



AGENDA

CORPORATE SERVICES COMMITTEE

10 FEBRUARY 2022

MEMBERSHIP: Councillors J Black, L Burns, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon, P Wells and M Wright.

The meeting is scheduled to commence at .

		Page
CSC22/1	LEAVE OF ABSENCE (ID22/180)	
CSC22/2	CONFLICTS OF INTEREST (ID22/181)	
CSC22/3	ELECTION OF CHAIRPERSON (ID22/192)	
CSC22/4	QUARTERLY REPORT ON DOCUMENTS EXECUTED UNDER POWER OF ATTORNEY - DECEMBER 2021 (ID22/136) The Committee had before it the report dated 1 February 2022 from the Governance Team Leader regarding Quarterly Report on Documents Executed Under Power of Attorney - December 2021.	2
CSC22/5	COUNCILLOR WORKSHOP SCHEDULE OVERVIEW (ID22/138) The Committee had before it the report dated 1 February 2022 from the Governance Team Leader regarding Councillor Workshop Schedule Overview.	4
CSC22/6	INVESTMENT UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT - JANUARY 2022 (ID22/81) The Committee had before it the report dated 1 February 2022 from the Chief Financial Officer regarding Investment Under Section 625 of the Local Government Act - January 2022.	10



REPORT: Quarterly Report on Documents Executed Under Power of Attorney - December 2021

DIVISION: Executive Services
REPORT DATE: 1 February 2022
TRIM REFERENCE: ID22/136

EXECUTIVE SUMMARY

Purpose	Addressing Council resolution Provide review or update	
Issue	<ul style="list-style-type: none">Provide a list of all documents endorsed by the CEO under Power of Attorney in the previous quarter from 21 August 2021 through 31 December 2021.	
Reasoning	<ul style="list-style-type: none">When Chief Executive Officer Power of Attorney, Council also resolved that a quarterly report on all documents signed under power of attorney be provided for notation to ensure transparency.	
Financial Implications	Budget Area	There are no financial implications arising from this report.
Policy Implications	Policy Title	There are no policy implications arising from this report.

STRATEGIC DIRECTION

The 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes five principle themes and a number of strategies and outcomes. This report is aligned to:

Theme: 4 Community Leadership
CSP Objective: 4.3 The resources of Council are appropriately managed
Delivery Program Strategy: 4.3.1 The organisation displays the elements of sound management and strategic planning

RECOMMENDATION

That the information contained within the report of the Governance Team Leader, dated 1 February 2022, be noted.

Abbey Rouse
Executive Manager Governance and Internal Control

SW
Governance Team Leader

BACKGROUND

Previous Resolutions of Council

3 June 2021 (in part)	6. That the Chief Executive Officer report to Council every three months on all documents signed under the prescribed Power of Attorney.
--------------------------	--

REPORT

Consultation

- This report provides a listing of documents for the information of Council and members of the public of documents signed under the Power of Attorney delegated to the CEO from 21 August 2021 to 31 December 2021.

Resourcing Implications

- Nil

Date Sealed	Details of Document
14/09/2021	Sublicence Agreement - Uungula Pty Ltd - Goolma and Twelve Mile Road Intersection Upgrade - Lot 1 and Lot 2, DP 1141897
14/09/2021	Transfer of Land Document - Moffatt Estate Stage 3 - Lot 27, 5 McGuinn Crescent, Dubbo. Steven Charles and Helen Louise Davis.
27/09/2021	Release of restrictions on the use of Land - Lot 3, DP 851414, 1 Boree Drive, DUBBO NSW 2830 - Restrictions named 'N' and 'T' released.
07/09/2021	Transfer of Land Document - Hughes Developments Pty Limited to Dubbo Regional Council - for Closure of Walkway between Springfield Way and MeadowBank Drive.
19/10/2021	Agreement to Undertake Works and For Payment of Costs - Uungula Wind Farm Pty Ltd
19/10/2021	Tender Contract - T21-023 - Construction of Culverts Old Mendooran Road Stage 3 Project
04/11/2021	Signed Memo - Sale of Part Keswick to Dubbo Christian School - Subdivision and Consolidation
16/11/2021	Agreement - Execution of plan of Easement - Lot 130 DP 1277458 - Johnson street and Fitzroy Street - Telstra Corporation and Jemena Gas
08/12/2021	Planning Agreement for Uungula Wind Farm
07/12/2021	Deed of Agreement for Remediation - Cost Recover Agreement - Moffatt Estate Stage 3 - Kirby (Tracserv)
20/12/2021	Planning Agreement - Dubbo Regional Council and Uungula Wind Farm Pty Ltd



DUBBO REGIONAL
COUNCIL

REPORT: Councillor Workshop Schedule Overview

DIVISION: Executive Services
REPORT DATE: 1 February 2022
TRIM REFERENCE: ID22/138

EXECUTIVE SUMMARY

Purpose	Provide review or update	
Issue	<ul style="list-style-type: none"> Present Councillors with upcoming Councillor Workshop schedule for notation. 	
Reasoning	<ul style="list-style-type: none"> Councillor Workshops provide new Councillors with the opportunity to undertake training and development as required to perform their role effectively. Workshops provide framework for the legislated review of key Council documents, including policies, budgets and Integrated Planning and Reporting documents. 	
Financial Implications	Budget Area	Governance and Internal Control
	Funding Source	Receptions and Civic Activities
	Proposed Cost	Approximately \$2,000 from allocated budget
	Ongoing Costs	NA
	Budget Area	Governance and Internal Control
	Funding Source	Members' Expenses
	Proposed Cost	Approximately \$1,600 from allocated budget
	Ongoing Cost	NA
Policy Implications	Policy Title	There are no policy implications arising from this report.

STRATEGIC DIRECTION

The 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes five principle themes and a number of strategies and outcomes. This report is aligned to:

Theme: 4 Community Leadership
 CSP Objective: 4.2 Our civic leaders represent the community
 Delivery Program Strategy: 4.2.1 The community acknowledges that Dubbo Regional Council is a representative and responsive Council

RECOMMENDATION

That the indicative Councillor Workshop schedule, as attached at Appendix 1, be noted.

Abbey Rouse
Executive Manager Governance and Internal Control

SW
Governance Team Leader

REPORT

Consultation

- Members of Council’s Executive Leadership Team and Governance team contributed to draft workshop schedules which were presented to Councillors during induction sessions.
- Based on Councillor feedback, the workshop schedule has been amended and attached at **Appendix 1**, incorporating both legislated requirements and requests for specific training and discussions from Councillors and staff alike.

Resourcing Implications

- Organisation and logistics of workshops are within the scope of Council staff roles.
- Catering for longer workshops has been budgeted for within the Governance and Internal Control 2021/2022 budget.
- External presenters’ fees are also included in the Table 1 below and represent experts in the following fields:
 - CEO contracts and performance management from Local Government Management Solutions
 - Social Media training from Locale Learning

Total Financial Implications	Current year (\$)	Current year + 1 (\$)	Current year + 2 (\$)	Current year + 3 (\$)	Current year + 4 (\$)	Ongoing (\$)
a. Operating revenue	0	0	0	0	0	0
b. Operating expenses	3,600	0	0	0	0	0
c. Operating budget impact (a – b)	-3,600	0	0	0	0	0
d. Capital Expenditure	0	0	0	0	0	0
e. Total net impact (c – d)	-3,600	0	0	0	0	0
Does the proposal require ongoing funding?	No					
What is the source of this funding?	NA					

Table 1. Ongoing Financial Implications

Councillor Workshop Schedule

See Appendix 1 for the schedule of Councillor Workshops until April 2022. All workshops will commence at 5.30 pm, unless stated otherwise, with the exception of Sunday, 27 February 2022. Noting that further workshops are being planned and are in the process of being scheduled, and those in the schedule are subject to change.

APPENDICES:

- [1](#) Councillor Induction - Upcoming Workshop Schedule

Governance and Internal Control
Councillor Workshops

Date	Topic	Responsible (presenter)	Notes
Thurs 3 Feb	1. RPT Landing Fees	DCE 30 mins	Council has to provide 3 months' notice to aviation regulators of any changes
	2. Code of Meeting Practice	EMGIC 30 mins	For February Council meeting adopt for public exhibition period
	3. Payment of Expenses Policy	EMGIC 15 mins	For February Council meeting adopt for public exhibition period
Thurs 10 Feb	1. Community Committees and Advisory Panels	EMGIC 60 mins	Community Committees and Advisory Panels (immediately following Standing Committee meetings)
Thurs 17 Feb	1. CEO Performance	15-30 mins	Set KPIs for adoption at February council meeting
	2. CEO Power of Attorney	EMGIC 30 mins	Needs to be reviewed by Council within 3 months
	3. Community Strategic Plan	TLGPP 45 mins	For adoption at February council meeting
Sun 27 Feb	1. Bus tour	EMGIC 2 hrs	Dubbo facilities – schedule to be developed, could include Airport, Saleyards, Greengrove, Whylandra Waste Transfer Station, Depot, sporting facilities etc
	2. Social Media Session	Consultant 1.5 hrs	Emma Bloomfield of Locale Consulting (This session will be recorded to be uploaded onto Pulse for future reference)
Thurs 3 Mar	1. Briefing Transport for NSW 2. Transportation Strategy	TfNSW Rep DI & MISD 90 mins all up	Mayor and Councillors to receive a full briefing of this strategy and project (includes River Street Bridge and South Bridge)

Governance and Internal Control
Councillor Workshops

Thurs 17 Mar	1. Bus Tour	EMGIC 3hrs	Wellington Facilities - schedule to be developed, could include Caves, Depot, Bodangora Airstrip, Aquatic Leisure Centre, showground, Sporting Facilities etc
Thurs 31 Mar	1. Housing Availability in the Dubbo Regional LGA 2. Update on Keswick Estate	GPPL-DF	For adoption at March council meeting
	3. Finance (including restricted Assets and Keswick Business Case)	CFO/DOP	
Thurs 7 Apr	1. Budget Workshop	DOP/CFO	
Public Holidays 15 and 18 Apr			
Thurs 21 Apr	1. Planning – Strategic 2. Planning – Land Use	DDE/MGP	



REPORT: Investment Under Section 625 of the Local Government Act - January 2022

DIVISION: Organisational Performance
REPORT DATE: 1 February 2022
TRIM REFERENCE: ID22/81

EXECUTIVE SUMMARY

Purpose	Provide review or update	Fulfil legislative requirement/compliance
Issue	<ul style="list-style-type: none"> Investment Under Section 625 of the Local Government Act 1993 	
Reasoning	<ul style="list-style-type: none"> Section 212 of the Local Government (General) Regulation 2021 Section 625 of the Local Government Act 1993 Council's Investment Policy and Strategy 	
Financial Implications	Budget Area	Organisational Performance
	Funding Source	Interest Earned on Investment
Policy Implications	Policy Title	Investment Policy 2021
	Impact on Policy	There are no policy implications arising from this report

STRATEGIC DIRECTION

The 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes five principle themes and a number of strategies and outcomes. This report is aligned to:

Theme: 4 Community Leadership
 CSP Objective: 4.3 The resources of Council are appropriately managed
 Delivery Program Strategy: 4.3.2 The system of raising revenue is regarded as equitable and revenue from grants and other income sources is maximised

RECOMMENDATION

That the information contained within the Investment under Section 625 of the Local Government Act report, dated 1 February 2022, be noted.

Dean Frost
Director Organisational Performance

MH
Chief Financial Officer

BACKGROUND

As required by Section 212 of the Local Government (General) Regulation 2021, set out below are the details of all monies that Council has invested under Section 625 of the Local Government Act as at 31 January 2022.

Investments, when placed, have been done so in accordance with the Local Government Act, Local Government (General) Regulations 2021 and Council's Investment Policy and Strategy. Interest on investments for the month of January 2022 has been accounted for on an accrual basis. This report details investments and annualised returns for the month of January 2022.

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.

REPORT

Consultation

- Laminar Capital Pty Ltd appointed on 11 January 2021 provides advisory services to Council on any investment related decision.

Resourcing Implications

- The management of Council's investment portfolio is a primary activity of a staff member within Council's Financial Operations branch.

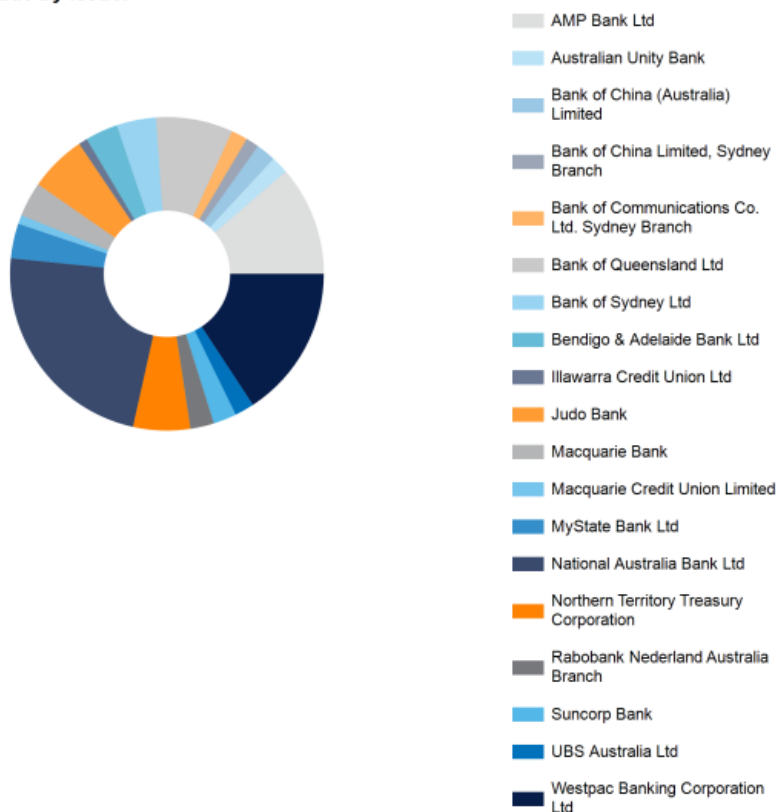
Portfolio Overview

The below table details Council’s current investment portfolio:

Issuer	Market Value	% Total Value
AMP Bank Ltd	25,177,443.23	11.32%
Australian Unity Bank	4,001,852.04	1.80%
Bank of China (Australia) Limited	4,509,025.07	2.03%
Bank of China Limited, Sydney Branch	3,002,160.00	1.35%
Bank of Communications Co. Ltd. Sydney Branch	3,770,362.50	1.69%
Bank of Queensland Ltd	17,633,067.78	7.93%
Bank of Sydney Ltd	9,029,009.59	4.06%
Bendigo & Adelaide Bank Ltd	7,504,915.08	3.37%
Illawarra Credit Union Ltd	2,003,157.26	0.90%
Judo Bank	13,092,317.76	5.88%
Macquarie Bank	7,974,480.00	3.58%
Macquarie Credit Union Limited	2,012,358.90	0.90%
MyState Bank Ltd	7,997,200.00	3.59%
National Australia Bank Ltd	51,417,629.49	23.11%
Northern Territory Treasury Corporation	13,071,820.00	5.88%
Rabobank Nederland Australia Branch	5,442,500.00	2.45%
Suncorp Bank	5,287,550.00	2.38%
UBS Australia Ltd	4,476,645.00	2.01%
Westpac Banking Corporation Ltd	35,071,809.11	15.76%
Portfolio Total	222,475,302.80	100.00%

^Portfolio overview represents total market value. Investment face value is \$221,359,215.16

Market Value by Issuer



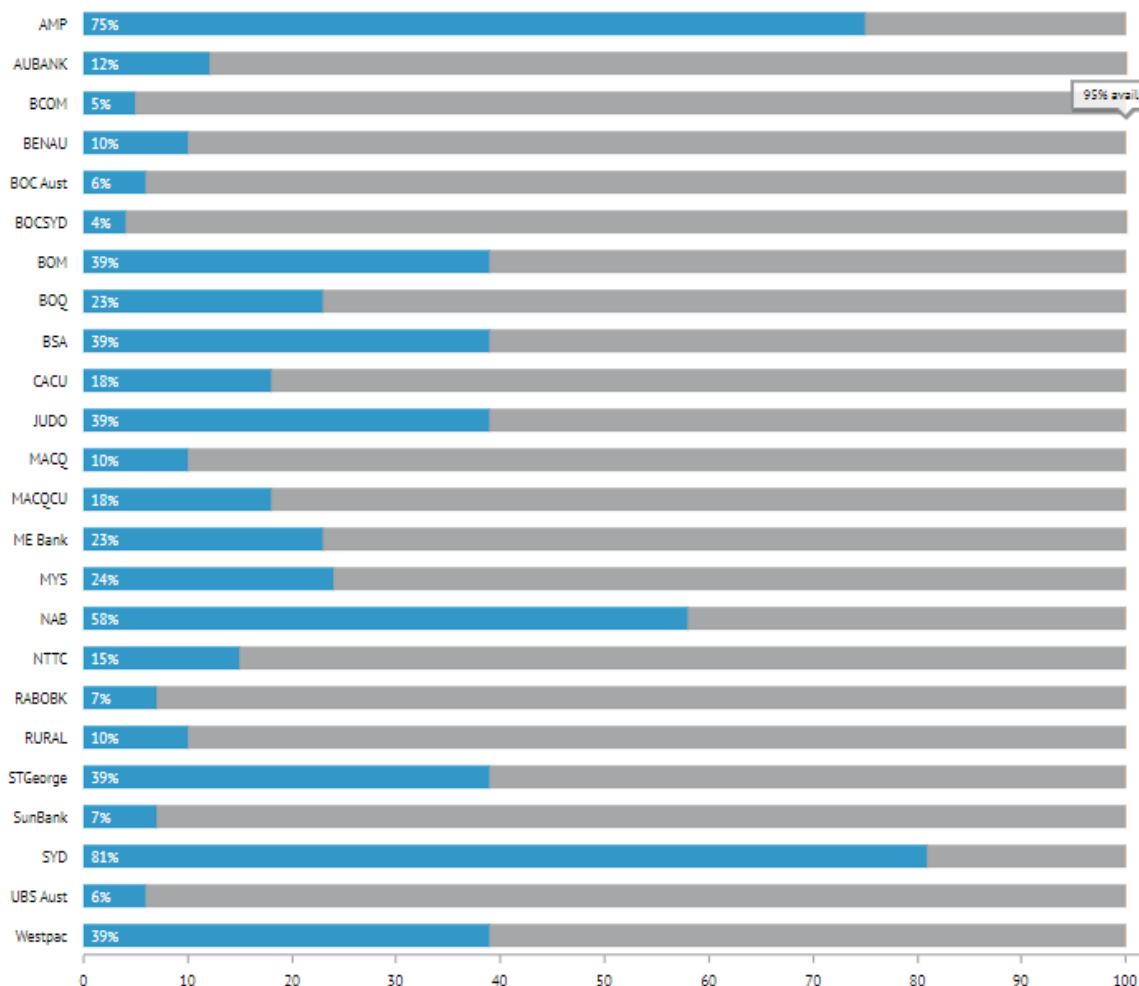
^ NAB is inclusive of Councils cash account.

^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 January to 31 January 2022.

Security	Issuer	Income Expense Code	Settlement Date	Face Value (Basis of Interest Calculation)	Consideration Notional
Westpac 1.61 21 Oct 2022 1096DAY TD	Westpac Banking Corporation Ltd	IEI195954	21 Jan 2022	20,000,000.00	81,161.64
BENAU 2.95 23 Feb 2022 1127DAY TD	Bendigo & Adelaide Bank Ltd	IEI196242	23 Jan 2022	4,500,000.00	132,750.00
BENAU 3.05 23 Jan 2023 1461DAY TD	Bendigo & Adelaide Bank Ltd	IEI196243	23 Jan 2022	3,000,000.00	91,500.00
NAB 3.1 23 Jan 2024 1826DAY TD	National Australia Bank Ltd	IEI196244	23 Jan 2022	5,000,000.00	155,000.00
NPBS 1.65 24 Jan 2022 FRN	Newcastle Permanent Building Society Ltd	IEI196241	24 Jan 2022	1,000,000.00	4,218.41
BOCSYD 0.57 28 Apr 2024 FRN	Bank of China Limited, Sydney Branch	IEI196866	28 Jan 2022	3,000,000.00	4,773.00
NAB At Call In	National Australia Bank Ltd	IEI197056	31 Jan 2022		19,298.87
					488,701.92

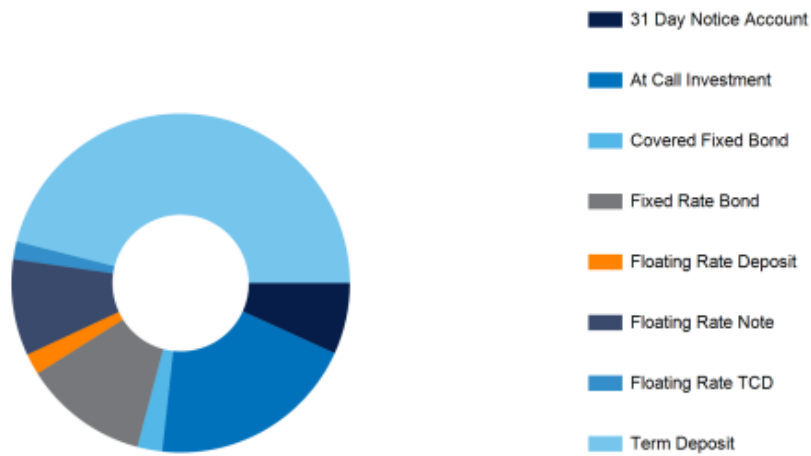
[^] Interest received consists of payments made to Council's allocated bank account and are exclusive of accruing interest.

Investment by Asset Class

The following table details Councils investment holdings by investment type:

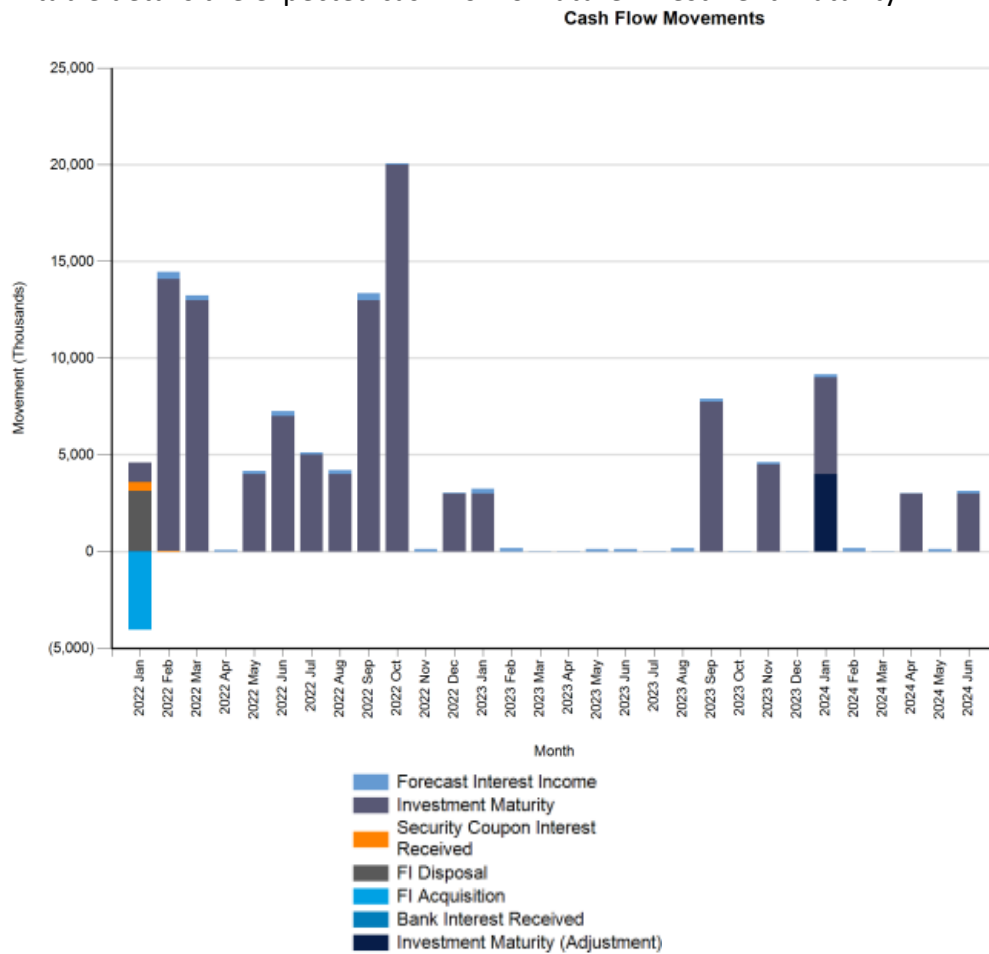
Security Type	Market Value	% Total Value
31 Day Notice Account	15,115,819.91	6.79%
At Call Investment	44,401,684.30	19.96%
Covered Fixed Bond	5,287,550.00	2.38%
Fixed Rate Bond	26,488,800.00	11.91%
Floating Rate Deposit	4,509,025.07	2.03%
Floating Rate Note	20,447,505.00	9.19%
Floating Rate TCD	3,770,362.50	1.69%
Term Deposit	102,454,556.03	46.05%
Portfolio Total	222,475,302.80	100.00%

Market Value by Security Type

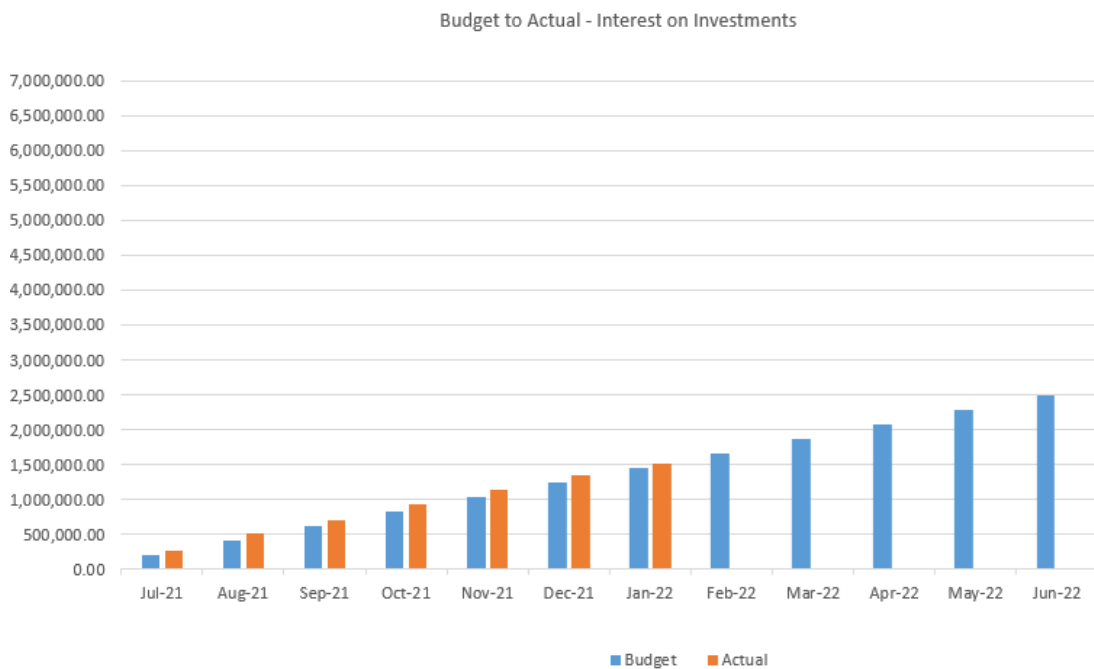


Future Maturity Cash flow

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 January 2022.

Investment Portfolio

Council outperformed the one month annualised Bloomberg AusBond Bank Bill Index of 0.01%, with an average return of 1.3119% for its overall portfolio return.