online at <https://planning.dubbo.nsw.gov.au/Home/Disclaimer>.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

That the information contained within the report of the Director Development and Environment, dated 5 August 2021, be noted.

Stephen Wallace

Director Development and Environment

REPORT

Provided, for information, are the latest statistics (as at the time of production of this report) for Development Applications for Dubbo Regional Council.

1. Residential Building Summary

Dwellings and other residential developments approved during July 2021 were as follows:

July

Single dwellings	28
Other residential development	8
(No. of units)	12

For consistency with land use definitions included in the Local Environmental Plan (LEP), residential development has been separated into 'Single Dwellings' (defined in the LEP as 'dwelling house') and 'Other residential development' (comprising 'dual occupancies', 'secondary dwellings', 'multi dwelling housing', 'seniors housing', 'shop top housing' and 'residential flat buildings').

These figures include development applications approved by private certifying authorities (in the form of Complying Development Certificates).

A summary of residential approvals for the former Dubbo City Council area since 2011-2012 is included in **Appendix 1**. However, it should be noted that the figures from July 2017 onwards include the approvals within the former Wellington Local Government Area as a consequence of the commencement of the merged application system.

2. Approved Development Applications

The total number of approved Development Applications (including Complying Development Certificates) for July 2021, a comparison with figures 12 months prior and the total for the respective financial years, are as follows:

	<u>1 July 2021 – 31 July 2021</u>	<u>1 July 2020 to 31 July 2020</u>
No. of applications	73	59
Value	\$44,556,276	\$7,913,683

A summary breakdown of the figures is included in **Appendices 2-3**.

3. Online Application Tracking

All development applications, construction certificates and complying development certificates are tracked online and can be accessed at any time. A link is available on Councillor iPads for assistance (<https://planning.dubbo.nsw.gov.au/Home/Disclaimer>).

What information is available?

- All development applications, construction certificates and complying development certificates submitted from 1 November 2015 will provide access to submitted plans and supporting documents as well as tracking details of the progress of the application.
- More limited information is provided for applications submitted from 1 January 2001 to 31 October 2015.
- Occupation certificates (where issued) are provided from 2010.

What information is not available?

- Application forms.
- Floor plans for residential dwellings.
- Documentation associated with privately certified applications.
- Internal reports.

Councillors are welcome to contact me should they require further information in respect of outstanding Development Applications emanating from the online tracking system.

The information included in this report is provided for notation.

Appendices:

- [1](#) Building Summary - July 2021
- [2](#) Approved Applications 1 July 2021 to 31 July 2021
- [3](#) Approved Applications - 1 July 2020 to 31 July 2020

STATISTICAL INFORMATION ON *SINGLE DWELLINGS AND **OTHER RESIDENTIAL DEVELOPMENTS

		JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
DCC	2011/2012													
	Single Dwellings	6	12	10	6	7	16	4	16	12	8	12	9	118
	Other Residential Developments (No of units)	1 (14)	1 (2)	- (-)	1 (1)	2 (4)	2 (3)	- (-)	- (-)	- (-)	- (-)	- (-)	1 (16)	8 (40)
DCC	2012/2013													
	Single Dwellings	3	7	14	13	9	3	9	9	13	13	15	13	121
	Other Residential Developments (No of units)	4 (8)	6 (6)	- (-)	- (-)	1 (2)	9 (11)	- (-)	- (-)	1 (2)	- (-)	2 (39)	- (-)	23 (68)
DCC	2013/2014***													
	Single Dwellings	23	17	25	20	14	15	19	10	18	14	19	14	208
	Other Residential Developments (No of units)	- (-)	1 (2)	1 (2)	- (-)	- (-)	1 (2)	4 (46)	2 (1)	1 (2)	2 (4)	- (-)	3 (6)	15 (65)
DCC	2014/2015***													
	Single Dwellings	19	34	19	21	13	16	14	12	20	19	15	20	222
	Other Residential Developments (No of units)	3 (6)	1 (2)	6 (31)	5 (50)	6 (6)	12 (21)	- (-)	4 (87)	2 (4)	1 (1)	9 (25)	5 (10)	54 (243)
DCC	2015/2016***													
	Single Dwellings	27	20	26	19	21	26	19	14	16	17	17	22	244
	Other Residential Developments (No of units)	6 (50)	8 (98)	8 (12)	4 (7)	1 (2)	3 (5)	3 (18)	3 (4)	3 (5)	5 (14)	3 (6)	8 (23)	55 (244)
DCC	2016/2017***													
	Single Dwellings	24	13	17	18	12	21	16	18	18	14	18	36	225
	Other Residential Developments (No of units)	8 (10)	5 (10)	7 (13)	4 (7)	6 (10)	5 (16)	3 (6)	2 (75)	1 (2)	5 (8)	4 (13)	7 (14)	57 (184)
DRC	2017/2018***													
	Single Dwellings	26	21	13	12	16	19	4	22	16	21	22	16	208
	Other Residential Developments (No of units)	6 (11)	9 (16)	2 (3)	1 (2)	9 (16)	1 (2)	5 (8)	5 (5)	11 (23)	1 (2)	3 (3)	5 (9)	58 (100)
DRC	2018/2019***													
	Single Dwellings	15	26	13	7	17	8	19	5	8	11	19	6	154
	Other Residential Developments (No of units)	3 (4)	4 (7)	3 (5)	- (-)	6 (11)	2 (29)	2 (4)	1 (1)	5 (12)	7 (25)	9 (15)	5 (10)	47 (123)

		JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
	2019/2020***													
DRC	Single Dwellings	16	11	8	18	27	14	4	5	10	8	8	8	137
	Other Residential Developments	4	4	3	4	11	6	1	4	2	1	1	1	42
	(No of units)	(8)	(7)	(6)	(7)	(19)	(10)	(2)	(7)	(2)	(2)	(2)	(1)	(73)
	2020/2021***													
DRC	Single Dwellings	7	17	21	12	20	46	18	25	30	27	17	20	260
	Other Residential Developments	5	2	5	6	3	15	2	6	5	5	7	9	70
	(No of units)	(7)	(4)	(11)	(10)	(4)	(35)	(5)	(10)	(8)	(9)	(47)	(14)	(164)
	2021/2022***													
DRC	Single Dwellings	28												28
	Other Residential Developments	8												8
	(No of units)	(12)												(12)

* Single Dwellings = Single 'Dwelling House'

** Other Residential Developments = Dual occupancies, secondary dwellings, multi dwelling housing, seniors housing, shop top housing and residential flat buildings

*** Includes private certifiers



Civic Administration Building
 P.O. Box 81 Dubbo NSW 2830
 T (02) 6801 4000
 F (02) 6801 4259
 ABN 53 539 070 928

Print Date: 5/08/2021

Print Time: 2:05:45PM

**Approved Development & Complying Development Applications
 by Dubbo Regional Council and Private Certifiers-Period 1/07/2021 - 31/07/2021**

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Dwelling - single	16	4,470,645	11	3,632,243	5	838,402	11	
Dwelling - Secondary/Dual Occ Dwelling	3	695,127	3	695,127			3	
Dwelling - Dual Occupancy, one storey	4	1,832,500	4	1,832,500			8	
Garage/Carport/Roofed Outbuildings	10	211,448	10	211,448				
Swimming Pool	3	108,000	3	108,000				
Office Building	3	511,000	2	498,000	1	13,000		
Retail & Residential Building	1	28,000,000	1	28,000,000				
Factory/Production Building	1	1,000,000	1	1,000,000				
Warehouse/storage	3	1,293,000	3	1,293,000				
Health Care Facility - Other	2	710,000	1	710,000	1			
Signs/Advertising Structure	1	12,000	1	12,000				
Home Business	1	2,000			1	2,000		
Change of Use - Commercial	1	0			1			
Subdivision - Residential	4	0						8
Subdivision - Rural	1	16,500						2
Alterations and additions to commercial	1	150,000			1	150,000		
Balconies, decks patios terraces or ve	1	10,000	1	10,000				
Dwelling	17	5,179,456	17	5,179,456			17	
Garages carports and car parking spaces	1	17,600	1	17,600				
Pools / decks / fencing	3	95,000	3	95,000				
Secondary dwelling	1	0	1				1	
Shed	2	48,000	2	48,000				

**Approved Development & Complying Development Applications
by Dubbo Regional Council and Private Certifiers-Period 1/07/2021 - 31/07/2021**

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Take-away food and drink premises	1	50,000			1	50,000		
Retail Premises	1	144,000			1	144,000		
Totals for Development Types	82	44,556,276						

Total Number of Applications for this period: 73

*** Note: There may be more than one Development Type per Development Application
Statistics include applications by Private Certifiers

----- End of Report -----



Civic Administration Building
P.O. Box 81 Dubbo NSW 2830
T (02) 6801 4000
F (02) 6801 4259
ABN 53 539 070 928

Print Date: 5/08/2021

Print Time: 2:08:56PM

**Approved Development & Complying Development Applications
by Dubbo Regional Council and Private Certifiers-Period 1/07/2020 - 30/07/2020**

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Dwelling - single	16	4,420,640	12	3,949,640	4	471,000	12	1
Dwelling- Transportable/Relocatable	1	129,370	1	129,370			1	
Dwelling - Secondary/Dual Occ Dwelling	4	1,025,000	4	1,025,000			6	
Dwelling - Dual Occupancy, one storey	1	305,000	1	305,000			1	
Garage/Carport/Roofed Outbuildings	23	470,283	23	470,283				
Fences/Unroofed Structures	1	12,000	1	12,000				
Swimming Pool	6	180,890	6	180,890				
Office Building	3	695,000			3	695,000		
Retail Building	1	60,000			1	60,000		
Office & Retail Building	1	10,000	1	10,000				
Infrastructure - Transport, Utilities	2	280,000	2	280,000				
Educational Building	1	24,500			1	24,500		
Signs/Advertising Structure	1	1,000	1	1,000				
Agricultural Development	1	300,000	1	300,000				
Totals for Development Types	62	7,913,683						

Total Number of Applications for this period: 59

*** Note: There may be more than one Development Type per Development Application
Statistics include applications by Private Certifiers

----- End of Report -----



REPORT: NRL Fixture - 23 May 2021

AUTHOR: Manager Regional Events
REPORT DATE: 4 August 2021
TRIM REFERENCE: ID21/1375

EXECUTIVE SUMMARY

This report provides Council an overview of key outcomes gathered from the NRL fixture between South Sydney and Penrith held at Apex Oval on Sunday, 23 May, 2021.

At its meeting on 10 August 2020, Dubbo Regional Council committed a financial investment to attract a National Rugby League (NRL) competition game to the region. Subsequent negotiations with South Sydney Football Club (SSFC) resulted in Dubbo Regional Council (DRC) entering into a contract to hold a Rabbitohs' home game in Dubbo in 2021 and 2022. The game was the first NRL premiership match held in Dubbo. In November 2020, the NRL announced the Round 11 match would be held in Dubbo between South Sydney and Penrith on Sunday, 23 May 2021. Council also received \$150,000 grant from the NSW Government that was utilised as a contribution towards the appearance fee.

The game was a sell-out with a maximum capacity of 11,000 due to COVID-19 restrictions. The official crowd numbers were 10,824 with 22.5% were from more than 150kms radius from Dubbo. The economic benefits for the region for the weekend is estimated to be \$2.4M into the region. This included a four-year high for May in accommodation occupancy rates for Wellington and Dubbo (79%), and Dubbo experiencing a May average occupancy rate of 86.8%. In addition, the business and community engagement was very successful including a survey of attendees rating their overall satisfaction with the event very high. Some 89% of attendees scored the event six or more out of 10. More than one third of survey respondents gave a perfect score of 10 out of 10.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

That the report of the Manager Regional Events, date 4 August 2021, be noted.

Kim Hague
Manager Regional Events

BACKGROUND

Following consideration by Council at meetings held on 10 August 2020 and 8 September 2020, a contract was duly executed by Dubbo Regional Council (DRC) and South Sydney Football Club (SSFC) securing the South Sydney Rabbitohs in Dubbo in 2021 and 2022. On 26 November 2020, the NRL announced that Round 11 of the Premiership would be held in Dubbo between South Sydney and Penrith on Sunday, 23 May 2021. Council received \$150,000 grant from the NSW Government that was utilised as a contribution towards the appearance fee.

Under the contract, there were two frameworks for the event – managing a game under the COVID-19 Public Health Order (PHO), or managing a game under a non-COVID-19 PHO. In February 2021, the decision was made between SSFC and DRC that the game would be organised and delivered under the COVID-19 framework. It should be noted that COVID-19 consistently impacted the delivery of events since the pandemic commenced in March 2020. As Australia eased restrictions throughout 2020, the consistently changing restrictions within the events industry created a dynamic of being prepared for changes and ensuring that DRC and SSFC could manage any update in restrictions quickly and effectively.

REPORT

Council delivered the event based on a one team approach model with all divisions involved in the delivery and success of the event. The Regional Event Branch coordinated the delivery of the event to ensure the operational requirements of the NRL and SSFC were met, whilst coordinating the distribution of information to residents and ticket holders. Approximately 100 staff were involved in the arrangements prior to game date, including field preparation, venue management, event logistics and planning, marketing, media and communications, traffic management and emergency management. Almost 50 staff and volunteers engaged to support the event on Sunday, 23 May 2021.

Event Preparation

Council applied to the NSW Minister for Health for an exemption based on a total of 11,300 people with tactics such as zoning, seating, and segmentation of two event areas key to the plan of action. The Minister granted approval of the application on 28 April 2021 to bring the total capacity for Apex Oval to 11,000. Each of the three release of tickets from March to early May were sold out within 24hrs.

Preparation of the field and the venue included quarantine of the Apex Oval main oval playing surface for four weeks (26 April 2021 - 23 May 2021). This ensured a rejuvenation of the field and enabled the Liveability Operations Sporting Team to prepare the sand-based playing field to NRL minimum standards suitable for professional rugby league. A beautification project for the Apex Oval entrance was undertaken (Cobra Street) including planting of mature trees, mulching and resurfacing of the road.

Community and Business Engagement

Business engagement was provided through 'The Festival of Footy' campaign which was launched on 1 May 2021. The purpose of the campaign was to alert businesses of the influx in visitation expected on the weekend of 22 and 23 May 2021, and create excitement and herald a welcome to South Sydney and Penrith. Alongside website and social media promotion, a poster and letter drop to almost 250 businesses in the CBD was conducted to provide information and encourage promotion of the event. This engagement equated to more than 200,000 pedestrians potentially seeing posters distributed to CBD businesses (data from Council pedestrian counters).

"Just a note to say very well done to you and your team on conducting the event. Your staff were fantastic and I particularly noted the young man on the gate entry for accessible parking. We are still getting people having photos in front of our window." Bob Berry, Bob Berry Real Estate.

Souths Cares operated a community engagement program in the lead-up to the NRL game. Souths Cares visited 10 local and regional primary schools, conducted a football clinic and coordinated an NRL Gala Day with a number of ex-players and officials from SSFC in attendance. Approximately 2,800 children and community groups were involved in the Souths Cares community engagement program.

Sponsorship program was undertaken to offset costs to Council and to provide opportunities to local organisations to benefit from the NRL game. Acknowledgements to the six local businesses provided significant support which were Maas Group, Summit Cranes, McDonalds, Kennards, Sign2Go and Techni-Clean. Council also received support from a number of businesses which provided services or equipment to assist the arrangement and deliver of the event. These businesses were Clontarf Academies, Country Powerline Constructions, Darkeye, Jenny Hocking, JLE Electrical, Lazy River Estate, Local Appliance Rentals Dubbo, Macquarie Electric, RFS - Dubbo Brigade, Shades of Gray, Skin Corrective Centre, St Johns College, VRA/DRS, Williams Oriel Services and Zac Ectell

Outcomes and Benefits

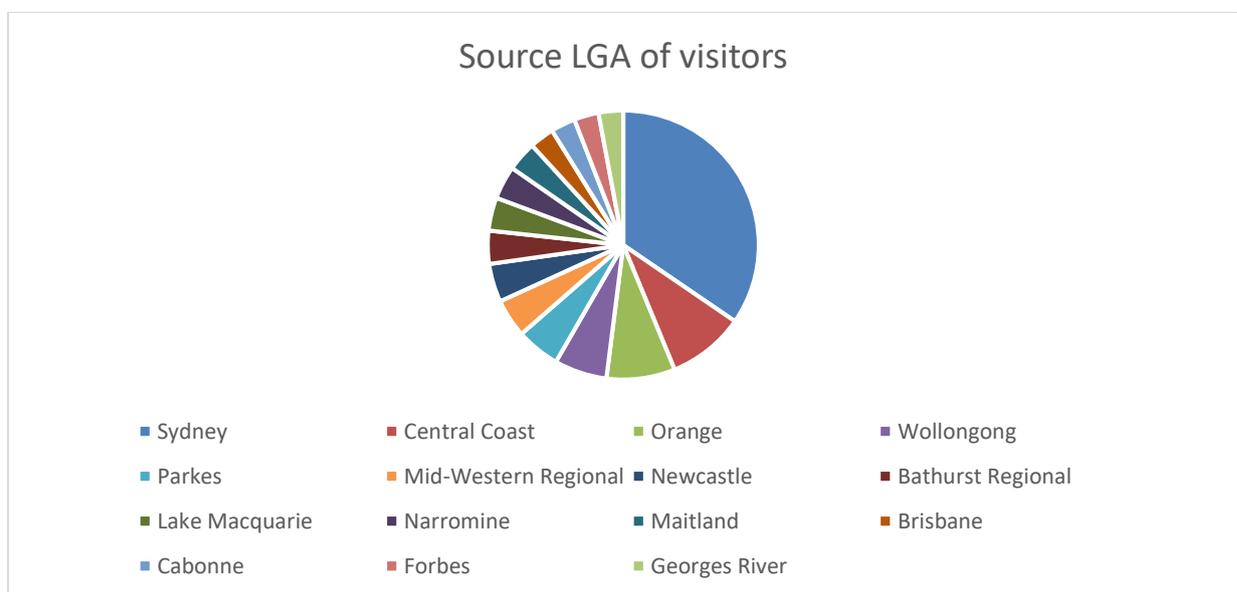
The NRL premiership game provided the following statistics and outcomes. The game sold 11,000 tickets including complimentary tickets (such as SSFC members). Attendance at the game was 10,824 people, with 2,468 ticket holders coming from outside a 150km radius from Dubbo. This equates to 22.5% visitors who travelled considerable distance. Towns such as Mudgee, Orange and Parkes are within the 150km radius. The televised Round 11 match was broadcast by Fox Sports and was watched by 264,000 viewers across Australia. In addition, the Welcome to Country in Dubbo was broadcast live which was reported by SSFC to be a very high honour and normally only shown for the Indigenous Round.

The economic impact of the NRL game was significant. It is estimated that the match provided a \$2.4M economic injection into the Dubbo LGA. Accommodation rates were the highest in four years with the combined Wellington and Dubbo figures of 2018 (68.8%), 2019

(57.2%), 2020 (30.9% - COVID-19) and 2021 was a significant 85.3% occupancy rate in Dubbo. This demonstrates that both Wellington and Dubbo accommodation providers benefited from the NRL game.

Foot traffic in the CBD also showed significant increased activity. An average of 3,920 people visit the CBD when the Rotunda Markets were held. On Sunday, 23 May 2021 (NRL Game day), the sensors in the CBD measured a 70% increase in foot traffic during the same market period. The sensors are located at Corner of Macquarie and Bultje Streets and at the Rotunda.

Data estimations from *Localis* demonstrates May 2021 was much busier in terms of visitation when compared to previous years, which can be attributed to the NRL game. *Localis* mobility data reflected the top local government areas visitors for the period 21-23 May 2021 were visiting from across the NRL weekend.



Feedback

Post-event debrief was conducted between SSFC and DRC and provided the following thank you.

On behalf of everyone at the Rabbitohs, I would like to acknowledge and thank you three amazing ladies for your fantastic work and tireless efforts over the last 6 months in particular ...noting that this has been an ongoing journey over the last 2 years. You guys were amazing to work with. We work with lots of Stadia and lots of different Councils and varying Government bodies...none have been harder working, more committed or as passionate as you ladies. From all of us at the Rabbitohs, I would like to say a massive 'thank you' to you ladies and everyone at Dubbo Regional Council.

A post-event survey was sent to the database that purchased tickets to the game (via SSFC). There was a high survey response rate of 592 responses and the following results were received:

Game day experience:	38%	rated 10/10
Access to information:	44%	rated 10/10
Accessing the venue:	41%	rated 10/10
Choice of food:	19%	rated 10/10
Availability of food:	20%	rated 10/10
Management of COVID-19:	42%	rated 10/10

General comments from survey included:

Overall it was a great event in a great venue. Good job Dubbo Council, South Sydney Rabbitohs and Penrith Panthers! A great atmosphere!

Field and Facilities were in immaculate condition, in future for Dubbo as a whole, a refurbished larger stadium would be useful

Given it was classed as a South's home game it would have been good for them to spend some time after the game like Penrith did around the grounds for PR, lots of kids and adults travelled from all over and it was disappointing they didn't build PR after the game with fans

I thought the event went very smoothly, a credit to the organizers, the only downfall was the food and drink.

Great day and amazing stadium keen to get back there.

SUMMARY

The Round 11 NRL Premiership game between South Sydney and Penrith achieved a number of outcomes for Dubbo Regional Council. The event operations were executed smoothly and the facilities provided by Council were of national standards and complimented by SSFC. Patrons enjoyed the day and provided overall positive feedback with improvements to food and beverage being the key item to be reviewed in 2022.

From a Council perspective, key areas for improvement are staff resources, the framework for food and beverage, security requirements and implementation, and seeking further engagement from the SSFC players post game.

With a NSW Health approved exemption for increased capacity, the 11,000 tickets sold was a great result for Council and NRL fans in the region. The economic benefit to the region was approximately \$2.4M with almost 2,500 visitors outside of the 150km radius of Dubbo. Businesses, community and football fans were beneficial to the highly anticipated first NRL premiership game held in Dubbo.



REPORT: Amendment to Wellington Aquatic Leisure Centre 2021/2022 Season Opening Hours

AUTHOR: Manager Aquatic Leisure Centres
REPORT DATE: 30 July 2021
TRIM REFERENCE: ID21/1354

EXECUTIVE SUMMARY

2021/2022 Season dates and times for the Dubbo Region Aquatic Leisure Centres were adopted at the Ordinary Council Meeting on Monday, 26 July 2021.

In relation to the Report, a query from an Elected Member regarding whether or not the Wellington Amateur Swimming Club (WASC) had been fully consulted with regards to accommodating their Club night held on Friday was raised. This question was taken on notice by the Acting Director Liveability.

Further advice from the Wellington Amateur Swimming Club was sought to reconfirm their seasonal requirements. It shall be proposed that the revised operating hours for the Wellington Aquatic Leisure Centre be considered and the facility extend Friday operational hours until 7.30 pm across the full season (29 weeks).

FINANCIAL IMPLICATIONS

1. \$1,120.00 in lost facility hire revenue (16 instances @ \$70.00 after hours fee)
2. 41 additional staffing hours required at a cost of approximately \$2,000.00
3. Cost per visit impact:

	Wellington Aquatic Leisure Centre
Estimated Annual Visitation	21,000
Annual Operating Cost	\$669,954.00 (increased from \$667,954.00)
Operational Cost Per Visit	\$31.90 (increased from \$31.80)

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

1. That the following seasonal opening times for Wellington Aquatic Leisure Centre are:
 - Season: Saturday, 4 September 2021 – Sunday, 27 March 2022 (29 weeks)

- **September, October, November 2021**
 - Monday-Thursday: 6.00am-6.30pm
 - Friday 6.00am-7.30pm
 - Saturday: 8.00am-6.30pm
 - Sunday: 10.00am-6.30pm
- **December 2021 and January 2022**
 - Monday-Thursday: 6.00am-7.00pm
 - Friday 6.00am-7.30pm
 - Saturday: 8.00am-7.00pm
 - Sunday: 10.00am-7.00pm
- **February and March 2022**
 - Monday-Thursday: 6.00am-6.30pm
 - Friday: 6.00am-7.30pm
 - Saturday: 8.00am-6.30pm
 - Sunday: 10.00am-6.30pm

Clare Fisher
Manager Aquatic Leisure Centres

BACKGROUND

2021/2022 Season dates and times for the Dubbo Region Aquatic Leisure Centres were adopted at the Ordinary Council Meeting on Monday 26 July 2021.

In relation to the Report, a query from an Elected Member regarding whether or not the Wellington Amateur Swimming Club (WASC) had been fully consulted with regards to accommodating their Club night held on Friday was raised. This question was taken on notice by the Acting Director Liveability.

Further consultation has since been undertaken with a minor amendment being proposed to extend the operating hours on Friday night to 7.30 pm.

REPORT

Initial consultation was undertaken by the Manager Aquatic Leisure Centres with the WASC and other key stakeholders to help identify their requirements for the 2021-2022 season.

Along with a review of 2020/2021 visitor statistics and trends, their feedback contributed to modifications to the opening times for the 2021/2022 season. Further advice has since been sought and received from WASC who has requested that they have access to the facility for the full season (29 weeks) to 7.30 pm on Friday nights.

On the basis of this advice it is proposed that the revised operating hours for the Wellington Aquatic Leisure Centre be considered and the facility remains open until 7.30 pm on Fridays only. Members of the public will also be welcome to visit during this period, with WASC willing to ensure at least one lane of the 50m pool remain available for casual swimmers.

This approach would eliminate the need to charge WASC the out of hours' fees/charge and provide equity of service in line with Dubbo-based Swimming Clubs. It would add 20.5 hours of opening hours to the total Wellington season and cost approximately \$2,000 in additional staffing salaries.

Please also note the December 2021 and January 2022 times have also changed with the facility opening at 6.00 am Monday to Friday.

SUMMARY

On the basis of further advice from the Wellington Amateur Swimming Club, it is proposed that the revised operating hours for the Wellington Aquatic Leisure Centre be considered and the facility extend Friday operational hours until 7.30 pm across the full season (29 weeks).