



AGENDA

CORPORATE SERVICES COMMITTEE

12 MAY 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 pm.

	Page
CSC22/18 LEAVE OF ABSENCE (ID22/888)	
CSC22/19 CONFLICTS OF INTEREST (ID22/891) In accordance with their Oath/Affirmation under the Act, and Council's Code of Conduct, Councillors must disclose the nature of any pecuniary or non-pecuniary interest which may arise during the meeting, and manage such interests accordingly.	
CSC22/20 RESULTS OF PUBLIC EXHIBITION - COUNCIL POLICY - PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR THE MAYOR AND COUNCILLORS (ID22/510) The Committee had before it the report dated 21 March 2022 from the Executive Manager Governance and Internal Control regarding Results of Public Exhibition - Council Policy - Payment of Expenses and Provision of Facilities for the Mayor and Councillors.	2
CSC22/21 RESULTS OF PUBLIC EXHIBITION - DRAFT TERMS OF REFERENCE - COMMUNITY COMMITTEES (ID22/682) The Committee had before it the report dated 8 April 2022 from the Administration Officer - Governance and Internal Control regarding Results of Public Exhibition - Draft Terms of Reference - Community Committees.	39
CSC22/22 INVESTMENT UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT - APRIL 2022 (ID22/878) The Committee had before it the report dated 2 May 2022 from the Chief Financial Officer regarding Investment Under Section 625 of the Local Government Act - April 2022.	167



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

DIVISION: Executive Services
REPORT DATE: 21 March 2022
TRIM REFERENCE: ID22/510

EXECUTIVE SUMMARY

Purpose	Adopt a policy	Fulfil legislated requirement
Issue	<ul style="list-style-type: none"> The draft Council Policy, Payment of Expenses and Provision of Facilities for the Mayor and Councillors, is to be adopted following public exhibition. 	
Reasoning	<ul style="list-style-type: none"> This policy must be reviewed and adopted within the first 12 months of a new Term of Council Sections 252 and 253 Local Government Act 1993 Section 403 Local Government (General) Regulation 2021 Office of Local Government (formerly Division of Local Government) Guidelines for the payment of expenses and provision of facilities for Mayors and Councillors in NSW Local Government (State) Award 2020 Australian Taxation Office Taxation Determination TD 2021/6 	
Financial Implications	Budget Area	Governance and Internal Control
	Funding Source	Members' Expenses
	Proposed Cost	Estimated addition \$30,000 per annum on top of existing \$30,000 per annum
	Ongoing Costs	Costs will continue yearly and be adopted as part of the Governance and Internal Control budget
Policy Implications	Policy Title	Payment of Expenses and Provision of Facilities for the Mayor and Councillors
	Impact on Policy	Revision of current policy

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: 4.4 Statutory requirements are met and services are provided to the organisation in a cost-effective and timely manner

Delivery Program Strategy:	4.4.1 The organisation meets all statutory requirements
Theme:	4 Community Leadership
CSP Objective:	4.3 The resources of Council are appropriately managed
Delivery Program Strategy:	4.3.5 Council strives for transparency and is an organisation that values two way communication with stakeholders and the broader community

RECOMMENDATION

That the Council Policy, Payment of Expenses and Provision of Facilities for the Mayor and Councillors, as attached at Appendix 1, be adopted.

Abbey Rouse
Executive Manager Governance and Internal Control

AR
Executive Manager
Governance and Internal
Control

BACKGROUND

Previous Resolutions of Council

24 March 2022 (Ordinary Council)	1. That it be noted a provision has been introduced for reimbursement of travel costs to the Mayor and Councillors, with capped maximum amounts of \$10,000 and \$5,000 respectively for the provision of use of private vehicle allowances.
10 March 2022 (Corporate Services Committee)	2. That the draft Council Policy, Payment of Expenses and Provision of Facilities for the Mayor and Councillors, as attached at Appendix 1, be adopted for the purpose of public exhibition. 3. That a further report be submitted to Council detailing results of public exhibition, for adoption of the final policy.

The Council Policy, *Payment of Expenses and Provision of Facilities to the Mayor and Councillors* must be reviewed and adopted within 12 months of the commencement of a new Council Term, under section 252(1) of the Local Government Act 1993.

REPORT

Consultation

- The policy was placed on public exhibition from 25 March 2022 to 27 April 2022 in accordance with section 253 of the Local Government Act 1993 (the Act).
- No submissions were received.
- Further staff consultation has taken place, with the below changes made to ensure the streamlining of payments through Payroll and Accounts Payable. This came about as a result of discussions regarding the updating of forms, and brings the processes in line with corporate Payroll and Accounts Payable procedures.
- The policy has been created with reference to [Guidelines for the payment of expenses and provision of facilities for Mayors and Councillors in NSW](#), under section 23A of the Act.
- The Policy complies with section 403 of the Local Government (General) Regulation 2021 (the Regulation) and section 252 of the Act.

Resourcing Implications

- Councillor and Mayoral fees will be determined separately after the ruling of the Local Government Remuneration Tribunal.
- Financial implications have been budgeted for based on inclusions in the policy regarding the General provisions and monetary limits, Travelling on council business including conferences, Legal assistance, Insurances, and training and professional development programs.

Total Financial Implications	Current year (\$)	Current year + 1 (\$)	Current year + 2 (\$)	Current year + 3 (\$)	Current year + 4 (\$)	Ongoing (\$ p.a.)
a. Operating revenue	0	0	0	0	0	0
b. Operating expenses	30,000	60,000	60,000	60,000	60,000	60,000
c. Operating budget impact (a – b)	-30,000	-60,000	-60,000	-60,000	-60,000	-60,000
d. Capital Expenditure	0	0	0	0	0	0
e. Total net impact (c – d)	-30,000	-60,000	-60,000	-60,000	-60,000	-60,000
Does the proposal require ongoing funding?	Yes					
What is the source of this funding?	The funds will be allocated from Members' Expenses in ongoing budgets.					

Table 1. Ongoing Financial Implications

Preferred Option

Changes made to the draft since public exhibition are represented in green in **Appendix 1**, and are summarised below:

- Incidental: Advance payment is no longer available for incidental expenses. All incidental expenses will now be reimbursed upon completion of appropriate form, with accompanying receipts/statutory declaration. Must be made within three months of the expense being incurred.
- Meals for any travel outside of the LGA will be paid at a set allowance (as per the draft) in advance where possible. Meals purchased within the LGA (on approved business) can be claimed in accordance with incidental expenses procedure above.
- All forms have been updated to reflect new procedures within the policy, as well as new corporate design guidelines.

Planned Communications

- The Policy, once adopted, will be updated on Council's website.
- Councillors will be sent a copy of the new Policy, including appropriate forms.
- The Payroll and Accounts Payable teams within Council will be informed of adoption of new policy and implementation of new procedures.

APPENDICES:

- [1](#) Draft Council Policy - Payment of Expenses and Provision of Facilities for the Mayor and Councillors



Payment of Expenses and Provision of Facilities for the Mayor and Councillors

Date March 2022

Council Resolution Date

Clause Number

Responsible Position Executive Manager Governance and Internal Control
Branch Governance and Internal Control
Division Executive Services
Version 5
TRIM Reference Number
Review Period Every 12 months
Review Date May 2023
Consultation Councillor workshop held 3 February 2022
 Public Exhibition

Document Revision History	
Description	Date
Adopted by Council for the purpose of public exhibition	28 August 2017
Adopted by Council	23 October 2016
Draft considered by Council	11 November 2019
Adopted by Council	8 January 2020
Adopted by Council for the purpose of Public Exhibition	28 June 2021
Adopted by Council	23 August 2021
Adopted by Council for the purpose of Public Exhibition	24 March 2022
Adopted by Council	
Notes	
Changes made 26 April 2021, 4 May 2021 and 28 June 2021. Public Exhibition 30 June – 2 August 2021	

Template and layout changes (including individual numbering of clauses) has been updated.
This is to bring the policy in line with the Model Policy provided by the Office of Local
Government.

DRAFT

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DRAFT

1. INTRODUCTION

1.1 PURPOSE

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.

1.2 BACKGROUND AND RELATED LEGISLATION

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 2021* (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.

- Local Government Act 1993, Sections 252 and 253
- Local Government (General) Regulation 2021, sections 217 and 403
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009

1.3 SCOPE

The policy applies to all Councillors, including the Mayor.

1.4 DEFINITIONS

To assist in interpretation, the following definitions apply:

Term	Definition
The Act	The Local Government Act 1993
Expenses	Payments made by Council to reimburse Councillors for reasonable costs or charges incurred, or to be incurred, for discharging their civic functions. Expenses are separate and additional to annual fees.
Facilities	Equipment and services that are provided by Council, to Councillors, to enable them to perform their civic functions with relative ease and at a standard appropriate to their professional role as Councillors.
Official duties/Civic duties	Functions and duties that Councillors are required to undertake to fulfil their legislated role and responsibilities for the Council that should result in a direct benefit for the Council and/or for the local government area.
The Regulation	The Local Government (General) Regulation 2021

1.5 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.

1.6 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.

2. GENERAL PROVISIONS

2.1 GENERAL EXPENSES

- 2.1.1 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.
- 2.1.2 In accordance with section 403 of the Regulation, this policy does not include the provision for a general expense allowance. No allowances or expenses other than those expressly contained in this policy are payable to the Mayor or Councillors.

2.2 RESTRICTIONS

- 2.2.1 Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- 2.2.2 Any gifts received by Councillors must be declared in Council's Gift Register and surrendered. Council's Code of Conduct should be adhered to at all times.
- 2.2.3 Councillors will not be reimbursed for alcoholic beverages.

2.3 PROCESSES

Approval

- 2.3.1 Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 2.3.2 Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.

2.3.3 Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred, but must be made within three months of the expense being incurred:

- local travel relating to the conduct of official business (including meals within the LGA);
- carer costs.

2.3.4 Final approval for payments made under this policy will be granted by the Chief Executive Officer or their delegate.

Direct Expenses

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

Reimbursement

2.3.6 All claims for reimbursement of expenses incurred must be made on the prescribed form (Appendix 1: Expenses of Members of Council – Incidental Expenses; Appendix 2: Expenses of Members of Council – Vehicle Allowance), supported by appropriate receipts and/or tax invoices and be submitted to the Chief Executive Officer. In the absence of receipts, claims must be accompanied by a Statutory Declaration (Appendix 4).

2.3.7 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.

2.3.8 All claims must be made within three months of the expense being incurred.

Advance Payment

2.3.9 For official travel outside of the Dubbo Regional Local Government Area (LGA), any meals which are not included in the event being attended will be paid in advance where possible.

2.3.10 Requests for advance payment of meals must be submitted to the Chief Executive Officer for assessment against this policy using the prescribed form (Appendix 3: Expenses of Members of Council – Meals).

2.3.11 Meal allowances will be made in accordance with section 2.4 of this policy

2.3.12 Advance payments will only be possible if the prescribed form is received at least one week before the monthly pay run, otherwise, payment will be made the following month.

Notification

2.3.13 If a claim is approved, Council will make payment directly, through pay roll, or reimburse the Councillor through accounts payable.

2.3.14 If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

Reimbursement to Council

2.3.15 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.

2.3.16 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.

Timeframe for Reimbursement

2.3.17 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.

2.3.18 Despite section 2.3.17 above, following a Local Government Election, Councillors have up to six months to submit claims for reimbursement for the use of a private vehicle (in accordance with section 2.4.2).

Disputes Resolution

2.3.19 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.

2.4 MONETARY LIMITS

2.4.1 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 tables.

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.

2.4.2 Monetary Limit Tables

Accommodation and Travel - Outside of LGA

Rate - Accommodation		Limit	Comment
Adelaide	\$157/night	The following limits are for accommodation and travel (outside of LGA) combined: \$2,000/year per Councillor \$5,000/year for the Mayor	Accommodation rates in accordance with the rates determined by the Australian Tax Office within the Taxation Ruling issued in respect of reasonable allowance amounts for each year.
Brisbane	\$175/night		
Canberra	\$168/night		
Darwin	\$220/night		
Hobart	\$147/night		
Melbourne	\$173/night		
Perth	\$190/night		
Sydney	\$198/night		
High cost country centres	See taxation ruling – Table 4		
Tier 2 country centres (taxation ruling Table 5)	\$134/night		
Other country centres	\$118/night		
Rate - Travel			
Air travel	Standard economy air fare		
Train travel	First class fare, including sleeping berth when required		
Taxi	Standard rate		
Bus	Standard rate		
Private vehicle (Applies to journeys greater than 10km only)	Engine size less than 2.5L (including Electronic Vehicles, or EVs): \$0.68/km Engine size 2.5L or larger:	Kilometre allowance will be capped at the price of an economy class return air fare for single destination travel (for example, drive from Dubbo to	Private vehicle rates in accordance with the Local Government (State) Award 2020 Councillors will

	\$0.78/km	Sydney for an event) (section 3.4.5) Up to \$5,000/year per Councillor Up to \$10,000/year for the Mayor	need to seek their own accounting advice regarding tax requirements on distances claimed over 5,000 km.
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Travel – Within LGA

Rate		Limit	Comment
Private vehicle (Applies to journeys greater than 10km only)	Engine size less than 2.5L (including Electronic Vehicles, or EVs): \$0.68/km Engine size 2.5L or larger: \$0.78/km	None	Travel rates in accordance with the Local Government (State) Award 2020

Meals

Rate - Meals		Limit	Comments
Capital cities and high cost country centres (excl Dubbo Regional LGA)	Breakfast: \$29.20 Lunch: \$32.85 Dinner: \$56.00	None, when on approved Council business	In accordance with the rates determined by the Australian Tax Office within the Taxation Ruling issued in respect of reasonable allowance amounts for each year.
Tier 2 country centres and Other country centres (excl Dubbo Regional LGA)	Breakfast: 26.15 Lunch: \$29.85 Dinner: \$51.50		
Meals within Dubbo Regional LGA	Reimbursed at cost	None, when on approved Council business	Reimbursement claim to be submitted on prescribed form and accompanied by relevant receipts.

Other Expenses

Expense Type	Rate/Limit	Comments
Registration costs	None	Includes costs relating to official luncheons, dinners and tours/inspections which are relevant to the interests of the Council
Enrolment fees	\$3,000/year per Councillor in accordance with section 3.2	In most cases, Council will arrange and fund attendance of the Mayor and Councillors at training courses
Incidental expenses associated with attendance at seminars, training courses or official functions	\$100 per day	Expenses in this category may include: <ul style="list-style-type: none"> • Parking fees • Tolls The following expenses will not be reimbursed and are the responsibility of the Mayor/Councillors: <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 <p>Note: Meals are not included in this category.</p>
Cost of service provided	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.
Personal care of child care	\$25/hour up to six hours per day. No annual limit.	Council will reimburse costs to a maximum of \$25 per hour 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 period of cover shall include the period of 30 minutes prior to and after the conclusion of the meeting or workshop.
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3. PAYMENT OF EXPENSES FOR COUNCILLORS

3.1 ATTENDANCE AT SEMINARS AND CONFERENCES

3.1.1 This section shall apply for the Mayor and Councillors authorised and/or appointed as delegates under this policy to attend conferences.

Definition of Conference

3.1.2 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.

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

3.1.4 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.

3.1.5 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.

Conference Costs

3.1.6 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 and in accordance with this Policy.

3.1.7 Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement/**Advance payment** for accommodation and meals not included in the conference fees will be subject to this policy.

- 3.1.8 The Council, in accordance with section 2.4, 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.
- 3.1.9 All reasonable travel costs for delegates to and from the conference location and venue will be met by the Council in accordance with section 3.4.
- 3.1.10 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.

Who May Attend Conferences

- 3.1.11 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.
- 3.1.12 Attendance at conferences are to be approved by the Council with the Chief Executive Officer to approve attendances at seminars and conferences by staff.
- 3.1.13 Conference Attendance Table

ORGANISATION	DELEGATES	OBSERVERS
Local Government NSW	Mayor, or their nominee, three 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 their nominee, one Councillor and alternate Councillors determined by the Council	Chief Executive Officer or nominee and the Director Culture and Economy
Australian Airport Association	Mayor, or their nominee, one Councillor and alternate Councillors determined by the Council	Chief Executive Officer or nominee and the Director Culture and Economy
Local Government Women's Conference	Two Councillors and alternate Councillors determined by the Council	Chief Executive Officer or nominee
Local Government Aboriginal	Two Councillors and	Chief Executive Officer or

Network Conference	alternate Councillors determined by the Council	nominee
Australian Local Government Association National General Assembly	Mayor, or their nominee	Chief Executive Officer or nominee

3.1.14 Councillors may attend other conferences with the approval of Council.

3.2 TRAINING AND EDUCATIONAL EXPENSES

- 3.2.1 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.
- 3.2.2 An amount of \$30,000 will be allocated annually for Councillor Professional Development, being \$3,000 annually for each Councillor.
- 3.2.3 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.
- 3.2.4 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.
- 3.2.5 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.
- 3.2.6 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.
- 3.2.7 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.
- 3.2.8 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.

- 3.2.9 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.

3.3 LOCAL TRAVEL AND EXPENSES

- 3.3.1 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.
- 3.3.2 Councillors will be reimbursed for use of a private vehicle in accordance with monetary limits set out in section 2.4 of this Policy.
- 3.3.3 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 out in section 2.4 of this Policy as 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.
- 3.3.4 Vehicle allowance for travel within the LGA can be claimed on [trip in excess of 10km](#).
- 3.3.5 Councillors may claim vehicle allowance for attendance at Council meetings, Standing Committee meetings and Councillor Workshops with no prior approval required.
- 3.3.6 Councillors may claim vehicle allowance when undertaking other **official duties** in their role as a Councillor with prior approval from the Mayor's office.
- 3.3.7 The most direct route must be taken.
- 3.3.8 Councillors will be personally responsible for all traffic or parking fines incurred while travelling in private or council vehicles while on council business.
- 3.3.9 All claims must be made in accordance with sections 2.3.6 to 2.3.8 of this Policy.

3.4 TRAVEL OUTSIDE THE LGA INCLUDING INTERSTATE TRAVEL, ACCOMMODATION AND INCIDENTAL EXPENSES

- 3.4.1 All expenses in this section will be reimbursed in accordance with monetary limits set out in section 2.4 of this Policy.

Travel

- 3.4.2 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.

- 3.4.3 Where trains are used the Council will provide first class travel, including sleeping berths where available.
- 3.4.4 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.
- 3.4.5 Councillors may use private vehicle allowance in accordance with sections 2.4 and 3.2.3 of this Policy. This claim for kilometre allowance is subject to such claim not exceeding economy class air fares to and from the particular destination.
- 3.4.6 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.

Accommodation

- 3.4.7 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.
- 3.4.8 In accordance with section 2.4, Council will pay reasonable double room or twin share accommodation costs the night before and/or after the commitment where this is necessary because of travel and/or in accordance with section 3.4.7.
- 3.4.9 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.

Incidental Expenses

- 3.4.10 So that Councillors, as representatives of the Council whilst on official business are not financially disadvantaged, Councillors shall be entitled to claim incidental expenses.
- 3.4.11 The amount of the payment under Clause 3.4.10 shall be equal to reasonable costs substantiated by a tax invoice receipt or statutory declaration to the effect that the expenditure was incurred, and up to the relevant daily limits as per section 2.4 of this Policy.
- 3.4.12 Such payment shall be made to cover incidental expenses associated with the official business, such as conferences, such as:
- (a) laundry - Council will meet the cost of reasonable laundry or dry cleaning services whilst away on Council business, if necessary;
 - (b) optional activities in a conference program where approved by the Chief Executive Officer;
 - (c) gifts taken - If it is appropriate that gifts be required for presentations, Council will provide items as determined by the Chief Executive Officer.

- 3.4.13 The following items are expressly excluded from incidental expenses that will be funded by Council:
- (a) 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.
 - (b) 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.
- 3.4.14 An advance payment to the Councillor's bank account for any meals not included in registration/accommodation costs may be paid. The amount payable per meal is defined in section 2.4 of this policy. Any request for advance payment of meals must be completed on the attached form (Appendix 4). Refer section 2.3.9 to 2.3.12.

3.5 OVERSEAS TRAVEL

- 3.5.1 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.
- 3.5.2 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.
- 3.5.3 Retrospective re-imburement for overseas travel is not permitted.
- 3.5.4 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.
- 3.5.5 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.*

3.6 CARE

- 3.6.1 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.
- 3.6.2 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.
- 3.6.3 Limits for the cost of care are as stated in section 2.4 of the Policy.

3.7 SPOUSE AND PARTNER EXPENSES

- 3.7.1 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 (3.3.1).
- 3.7.2 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.
- 3.7.3 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.

3.8 INSURANCE

Personal Accident Insurance

- 3.8.1 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.

Professional Indemnity/Public Liability Insurance

- 3.8.2 Public 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.
- 3.8.3 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.

Councillors' and Officers' Liability Insurance

- 3.8.4 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.
- 3.8.5 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.

3.9 LEGAL EXPENSES

Legal and Representation Costs – Enquiries, Investigations, Hearings, etc

3.9.1 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.

3.9.2 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.

3.9.3 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.

3.9.4 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.

3.9.5 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.

Legal Advice

3.9.6 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.

3.10 ADDITIONAL EXPENSES FOR THE MAYOR

3.10.1 See section 2.4 for additional monetary limits for the Mayor.

4. PROVISION OF FACILITIES

4.1 PROVISION OF EQUIPMENT AND FACILITIES FOR COUNCILLORS

4.1.1 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.

4.1.2 Secretarial service including typing, photocopying, printing and postage for the following purposes:

- a) Initiating correspondence to, and answering correspondence received from, 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.

4.1.3 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.

4.1.4 Suitable stationery supplies.

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

4.1.5 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, as per the Councillor and Staff Interaction Policy.

- 4.1.6 Preparation of media material for the chairpersons of Council's Standing Committees in respect of Committee issues.
- 4.1.7 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.
- 4.1.8 The provision of an electronic tablet device, appropriate broadband communications and a suitable printer in the Dubbo Civic Administration Building.
- 4.1.9 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.
- 4.1.10 An appropriate space for Councillors be provided Monday to Friday 8am – 8pm to allow them to meet with ratepayers.
- 4.1.11 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.
- 4.1.12 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, tablet or laptop for the period that they will be on leave.

4.2 PROVISION OF ADDITIONAL EQUIPMENT AND FACILITIES FOR MAYORS

- 4.2.1 The use of Mayoral Robes and Chain of Office
- 4.2.2 Suitable office accommodation in the Dubbo Civic Administration Building including the provision of a computer and software packages that enable email and internet services.
- 4.2.3 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.
- 4.2.4 If the Mayor so chooses, a vehicle will be provided in accordance with the corporate Fleet Policy. This service is reviewed following each Mayoral election, having regard to the sustainability of the vehicle prior to changeover.

Alternatively, the Mayor may utilise their personal vehicle, if suitable, and maintain a logbook for reimbursement of kilometres travelled while carrying out Civic duties up to the limit set out in section 2.4.2. Such reimbursement must be submitted on the prescribed form every three months and be accompanied by supporting documentation (log book).

- 4.2.5 A mobile telephone service for which all expenses are paid but which is to be used exclusively for Council and Civic duties.

- 4.2.6 Preparation of media material for the Mayor in respect of Council activities.
- 4.2.7 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 section 3.1) by the Mayor and partner/accompanying person shall be paid by Council.
- 4.2.8 If the Mayor so chooses, a credit card facility with a monthly card limit up to \$5,000 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. Initial approval to hold a Corporate Purchase Card must come from the CEO. The Corporate Purchase Card cannot be used for the following:
- Cash advances under any circumstances.
 - Accommodation/travel and work related expenses – preferred payment is via the administration team of the Mayor's Office. The Mayor's Purchase Card may be used for accommodation/travel related expenses in emergency situations and must be submitted to the Executive Manager Governance and Internal Control as soon as practicable.
 - Fines and penalties, unless approved by the CEO (eg, Toll Notices).
 - Private expenditure or personal purchases with a view to reimburse Council at a later date.
 - Split purchases - the cardholder to pay in one credit card transaction and not split the payment.
 - Purchases in conjunction with award points or any personal award card or membership benefits (eg, Frequent Flyer or Woolworths Rewards).
- 4.2.9 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.

5. OTHER MATTERS

5.1 ACQUISITION AND RETURNING OF FACILITIES AND EQUIPMENT BY COUNCILLORS

- 5.1.1 Councillors will be issued with facilities as provided for under this policy upon election to Office.
- 5.1.2 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.

- 5.1.3 Should a Councillor wish to purchase council equipment previously allocated to them at the cessation of their duties, a written request should be submitted to the CEO. A fair market price will be proposed at the time of purchase.

5.2 ANNUAL FEES – MAYOR AND COUNCILLORS

Fees Payable to Councillors

- 5.2.1 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.
- 5.2.2 Such payment shall be subject to Section 254A of the Act and any specific resolution of the Council under Section 254A.

Fees Payable to the Mayor

- 5.2.3 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.
- 5.2.4 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.
- 5.2.5 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.

Fees from Paid Board Positions

- 5.2.6 Councillors and Mayors may keep any fees received from elected board positions, where such positions directly related to their position as Councillor or Mayor on the provision that any such position must be endorsed by Council.

5.3 SUPERANNUATION

- 5.3.1 In accordance with section 254B of the Act, and as resolved by Council on 24 February 2022, a superannuation contribution payment is payable with, and at the same intervals as, the annual fee is payable to Councillors. The amount of a superannuation contribution payment is in line with those payments made to employees of Council.

6. END SECTION

6.1 RESPONSIBILITIES

6.1.1 All Councillors, the Chief Executive Officer and the Executive Manager Governance and Internal Control are responsible for enacting this policy.

6.2 APPENDICES

6.2.1 Appendix 1 – Expenses of Members of Council – Incidental Expenses

6.2.2 Appendix 2 - Expenses of Members of Council – Vehicle Allowance

6.2.3. Appendix 3 - Expenses of Members of Council – Meals

6.2.4 Appendix 4 – Statutory Declaration Form

DRAFT

EXPENSES OF MEMBERS OF COUNCIL

Incidental Expenses

(Including meals when purchased within the Dubbo Regional LGA)



Please complete this form and return to the Governance Team Leader.

NOTE: Reimbursement of incidental expenses must be accompanied by the relevant approvals from the Mayor's office and receipts.

APPLICANT DETAILS	
Title	Councillor
Name/s	

INCIDENTAL EXPENSES			
Date		Meeting/Function	
Summary of Expenses Claimed			Cost
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total out of pocket expenses			\$

Only expenses incurred in line with the Payment of Expenses and Provision of Facilities for the Mayor and Councillors Policy will be reimbursed.

APPLICANT SIGNATURE	
Signature	
Print Name	
Date	

EXPENSES OF MEMBERS OF COUNCIL

Incidental Expenses

(Including meals when purchased within the Dubbo Regional LGA)



OFFICE USE ONLY

Total payable		
Cost Number		

APPROVAL

EMGIC Signature		Date	
CEO signature		Date	

Submit to: susan.wade@dubbo.nsw.gov.au

Deliver to: Mayor's Office

Cnr Church and Darling St | Dubbo or Cnr Nanima Cres and Warne St | Wellington

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EXPENSES OF MEMBERS OF COUNCIL**Vehicle Allowance**

Section 252, Local Government Act 1993



Please complete this form and return to the Governance Team Leader

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

APPLICANT DETAILS	
Title	Councillor
Name/s	

VEHICLE ALLOWANCE				
Date	Meeting/Function	Start Odometer	End Odometer	Distance Travelled (km)
Total distance claimable				
Engine size				

APPLICANT SIGNATURE	
Signature	
Print Name	
Date	

Submit to: Sonia.fernando@dubbo.nsw.gov.au

Deliver to: Mayor's Office

Cnr Church and Darling St | Dubbo or Cnr Nanima Cres and Warne St | Wellington

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EXPENSES OF MEMBERS OF COUNCIL**Vehicle Allowance**

Section 252, Local Government Act 1993



OFFICE USE ONLY			
Total distance claimable		Amount per km	
Total payable			
Cost number			

APPROVAL			
EMGIC Signature		Date	
CEO signature		Date	

Submit to: Sonia.fernando@dubbo.nsw.gov.au

Deliver to: Mayor's Office

Cnr Church and Darling St | Dubbo or Cnr Nanima Cres and Warne St | Wellington

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EXPENSES OF MEMBERS OF COUNCIL

Meals – Outside of LGA



Please complete this form and return to the Governance Team Leader.

NOTE: Payment of travel expenses must be accompanied by the relevant approvals from the Mayor's office. Meal expenses will be paid before travel if completed forms are received at least one week prior to monthly pay run.

APPLICANT DETAILS	
Title	Councillor
Name/s	

Only meals which are not included in registration fees or provided as part of the event will be reimbursed.

MEALS			
Date/s		Meeting/Function	
Location of function			
Number of breakfasts			
Number of lunches			
Number of dinners			

APPLICANT SIGNATURE	
Signature	
Print Name	
Date	

OFFICE USE ONLY					
Payable/breakfast	\$	Payable/lunch	\$	Payable/dinner	\$
Totals/meal	\$		\$		\$
Total payable					
Cost Number					

APPROVAL			
EMGIC Signature		Date	
CEO signature		Date	

Submit to: susan.wade@dubbo.nsw.gov.au
 Deliver to: Mayor's Office
 Cnr Church and Darling St | Dubbo or Cnr Nanima Cres and Warne St | Wellington

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EXPENSES OF MEMBERS OF COUNCIL

Statutory Declaration



I, _____ (Name)
 of _____ (Address)
 _____ (Occupation)

do solemnly and sincerely declare

_____ *Insert matter declared to. Where the matter is long add the words "as follows:" and then set out in numbered paragraphs.*

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.

_____ (Signature of person making declaration)
 Declared at _____ (Place of declaration)
 On _____ (Date)
 In the presence of _____ (Signature of witness)
 _____ (Name of witness)

See over page for notes, including witness requirements

EXPENSES OF MEMBERS OF COUNCIL

Statutory Declaration



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.



REPORT: Results of Public Exhibition - Draft Terms of Reference - Community Committees

DIVISION: Executive Services
REPORT DATE: 8 April 2022
TRIM REFERENCE: ID22/682

EXECUTIVE SUMMARY

Purpose	Seek endorsement	Addressing Council resolution
Issue	<ul style="list-style-type: none"> The public exhibition period for the draft Terms of Reference for community committees, working parties and forums has now ended. Finalised terms of Reference are to be adopted. Councillor representatives to be determined for each committee. 	
Reasoning	<ul style="list-style-type: none"> Community committees allow a public forum for Councillors and Council staff to consult with representatives of the local community on important local issues. Terms of Reference allow for a consistent understanding for all members regarding expectations, procedures and outcomes of each committee. 	
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: 4.2 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
-
- Theme: 4 Community Leadership
- CSP Objective: 4.1 Our community is active and engaged
- Delivery Program Strategy: 4.1.1 There is demonstrated unity throughout the community

RECOMMENDATION

- 1. That the Terms of Reference, as attached as appendices to this report, be adopted.**
- 2. That the Expression of Interest process for determining community and/or industry representation to the committees, as outlined in the Terms of Reference, commence as soon as practicable.**
- 3. That the Aquatics Working Party be replaced by regular stakeholder meetings as detailed in the report.**
- 4. That Councillor representation be determined for each of the following committees:**
 - a. Two Councillors with two alternatives for the Climate Change and Resilience Committee;**
 - b. One Councillor and one alternative for the Dubbo Regional Livestock Markets Advisory Committee;**
 - c. Two Councillors for the Financial Advisory Committee;**
 - d. Two Councillors for the Multicultural Advisory Committee;**
 - e. The Mayor and one Councillor for the Public Spaces Tree Committee;**
 - f. One Councillor and one alternative for the Reconciliation Action Plan Working Party;**
 - g. One Councillor and one alternative for the Sister City Committee;**
 - h. One Councillor and one alternative for the Social Justice Advisory Committee;**
 - i. One Councillor and one alternative for the SPARC Committee;**
 - j. Two Councillors for the Villages Committee;**
 - k. One Councillor and one alternative for the Cultural and Tourism Facility Committee;**
 - l. Two Councillors for the Wellington Town Committee; and**
 - m. Three Councillors for the Wiradjuri Tourism Product Committee.**

Abbey Rouse
Executive Manager Governance and Internal Control

HY
Administration Officer -
Governance and Internal
Control

BACKGROUND

Previous Resolutions of Council

10 March 2022 (Corporate Services Committee)	1. That the draft Terms of Reference, as attached as appendices to this report, be endorsed for the purpose of Public Exhibition.
24 March 2022 (Adopted by Council)	2. That, following Public Exhibition, a further report be presented to Council for the adoption of the Terms of Reference documents, incorporating any changes.
	3. That all committees, working parties, forums and panels outlined in the report be reviewed in 2023 as to their effectiveness and sustainability, with a report provided to Council in October 2023.

At the above meeting, the following community committees for adopted by Council, with their Terms of Reference be endorsed for the purposes of public exhibition:

- Climate Change and Resilience Committee (**Appendix 1**)
- Cultural and Tourism Facility Committee (**Appendix 2**)
- Dubbo Regional Livestock Market Advisory Committee (**Appendix 3**)
- Financial Performance Committee (**Appendix 4**)
- Multicultural Advisory Committee (**Appendix 5**)
- Public Spaces Tree Committee (**Appendix 6**)
- Reconciliation Action Plan Working Party (**Appendix 7**)
- Sister City Committee (**Appendix 8**)
- Social Justice Advisory Committee (**Appendix 9**)
- SPARC Committee (**Appendix 10**)
- Villages Committee (**Appendix 11**)
- Wellington Town Committee (**Appendix 12**)
- Wiradjuri Tourism Project Committee (**Appendix 13**)
- Women in Leadership Forum (**Appendix 14**)
- Youth Council (**Appendix 15**)

Many submissions made suggestions as to further committees to be considered by Council. However, the purpose of this report is to make suggested amendments, if any, to the draft Terms of Reference documents, rather than to introduce new committees. A list of committees has already been adopted by Council, noting that a review of all committees is scheduled to take place at the end of the Mayoral Term in October 2023.

REPORT

Consultation

- Councillor workshop held Thursday, 10 February 2022 to review new council other committees, working parties and advisory groups.
- These committees will provide an avenue for consultation between staff and Councillors regarding important community issues.
- Staff have continued to provide feedback on the TORs through ongoing planning meetings.
- Draft Terms of Reference documents went on Public Exhibition for 28 days, allowing for community consultation. The public exhibition period was advertised through the following avenues:
 - Placed on Council’s website from 25 March 2022 to 27 April 2022
 - Notices on the Council Column of the Daily Liberal on 6 April 2022, 13 April 2022 and 20 April 2022
 - Social Media post on 8 April 2022
 - Email sent to all former community committee members
 - Email to relevant staff to share with networks
 - Email to Councillors to share with networks and community members as reasonable
- 24 public submissions were received during the exhibition period, with a further two submissions received after the closing date. Concerns are summarised below, alongside Council’s response. In some instances, multiple respondents submitted similar concerns. Full submissions attached at **Appendix 16**.

General Comments	Council Response	Resulting Update in TOR
<p>Concerns surrounding the accountability of community representatives, and ensuring that they are engaging with their entire communities and are truly representative and responsive to the entire community.</p> <p><i>Submissions: 11, 17</i></p>	<p>The Expression of Interest form will specifically require potential members to thoroughly explain how they plan to engage with their communities in order to best represent their views, as well as how they plan to communicate any information from meetings back to the community.</p> <p>Community members are welcome to provide feedback to Council at any point regarding the responsiveness of their representatives.</p> <p>An additional phrase has been included in the Values and Expectations of all committee TORs referencing the fact that members are to act as a two way conduit of information between Council and the community.</p>	<p>Yes</p>

<p>Suggestion for inclusion of a Cycling Committee to bring together various stakeholders to promote and enhance cycling opportunities.</p> <p><i>Submission: 1</i></p>	<p>The purpose of the public exhibition is to provide feedback on the draft Terms of Reference documents for committees already adopted by Council, rather than to introduce new committees. All committees will be reviewed in October 2023, at which point further committees may be considered.</p>	<p>No</p>
<p>Suggestion for inclusion of a Disability Access Committee.</p> <p><i>Submissions: 3, 7</i></p>	<p>See above comment.</p>	<p>No</p>
<p>Suggestions for the inclusion of an Economic Development Committee</p> <p><i>Submission: 14</i></p>	<p>See above comment.</p> <p>Council has committed to a quarterly report to Council regarding economic development in the region. The Mayor has also committed to monthly meetings with the Chamber Board. Consultation with stakeholders on the broad range of issues that impact regional growth and development are best addressed on a specific challenge or opportunity. This has been recently successful with stakeholder meetings regarding housing.</p>	<p>No</p>
<p>Suggestion for inclusion of Dubbo Regional Theatre and Convention Centres (DRTCC) Consultative Committee to review and provide input on the operations of the theatre and its accessibility to the local community.</p> <p><i>Submissions: 2, 6, 9, 16, 19</i></p>	<p>Concerns raised by community members in a range of correspondence have been largely operational by nature. It is proposed that the Director and Manager work with key community stakeholders to establish a regular forum of collective key users (from local industry and community groups) to discuss challenges and opportunities. Councillors would be provided opportunity to attend such forums. Any strategic matters, or items related to a Council Policy, would be directed to Council following consultation with this user group.</p> <p>As a cultural facility serving visitors and locals, the DRTCC is included in the Cultural and Tourism Facility Committee. Achievement of cultural outcomes, including performance art, is captured in a strategic, community endorsed manner through the SPARC Cultural plans. Input sought for the performing arts industry could also be garnered through the SPARC Committee.</p>	<p>No</p>

	<p>Community members calling for the creation of the DRTCC committee should be encouraged to apply for the Cultural and Tourism Facility Committee and/or the SPARC committee</p> <p>This process could be reviewed as part of the committee review process in 12 months to identify if community members feel their input on the accessibility of the DRTCC has been appropriately provided through the abovementioned avenues.</p>	
<p>Commend Council commitment to the Aboriginal community and social justice issues</p> <p><i>Submission: 7</i></p>	Noted.	No
<p>There are multiple community committees which exist external to Council which cover the same aspects of the community. Council should communicate with these existing committees rather than duplicating them.</p> <p><i>Submission: 12</i></p>	Noted. All committees will be reviewed in October 2023, at which point the effectiveness of each committee will be reviewed, with consideration given as to whether duplication has impacted the success of the committee.	No
Climate Change and Resilience Committee	Council Response	
<p>Commend Council on broad range of committees, particularly Climate Change and Resilience Committee, acknowledging the roles of both Council and the community. General support for the committee.</p> <p><i>Submissions: 4, 24</i></p>	Noted.	No
<p>Need further details on how recommendations of the committee would be shared with the community.</p> <p><i>Submission: 5</i></p>	Minutes of this committee will be submitted to the following Infrastructure, Planning and Environment Committee meeting, which is a public document available on Council's website.	No
<p>Suggestion of inclusion of specific staff positions,</p>	Council staff who have an interest in, or knowledge of, items being discussed at the	No

<p>including Manager Infrastructure Strategy and Design and one position to focus on resilient material selections and acquisition decisions. <i>Submission: 5</i></p>	<p>meetings are welcome to attend.</p>	
<p>There should be more positions for community members. <i>Submission: 24</i></p>	<p>Official membership has been updated to ensure that the community is adequately represented, which has led to a reduction in the number of staff positions on the committee. There are now eight community representatives, three staff, and two Councillors. This ensures the balance between community and staff representation is more heavily weighted towards the community.</p>	<p>Yes</p>
<p>Concerns that the confidentiality of the meetings and representation could lead to secrecy, limiting the committee's ability to respond to the community, which they should represent. This could generally lead to an ineffective committee which just 'ticks a box.' <i>Submissions: 24</i></p>	<p>The contents of meetings will only remain confidential until the minutes of the meeting have been confirmed, which is usually within five working days of the meeting. The intent is not to make the content of the meetings secret, but rather to ensure accuracy regarding the communication of discussions held during meetings.</p> <p>Membership of community committees will not be confidential, but rather the contact details and other personal information of each member will remain confidential, in line with the Privacy and Personal Information Protection Act 1998. It will be the decision of individual members as to how to share their contact details with the communities they represent.</p>	<p>No</p>
<p>Dubbo Regional Livestock markets Advisory Committee</p>	<p>Council Response</p>	
<p>Suggestion that Dubbo Stock and Station Agent Association (DSSA) be formally represented alongside community members of the DRLM Advisory Committee. <i>Submissions: 8, 13, 15, 21, 22</i></p>	<p>The importance of the DSSA in operations of the DLM is noted. The community representatives of the committee have been updated as follows:</p> <ul style="list-style-type: none"> • Two representatives of the key lease holders (DSSA), to nominated by the DSSA; • Three independent skilled community representatives; • Three supply chain representatives (such as farmers, buyers, transport industry 	<p>Yes</p>

	workers); and • Three senior management level government representatives (such as LLS, transport, Regional NSW, Primary Industries)	
Financial Sustainability Committee - Late submission	Council Response	
An additional aim of financial sustainability should be included. <i>Submission: 25</i>	The implied intent of the committee is to ensure financial sustainability. There is merit in making this objective more explicit, and this has been reflected in the updated TOR.	Yes
Multicultural Advisory Committee	Council Response	
Additional purpose should be to establish working relationship with Multicultural NSW, a government agent. <i>Submission: 20</i>	The following two points, under section 3, Purpose, of the TOR would include such relationship building: <i>e. Advise, share relevant information and facilitate partnerships that nurture cultural diversity and increase community connections including organising information forums</i> <i>f. Support initiatives undertaken by organisations, community groups and residents to celebrate, promote and support respectful relationships between and among multicultural groups</i>	No
Public Spaces Tree Committee	Council Response	
TOR much improved on previous years. <i>Submissions: 18, 23</i>	Noted	No
Recommends a specific Wellington representative. <i>Submission: 23</i>	A call for community representatives will be open to members of the community. This allows for a Wellington representative to nominate. A dedicated Wellington representative is not supported.	No
Request for items of General Business to be included on the agenda, noting the Correspondence cut off could limit members' ability to submit correspondence relevant to the particular meeting. <i>Submissions: 18, 23</i>	Correspondence has been included on the Order of Business to allow committee members the opportunity to suggest business prior to the meeting. The requirement for correspondence to be submitted seven days in advance is to allow for the agenda to be released in a timely manner, ensuring all members have sufficient time to read the agenda prior to a meeting. Agendas are released up to one week prior to the meeting, and require significant administrative input to be compiled.	No

	Should a committee member wish to address an item which is already on the agenda, they can do so through discussions at the meeting.	
The committee should be strategic rather than operational, focusing on long term strategies and planning; this should be reflected in the frequency of meetings. <i>Submissions: 18, 23</i>	Under section 3 of the Terms of Reference, one of the purposes of the committee is to: <i>b. Provide input into strategic tree planning documents, as required and requested.</i>	No
Requests a definition of community land be included. <i>Submission: 23</i>	Community Land and Operational Land are as defined in the Local Government Act 1993, under Part 2 of Chapter 6. Classification of land is identified in the Dubbo Regional Local Environmental Plan, and clearly identifies land which should be kept for use by the general public (community land), and land which may be used for other purposes (operational land). For more information regarding use of community land, refer to the Act (Chapter 6, Part 2). This explanation of community land has been included in the TOR, and may be discussed at the first meeting of the committee if required.	Yes
Sister City Committee	Council Response	
Concerns that the Sister City Committee was abandoned and would like to see the committee active in preparation for when activities can recommence. <i>Submission: 16</i>	Few meetings were held due to travel restrictions in place as a result of the COVID-19 pandemic. However, the Sister City Advisory Committee continued throughout the last term of Council, with one meeting held 3 March 2021. As international travel was restricted, the Sister Cities Officer focused on other activities, including work on the Shoyoen Sound Walk, an interactive mobile app providing self-guided sound walks and tours.	No
SPARC Committee	Council Response	
The acronym SPARC, and thus the title of this committee, is ambiguous and not fully explained within the Terms of Reference. The name should either be changed or explained. <i>Submission: 10</i>	Noted. SPARC is the name of Councils 2020 Cultural Plan. A sub-heading has now been added to the committee to expand on the acronym: Shaping Plans to Advance Regional Culture	Yes

Villages Committee	Council Response	
<p>The village of Kerrs Creek is missing from the list of villages represented by/on the committee.</p> <p><i>Submission: 11</i></p>	<p>Council acknowledges the need for a consistent and specific definition of 'village' for the purpose of this committee. The list of villages has been update to reflect those zoned RU5 Village under the Dubbo Regional Local Environmental Plan, with the addition of Brocklehurst which is determined to be a village for rating purposes.</p> <p>Despite the eight villages mentioned specifically in the TOR, should a resident of a village not listed wish to put forward and EOI for a position on the committee, it will be considered as a valid application.</p>	<p>Yes</p>
Wiradjuri Tourism Project Committee - Late submission	Council Response	
<p>Community representation should be determined by Dubbo Aboriginal Community Working Party (DACWP) <i>in consultation with DRC.</i></p> <p><i>Submission: 26</i></p>	<p>It would be beneficial strategically and operationally to have the Wiradjuri Tourism Project Committee, and the Dubbo Aboriginal Working Party, (as Council's endorsed conduit to our indigenous community) aligned.</p> <p>As the Tourism Centre is to act as a hub and spoke to other Wiradjuri Tourism experiences, and reflect Wiradjuri content outside of Dubbo, the engagement of community in Wellington, our regional villages and neighbouring LGAs will be captured through consultant interpretation planning process.</p> <p>Section 5, Positions has been updated to reflect this as follows: four community members nominated by the Dubbo Aboriginal Community Working Party (DACWP). These nominees do not have to be current members of the DACWP, but their representation on the committee is undertaken under the condition that they are acting as representatives and thus proactive, consistent communication with DACWP will be required.</p> <p>Section4, Membership has also been updated to the following: <i>Community representation will be determined by way applicants being decided by the Dubbo Aboriginal Working Party as a sub-committee, in conjunction with the</i></p>	<p>Yes</p>

	<i>relevant Director.</i>	
<p>Language needs to be consistent with the DRC RAP plan and website, specifically regarding the use of the term Indigenous.</p> <p><i>Submission: 26</i></p>	<p>The TOR reflects the working title of the grant funded project. Communications from the committee, and relating to the project will be in alignment with the (to be endorsed) RAP. The word Indigenous has been replaced with Aboriginal, to ensure consistency in language across all committees.</p>	Yes
<p>Section 3 – Purpose</p> <ul style="list-style-type: none"> • Questions whether there will be any communication between the committee and management of the centre (Wiradjuri Tourism Centre). • Would like to see more opportunities to provide feedback to Council, other than supplying minutes to standing committees. • Suggestion for inclusion of purpose surrounding the facilitation of discussions amongst interested parties on opportunities to enhance the centre for growth and development. • Promote increased Aboriginal representation across all touch points of the Wiradjuri Tourism Centre. • Seeks clarification on section 3(d) <p><i>Submission: 26</i></p>	<p>With Working Party providing the nominations to the committee, they will have direct representation on the project committee and the full representation of any community positions</p> <p>A flow on of information between the project and committee will fall to the respective committee members. The committee can recommend any specific items to be discussed with full Working Party if desired, and for the relevant project manager to attend such meetings to receive feedback.</p> <p>The number of Councillor representatives has also been updated to three. This is to reflect the significance of this project, and project committee, in achieving cultural, social and economic outcomes to establish a positive legacy in line with community needs and project scope.</p> <p>It is proposed to alter section 7, Delegations and Reporting to include a point that the Chairperson of Dubbo Aboriginal Working Party will be provided a copy of any meeting minutes post adoption by Council.</p>	Yes
<p>Section 7 – Delegations and Reporting</p> <ul style="list-style-type: none"> • Suggestion of two way process surrounding recommendations in which the Director will provide updates and feedback to the committee • Questions regarding the Culture and Community Committee, its purpose and 	<p>The Director Community, Culture and Places, as well as the Chief Executive Officer (or delegate) are now listed as members of the committee, and thus will be available to provide feedback to the committee and a two way communication process.</p> <p>The Culture and Community Committee is a Standing Committee of Council. A Standing Committee is a committee whose members are all Councillors (as established by the Code of</p>	Yes

<p>representation. <i>Submission: 26</i></p>	<p>Meeting Practice). Only Councillors may be members of the Culture and Community Committee. As defined in the Positions of the TOR, one (now recommended three) Councillor will also be a member of the Wiradjuri Tourism Project Committee and will provide a link back to Council, via the Culture and Community Committee.</p>	
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Resourcing Implications

- Staffing commitments for recruitment for community committees will be required for the following tasks:
 - Advertising for community members
 - Reviewing expressions of interests (EOIs) for community positions
 - Liaising with applicants
- The number of committees meetings proposed represents an increase from 17 meetings per year to approximately 77 meetings per year, which will have an impact on staffing resources.
- Other resourcing implications, including potential staff costs for out of hours meetings, were outline in the report to Council on 10 March 2022 (and amount to between \$3,000 - \$4,800 per year).

Table 1 provides a summary of proposed committees, with Councillor representatives to be determined by resolution.

Committee	Indicative Meeting Frequency	Councillor Members
Climate Change and Resilience Committee	Quarterly – 4 per year	2 x Councillors 2 x alt. Councillors CEO or Director Director Development and Environment Manager Resource Recovery and Efficiency (or relevant manager)
Cultural and Tourism Facility Committee	Quarterly – 4 per year	1 x Councillor 1 x alt. Councillor Director Community Culture and Places Manager Visitor Experiences Manager Economic Development and Marketing
DRLM Advisory Committee	Quarterly – 4 per year	Mayor (or nominee) 1 x Councillor 1 x alt. Councillor CEO Director Organisational Performance

		Manager Dubbo Regional Livestock markets
Financial Performance Committee	Every two months or as required – 6+ per year	Mayor Deputy Mayor 2 x Councillors CEO Director Organisational Performance Chief Financial Officer
Multicultural Advisory Committee	Quarterly – 4 per year	2 x Councillors Director Community, Culture and Places Manager Community Services Sister Cities Officer
Public Spaces Tree Committee	Held as required (3 in 2021)	Mayor 1 x Councillor Director Community, Culture and Places Director Development and Environment Director Infrastructure
Reconciliation Action Plan Working Group	Held monthly while the RAP is being finalised, and then every second month after launch – 12 per year	1 x Councillor 1 x alt. Councillor Director Community, Culture and Places Aboriginal Liaison Officer 6 x staff positions
Sister City Committee	Held once per year until travel restrictions ease	1 x Councillor 1 x alt. Councillor Director Community, Culture and Places Sister Cities Officer
Social Justice Advisory Committee	Quarterly – 4 per year	1 x Councillor 1 x alt. Councillor Director Community Culture and Places of Manager Community Service
SPARC Committee	Quarterly – 4 per year	1 x Councillor 1 x alt. Councillor Director Community Culture and Places Selected council staff
Villages Committee	Quarterly or as required by special projects – 4 per year	2 x Councillors CEO Director Strategy, Partnerships and Engagement
Wellington Town	Quarterly and as required by	2 x Councillors

Committee	special projects – 4+ per year	CEO Director Strategy, Partnerships and Engagement Manager Community Services
Wiradjuri Tourism Project Committee	Quarterly – 4 per year	3 x Councillors CEO Director Community, Culture and Places Manager Regional Experiences
Women in Leadership Forum	3 events per year	1 x Councillor OR Council staff to host
Youth Council	Monthly – 12 per year	1 x Councillor 1 x alt. Councillor

Options Considered

Public submissions, as well as further consultation with staff, were considered and the following changes have been made to the original Terms of Reference. All changes to the documents have been marked in green in the attached TORs.

Across All Committees

- Minor spelling, formatting and typographical errors have been corrected.
- Due to upcoming organisational restructure, staff representatives under *Positions* and throughout the documents have been updated to reflect the relevant director/directorate if any changes have occurred in the area.
- To ensure consistency across all committees during the Expression of Interest (EOI) Process, the selection panel for determining EOIs has been amended in each TOR to comprise of the Councillor representative(s), the CEO and/or relevant Director, and a relevant staff member. The relevant staff member provides accurate expert knowledge and awareness of organisational strategies in each area, and will provide valuable insight into the selection process and makeup of committees.
- Inclusion, under Values and Expectations, of a statement regarding the responsibility of committee members to act as a two way conduit of information.

Aquatics Working Party (Appendix 17)

It is recommended to replace the Aquatics Working Party with regular stakeholder engagement sessions. As part of operational planning it is proposed to hold a specific meetings key stakeholders to communicate any changes to process/procedures as well as receive feedback/suggested improvements. Examples would be meetings with swim clubs, school hirers, event promoters, etc. Council will also provide a suggestions/feedback mechanism for the regular users of the facilities.

Opportunities to provide feedback on hours of operation and fees and charges, for example, would occur during the broader consultation period relating to the budget and operational plan.

Climate Change and Resilience Committee (Appendix 1)

- Following community and staff consultation, membership has been updated to include eight community representatives, three staff representatives, and two Councillors.
- It should be noted that other members of staff are welcome to attend meetings as/if relevant. This has been reflected in the TOR.

Cultural and Tourism Facility Committee (Visitor Experiences Strategy and Performance Committee) (Appendix 2)

- The title has been changed to Cultural and Tourism Facility Committee to better reflect the purpose and aims of the committee, based on staff feedback.
- Staff member positions have been added, as none were previously listed. Staff members from relevant areas will provide industry and expert knowledge and input to discussions.
- The number of industry representatives has been increased from six to eight, to ensure a correct balance between staff and external committee members.

Dubbo Regional Livestock Market Advisory Committee (Appendix 3)

- The wording in Purpose has been updated to reflect the strategic nature of the committee.
- Community and Industry representatives updated as follows:
 - Two representatives of the key lease holders (DSSA), nominated by the DSSA;
 - Three independent skilled community representatives;
 - Three supply chain representatives (eg farmer, buyer, transport);
 - Three senior management level government representatives.
- The three independent members will be selected based upon their business/commercial expertise. This reflects the commercial nature of the DRLM and the significance of the business operations. The independent members will be paid for their attendance at the meetings. Payment will be on a per meeting basis, with fees aligned with the fees set for the independent members of the Audit and Risk Management Committee.

Financial Performance Committee (Appendix 4)

- Explicit reference to the aim of overall financial sustainability under Aim and Purpose.

Public Spaces Tree Committee (Appendix 6)

- Information regarding the origin of the definition of community land and operational land has been included.

Reconciliation Action Plan Working Group (Appendix 7)

- Addition of Director Community, Culture and Places to Positions, as a correction of oversight.

SPARC Committee (Appendix 10)

- A sub-heading, as well as text within the Aim of the committee, has been added to expand upon the name of the Committee.

- Addition of Director Community, Culture and Places to Positions, as a correction of oversight.

Villages Committee (Appendix 11)

- The villages included for formal representation on the Villages Committee have been updated to reflect standard definitions of 'village' across the organisation, including the Local Environmental Plan and rating structures. Although this reduces the number of villages listed in the TOR from 12 to eight, if an expression of interest is received from a resident of a village not expressly listed on the document, which meets all other criteria, they will be considered for membership alongside other applicants. This has also led to a reduction in the number of community representatives from 12 to eight.
- Questions on Notice have been added to the Order of Business, alongside Correspondence, with corresponding deadline extended to 14 days prior to a meeting.

This is to allow members of the public, or community representatives, to submit questions to Council staff and/or Councillors ahead of a scheduled meeting, and thus provide direction for the meeting. The deadline has been brought forward to allow Council staff sufficient time to research and address any questions or correspondence in detail.

Wellington Town Committee (Appendix 12)

- Questions on Notice have been added to the Order of Business, alongside Correspondence, with corresponding deadline extended to 14 days prior to a meeting. This is to allow members of the public, or community representatives, to submit questions to Council staff and/or Councillors ahead of a scheduled meeting, and thus provide direction for the meeting. The deadline has been brought forward to allow Council staff sufficient time to research and address any questions or correspondence in detail.
- A statement has been included under Purpose to note the functions of other committees, and the desire to avoid duplication or omission of discussion items between the various community committees. For example, matters to do with the Wellington Caves complex would be addressed by the Cultural and Tourism Facilities Committee.

Wiradjuri Tourism Project Committee (Appendix 13)

- Minor changes to clarify wording in the Aim and Purpose of the committee.
- Two additional points under Purpose based on staff feedback around the long term purpose of the committee.
- The word Indigenous has been replaced with Aboriginal, to ensure consistency in language across all committees.
- The membership of the committee has been updated to include relevant staff members, including the CEO (or delegate), the Director People, Culture and Places, and the Manager Regional Experiences, as well as to align the community membership to form a sub-committee of the Dubbo Aboriginal Community Working Party, alongside two Traditional Owners.

- Increased number of Councillors on the committee from one to three, removing the need for an alternative Councillor.
- Inclusion under Delegations and Reporting that the minutes of the Culture and Community Committee be provided to the Chair of the Dubbo Aboriginal Community Working Party for information. This will identify that the minutes of the Wiradjuri Tourism Project Committee where see by the Council (via the Standing Committee).

Preferred Option

- That the draft Terms of Reference, as amended and attached at **Appendices 1 to 15** of this report, be adopted and that the Expression of Interest process to fill community and industry representative positions commence as soon as practicable.
- That the Aquatics Working Party be removed, in favour of stakeholder engagement sessions as outline in the report.
- Should there be no or insufficient expressions of interest to fill a committee, such information will be brought back to Council for a determination on how to proceed.

Planned Communications

- Those who made submissions will be notified of the outcome of the Committee meeting, and informed of when the recommendation will be considered by Council (being 26 May 2022).
- Council's Governance and Internal Control branch will work with key staff to develop robust Expression of Interest forms for each committee.
- The Expression of Interest process will be shared on Council's website, social media, Council Column in the Daily Liberal, as well as with relevant networks and previous members of Council committees and advisory panels, with the aim of encouraging a broad range of people to submit EOIs.
- Council staff who are members of committees will be notified, and internal Expression of Interest processes will commence to fill undetermined staff positions.

Timeframe

Key Date	Explanation
26 May 2022	Recommendations of the Corporate Services Committee to be considered by Council
30 May 2022	Expressions of Interest open
17 June 2022	Expressions of Interest close
17 June 2022 – 30 June 2022	Panels deliberate
Early July 2022	Applicants notified of decisions
Late July – August 2022	First committee meetings to be scheduled

APPENDICES:

- [1](#) Final Draft Terms of Reference - Climate Change and Resilience Committee
- [2](#) Final Draft Terms of Reference - Cultural and Tourism Facility Committee
- [3](#) Final Draft Terms of Reference - Dubbo Regional Livestock Markets Advisory Committee
- [4](#) Final Draft Terms of Reference - Financial Performance Committee
- [5](#) Final Draft Terms of Reference - Multicultural Advisory Committee
- [6](#) Final Draft Terms of Reference - Public Spaces Tree Committee
- [7](#) Final Draft Terms of Reference - Reconciliation Action Plan Working Party
- [8](#) Final Draft Terms of Reference - Sister City Committee
- [9](#) Final Draft Terms of Reference - Social Justice Advisory Committee
- [10](#) Final Draft Terms of Reference - SPARC Committee
- [11](#) Final Draft Terms of Reference - Villages Committee
- [12](#) Final Draft Terms of Reference - Wellington Town Committee
- [13](#) Final Draft Terms of Reference - Wiradjuri Tourism Project Committee
- [14](#) Final Draft Terms of Reference - Women in Leadership Forum
- [15](#) Final Draft Terms of Reference - Youth Council
- [16](#) Public Submissions - Draft Community Committees Terms of Reference
- [17](#) To Be Removed - Draft Terms of Reference - Aquatics Working Party



Climate Change and Resilience Committee

Terms of Reference

1. Values and Expectations

Dubbo Regional Council (DRC) committees, working groups and panels are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Committees, working groups and panels are not decision making bodies.

DRC is committed to our values: Progressive, Sustainable, One Team, and Integrity. All DRC committee members are expected to act in accordance with our values and to work constructively together. These behaviours are expected of all committee members:

- Members will conduct themselves with respect to Council and each other
- **Members will act as a two way conduit of information between Council, and the community/organisation they have been nominated to represent**
- Members will confine their contributions to statement of facts
- Members will not insult or make personal reflection or impute improper motives to each other
- Members will not say or do anything that is inconsistent with maintaining order at meetings or is likely to bring the committee into contempt
- Members will allow other members to put their views without interruption

2. Aim

The aim of the Climate Change Committee is to assist Council and the local community to take strategic and effective action on human induced climate change. This would include a focus on climate change mitigation (emissions reduction) and adaptation (preparing for climate change impacts).

3. Purpose

To provide a platform for Committee members to receive, consider and provide advice on how Council and the local community can take strategic and effective action on human induced climate change.



4. Membership

Members will serve on the committee for the duration of the Mayoral Term. Should a member be absent from three consecutive meetings of the committee (without formal apology or leave granted by the committee), that person will cease to be a member. Any position made vacant under these terms will not be filled until the next round of expressions of interest, in conjunction with the Mayoral Term.

Community representation will be determined by way of open nomination, with successful applicants being decided by the Councillor representative/s, the Chief Executive Officer and/or relevant Director, and a relevant staff member.

Community members should be drawn from sectors of the community which have expertise and/or experience including but not limited to:

- Climate change
- Emissions reduction
- Waste management
- Biodiversity and natural resource management
- Land use planning
- Built environment
- Sustainable food productions systems
- Public health
- Social planning
- Community engagement and education
- Risk management
- Financial analysis

5. Positions

Membership will comprise of:

- Two Councillors with two alternative Councillors
- Eight community representatives
- Three staff representatives coming from each of the divisions of Council:
 - Chief Executive Officer (or alternatively a Director)
 - Director Development and Environment
 - Manager Resource Recovery and Efficiency (or relevant manager)

Other staff to attend when required.

The Chair will be a Councillor representative.

The minute taker will be an Administration Officer from Development and Environment.





6. Support and Administration

Council's Governance and Internal Control (GIC) branch will be responsible for the following arrangements:

- Sending meeting invitations
- Booking meeting rooms
- Preparing agendas
- Distributing agendas
- Preparing dummy minutes
- Finalising and distributing minutes

Council's Resource Recovery and Efficiency branch will be responsible for the following:

- Confirming meeting dates with GIC
- Confirming agenda items and preparing reports
- Taking minutes using the dummy minutes proforma created by GIC, and returning to GIC within three business days of the meeting
- All matters to do with nomination, selection and replacement of committee members

Committee members will be responsible for the following:

- Responding to meeting invites; providing an apology in advance where necessary
- Reading agendas and accompanying reports ahead of any meeting
- Attending and contributing to meetings

7. Delegations and Reporting

The committee will have no delegated authority from the Council to make decisions binding the Council.

Outcomes of the committee will inform reports, with recommendations, as required, to the Council under the Director Development and Environment. Reports may include:

- Meeting minutes – to be submitted for notation to the Planning, Development and Environment Committee
- Specialist reports as requested by the Council





8. Meetings

Meetings will take place quarterly or as required for consideration of matters brought by the CEO.

9. Outcomes

The quorum is half plus one.

In the event that the group is unable to come to a cohesive understanding on any matter or discussion item, a vote will be taken and will be noted in the minutes.

10. Order of Business

The order of business for each committee meeting will be:

1. Apologies
2. Conflicts of Interest
3. Confirmation of Minutes/Report of the Committee
4. Reports from Staff
5. Other items as required

11. Confidentiality and Communication

Confidentiality is to be maintained by all members of the committee, pursuant to guidelines of the Local Government Act. Discussions will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media.

The identity, including personal information (such as contact details) of committee members is not to be shared without the express permission of the member in question.

Prior to any public and/or media comment (including social media) on matters addressed by the committee, members will consult with the Director Development and Environment.

Committee members will not speak publicly on behalf of the committee without the express direction of the Director Development and Environment.





12. Code of Conduct

Elected officials (Councillors) must abide by the Code of Conduct which can be found on [Council's website](#). Representatives of Council administered committees, working groups or advisory panels must also abide by Council's Code of Conduct.





Cultural and Tourism Facility Committee

Terms of Reference

1. Values and Expectations

Dubbo Regional Council (DRC) committees, working groups and panels are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Committees, working groups and panels are not decision making bodies.

DRC is committed to our values: Progressive, Sustainable, One Team, and Integrity. All DRC committee members are expected to act in accordance with our values and to work constructively together. These behaviours are expected of all committee members:

- Members will conduct themselves with respect to Council and each other
- **Members will act as a two way conduit of information between Council, and the community/organisation they have been nominated to represent**
- Members will confine their contributions to statement of facts
- Members will not insult or make personal reflection or impute improper motives to each other
- Members will not say or do anything that is inconsistent with maintaining order at meetings or is likely to bring the committee into contempt
- Members will allow other members to put their views without interruption

2. Aim

The aim of the **Cultural and Tourism Facility Committee** is to support the strategic direction and guidance of operations within Council facilities providing services to local and non-local visitors.

3. Purpose

- a. Provide strategic direction to the development of Council facilities* to provide professional, engaging, **sustainable** experiences to local and non-local visitors.
- b. Provide oversight and input to improvement on the performance of such facilities.



- c. Provide advice and input regarding strategic partnership of facilities with other like-minded regional facilities and wider industry.
- d. Provide community lens to the balance of community value and benefit to a broad range of challenges and opportunities. (to be included in other committees?)

*Facilities include: Wellington Caves, Old Dubbo Gaol, Western Plains Cultural Centre (Gallery and Museum experience), DRTCC and Wellington Civic Centre, Visitor Information Centres, Wellington Old Police Station Facility, Wellington Wiradjuri Community Centre.

4. Membership

Members will serve on the Committee for the duration of the Mayoral Term. Should a member be absent from three consecutive meetings of the committee (without formal apology or leave granted by the committee), that person will cease to be a member. Any position made vacant under these terms will not be filled until the next round of expressions of interest, in conjunction with the Mayoral Term.

Community representation will be determined by way of open nomination, with successful applicants being decided by the Councillor representative/s, the Chief Executive Officer and/or relevant Director, and a relevant staff member.

Positions should be skills based positions related to the visitor economy.

5. Positions

Membership will comprise of:

- One Councillor with one alternative Councillor
- Director Community, culture and Places
- Manager Visitor Experiences
- Manager Economic Development and Marketing
- Up to eight industry representatives

The Chair will be the Councillor representative.

The minute taker will be the Administration Officer Regional Experiences.

6. Support and Administration





Council's Governance and Internal Control (GIC) branch will be responsible for the following arrangements:

- Sending meeting invitations
- Booking meeting rooms
- Preparing agendas
- Distributing agendas
- Preparing dummy minutes
- Finalising and distributing minutes

Council's Regional Experiences branch will be responsible for the following:

- Confirming meeting dates with GIC
- Confirming agenda items and preparing reports
- Taking minutes using the dummy minutes proforma created by GIC, and returning to GIC within three business days of the meeting
- All matters to do with nomination, selection and replacement of committee members

Committee members will be responsible for the following:

- Responding to meeting invites; providing an apology in advance where necessary
- Reading agendas and accompanying reports ahead of any meeting
- Attending and contributing to meetings

7. Delegations and Reporting

The committee will have no delegated authority from the Council to make decisions binding the Council.

Outcomes of the committee will inform reports, with recommendations, as required, to the Council under the Director [Community, Culture and Places](#). Reports may include:

- Meeting minutes – to be submitted for notation to the Culture and Community Committee.
- Specialist reports as requested by the Council

8. Meetings





Meetings will be held quarterly or as required for consideration of matters brought by the CEO.

9. Outcomes

The quorum is half plus one.

In the event that the group is unable to come to a cohesive understanding on any matter or discussion item, a vote will be taken and will be noted in the minutes.

10. Order of Business

The order of business for each committee meeting will be:

1. Apologies
2. Conflicts of Interest
3. Confirmation of Minutes/Report of the Committee
4. Reports from Staff
5. Other items as required

11. Confidentiality and Communication

Confidentiality is to be maintained by all members of the committee, pursuant to guidelines of the Local Government Act. Discussions will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media.

The identity, including personal information (such as contact details) of committee members is not to be shared without the express permission of the member in question.

Prior to any public and/or media comment (including social media) on matters addressed by the committee, members will consult with the Director [Community, Culture and Places](#).

Committee members will not speak publicly on behalf of the committee without the express direction of the Director [Community, Culture and Places](#).

12. Code of Conduct

Elected officials (Councillors) must abide by the Code of Conduct which can be found on [Council's website](#). Representatives of Council administered committees, working groups and panels must also abide by Council's Code of Conduct.





Dubbo Regional Livestock Market Advisory Committee

Terms of Reference

1. Values and Expectations

Dubbo Regional Council (DRC) committees, working groups and panels are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Committees, working groups and panels are not decision making bodies.

DRC is committed to our values: Progressive, Sustainable, One Team, and Integrity. All DRC committee members are expected to act in accordance with our values and to work constructively together. These behaviours are expected of all committee members:

- Members will conduct themselves with respect to Council and each other
- **Members will act as a two way conduit of information between Council, and the community/organisation they have been nominated to represent**
- Members will confine their contributions to statement of facts
- Members will not insult or make personal reflection or impute improper motives to each other
- Members will not say or do anything that is inconsistent with maintaining order at meetings or is likely to bring the committee into contempt
- Members will allow other members to put their views without interruption

2. Aim

The aim of the Dubbo Regional Livestock Market Advisory Committee is to contribute to discussions on strategic aspects of the business, provide informed and independent advice on short and long-term business plans and/or actions and investment, and aligning function outcomes with Council's Community Strategic Plan and supporting regional economic growth.

3. Purpose

- Provide strategic advice to support the operational performance of the facility.**



- b. Provide industry input and advice on short and long term challenges and opportunities relating to the DRLM, that will include matters such as animal welfare, chain of responsibility, and financial return to Council (community).

4. Membership

Members will serve on the Committee for the duration of the Mayoral Term. Should a member be absent from three consecutive meetings of the committee (without formal apology or leave granted by the committee), that person will cease to be a member. Any position made vacant under these terms will not be filled until the next round of expressions of interest, in conjunction with the Mayoral Term.

Community representation will be determined by way of open nomination, with successful applicants being decided by the Councillor representative/s, the Chief Executive Officer and/or relevant Director, and a relevant staff member.

5. Positions

- One Councillor, with one alternative Councillor.
- Mayor, or nominee
- The Chief Executive Officer
- Director Organisational Performance
- Manager Dubbo Regional Livestock Markets
- Two representatives of the key lease holders (Dubbo Stock and Station Agent Association, DSSA), nominated by DSSA
- Three independent skilled community representatives*
- Three supply chain representatives (eg farmer, buyer, transport)
- Three senior management level government representative/s (ie LLS, transport, Regional NSW, Primary Industries)

*The three independent members will be selected based upon their business/commercial expertise. This reflects the commercial nature of the DRLM and the significance of the business operations. The independent members will be paid for their attendance at the meetings. Payment will be on a per meeting basis, with fees aligned with the fees set for the independent members of the Audit and Risk Management Committee.





The Chair will be the Councillor representative.

The minute taker will be the Administration Officer provided by the relevant Division.

6. Support and Administration

Council's Governance and Internal Control (GIC) branch will be responsible for the following arrangements:

- Sending meeting invitations
- Booking meeting rooms
- Preparing agendas
- Distributing agendas
- Preparing dummy minutes
- Finalising and distributing minutes

Council's Dubbo Regional Livestock Markets branch will be responsible for the following:

- Confirming meeting dates with GIC
- Confirming agenda items and preparing reports
- Taking minutes using the dummy minutes proforma created by GIC, and returning to GIC within three business days of the meeting
- All matters to do with nomination, selection and replacement of committee members

Committee members will be responsible for the following:

- Responding to meeting invites; providing an apology in advance where necessary
- Reading agendas and accompanying reports ahead of any meeting
- Attending and contributing to meetings

7. Delegations and Reporting

The committee will have no delegated authority from the Council to make decisions binding the Council.





Outcomes of the committee will inform reports, with recommendations, as required, to the Council under the Manager Dubbo Regional Livestock Markets or Director Culture and Economy. Reports may include:

- Meeting minutes – to be submitted for notation to the [Corporate Services Committee](#).
- Contributions to the internal business strategy
- Specialist reports as requested by the Council

8. Meetings

Meetings will be held quarterly or as required for consideration of matters brought by the CEO.

9. Voting Rights and Rules

The quorum is half plus one.

In the event that the group is unable to come to a cohesive understanding on any matter or discussion item, a vote will be taken and will be noted in the minutes.

10. Order of Business

The order of business for each committee meeting will be:

1. Apologies
2. Conflicts of Interest
3. Confirmation of Minutes/Report of the Committee
4. Reports from Staff
5. Quarterly Business statistics

11. Confidentiality and Communication

Confidentiality is to be maintained by all members of the committee, pursuant to guidelines of the Local Government Act. Discussions will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media.

The identity, including personal information (such as contact details) of committee members is not to be shared without the express permission of the member in question.





Prior to any public and/or media comment (including social media) on matters addressed by the committee, members will consult with the Director [Organisational Performance](#).

Committee members will not speak publicly on behalf of the committee without the express direction of the Director [Organisational Performance](#).

12. Code of Conduct

Elected officials (Councillors) must abide by the Code of Conduct which can be found on [Council's website](#). Representatives of Council administered committees, working groups or advisory panels must also abide by Council's Code of Conduct.





Financial Performance Committee

Terms of Reference

1. Values and Expectations

Dubbo Regional Council (DRC) committees, working groups and panels are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Committees, working groups and panels are not decision making bodies.

DRC is committed to our values: Progressive, Sustainable, One Team, and Integrity. All DRC committee members are expected to act in accordance with our values and to work constructively together. These behaviours are expected of all committee members:

- Members will conduct themselves with respect to Council and each other
- Members will act as a two way conduit of information between Council, and the community/organisation they have been nominated to represent
- Members will confine their contributions to statement of facts
- Members will not insult or make personal reflection or impute improper motives to each other
- Members will not say or do anything that is inconsistent with maintaining order at meetings or is likely to bring the committee into contempt
- Members will allow other members to put their views without interruption

2. Aim

The aim of the Financial Performance Review Committee is to:

- Oversee the investigation into financial performance of specific service areas of Council.
- Explore, investigate and deliberate on budget repair options as they relate to service levels and services of Council.
- To recommend to the Council proposed measures that seek to ensure overall financial sustainability.



3. Purpose

- a. Share information regarding financial performance of service areas between staff and Councillors in a confidential environment to work through options and potential recommendations to Council.
- b. Provide Councillors with in-depth information regarding Council's financial performance to allow them to make informed recommendations to the community regarding financial matters and proposed solutions to less than optimal financial performance, and ensure financial sustainability.

4. Membership

Members will serve on the committee for the duration of the Mayoral Term.

Councillor representation will be determined by way of council resolution.

5. Positions

Membership will comprise of:

- Chief Executive Officer
- Director Organisational Performance
- Chief Financial Officer
- Mayor
- Deputy Mayor
- Two Councillor representatives
- Other Councillors are welcome to attend meetings as observers if they choose

The Chair will be a Councillor representative.

The minute taker will be an Administration Officer from Organisational Performance.

6. Support and Administration

Council's Governance and Internal Control (GIC) branch will be responsible for the following arrangements:

- Sending meeting invitations
- Booking meeting rooms
- Preparing agendas





- Distributing agendas
- Preparing dummy minutes
- Finalising and distributing minutes

Council's Executive Officer Organisational Performance will be responsible for the following:

- Confirming meeting dates with GIC
- Confirming agenda items and preparing reports
- Taking minutes using the dummy minutes proforma created by GIC, and returning to GIC within three business days of the meeting
- All matters to do with nomination, selection and replacement of committee members

Committee members will be responsible for the following:

- Responding to meeting invites; providing an apology in advance where necessary
- Reading agendas and accompanying reports ahead of any meeting
- Attending and contributing to meetings

7. Delegations and Reporting

The committee will have no delegated authority from the Council to make decisions binding the Council.

Outcomes of the committee will inform reports, with recommendations, as required, to the Council under the Chief Financial Officer. Reports may include:

- Meeting minutes – to be submitted for notation to the Audit and Risk Management Committee
- Specialist reports as requested by the Council to be submitted to the Corporate Services Committee

8. Meetings

Meetings will be every two months or as required for consideration of matters brought by the CEO.





9. Outcomes

The quorum is half plus one.

In the event that the group is unable to come to a cohesive understanding on any matter or discussion item, a vote will be taken and will be noted in the minutes.

10. Order of Business

The order of business for each committee meeting will be:

1. Apologies
2. Conflicts of Interest
3. Confirmation of Minutes
4. Reports from Staff
5. General business

11. Confidentiality and Communication

Confidentiality is to be maintained by all members of the committee, pursuant to guidelines of the Local Government Act. Discussions will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media.

The identity, including personal information (such as contact details) of committee members is not to be shared without the express permission of the member in question.

Prior to any public and/or media comment (including social media) on matters addressed by the committee, members will consult with the Director Organisational Performance.

Committee members will not speak publicly on behalf of the committee without the express direction of the Director Organisational Performance.

12. Code of Conduct

Elected officials (Councillors) must abide by the Code of Conduct which can be found on [Council's website](#). Representatives of Council administered committees, working groups and panels must also abide by Council's Code of Conduct.





Multicultural Advisory Committee

Terms of Reference

1. Values and Expectations

Dubbo Regional Council (DRC) committees, working groups and panels are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Committees, working groups and panels are not decision making bodies.

DRC is committed to our values: Progressive, Sustainable, One Team, and Integrity. All DRC committee members are expected to act in accordance with our values and to work constructively together. These behaviours are expected of all committee members:

- Members will conduct themselves with respect to Council and each other
- **Members will act as a two way conduit of information between Council, and the community/organisation they have been nominated to represent**
- Members will confine their contributions to statement of facts
- Members will not insult or make personal reflection or impute improper motives to each other
- Members will not say or do anything that is inconsistent with maintaining order at meetings or is likely to bring the committee into contempt
- Members will allow other members to put their views without interruption

2. Aim

The aim of the Multicultural Advisory Forum is to advocate for residents of the Dubbo Regional Local Government Area (LGA) who are from culturally and linguistically diverse backgrounds, and to promote respect and understanding amongst various cultural groups within the LGA.

3. Purpose

- a. Provide input into the development and implementation of programs and services that ensure equity of access for multicultural community members
- b. Advocate on behalf of culturally and linguistically diverse communities



- c. Ensure the voices of culturally and linguistically diverse communities are heard in Council's decision-making and provide a strategic view of current and emerging issues within culturally and linguistically diverse groups
- d. Promote Council celebrations of culturally and linguistically diverse communities
- e. Advise, share relevant information and facilitate partnerships that nurture cultural diversity and increase community connections including organising information forums
- f. Support initiatives undertaken by organisations, community groups and residents to celebrate, promote and support respectful relationships between and among multicultural groups
- g. Support Council applications for appropriate funding in relation to community building initiatives within the LGA
- h. To support Council in its promotion of the region as a destination for diverse groups
- i. Promote harmony, respect, understanding, trust and fellowship among various cultural groups
- j. Contribute towards the facilitation by community organisations of annual multicultural event/s.

4. Membership

Members will serve on the Committee for the duration of the Mayoral Term. Should a member be absent from three consecutive meetings of the committee (without formal apology or leave granted by the committee), that person will cease to be a member. Any position made vacant under these terms will not be filled until the next round of expressions of interest, in conjunction with the Mayoral Term.

Community representation will be determined by way of open nomination, with successful applicants being decided by [the Councillor representative/s, the Chief Executive Officer and/or relevant Director, and a relevant staff member.](#)

5. Positions

Membership will comprise of:

- Two Councillor representatives
- [Director Community, Culture and Places](#)
- Manager Community Services
- Sister Cities Officer
- Up to eight community representatives





The Chair will be a Councillor representative.

The minute take will be an Administration Officer from the [Community, Culture and Places Division](#).

6. Support and Administration

Council's Governance and Internal Control (GIC) branch will be responsible for the following arrangements:

- Sending meeting invitations
- Booking meeting rooms
- Preparing agendas
- Distributing agendas
- Preparing dummy minutes
- Finalising and distributing minutes

Council's Community Services branch will be responsible for the following:

- Confirming meeting dates with GIC
- Confirming agenda items and preparing reports
- Taking minutes using the dummy minutes proforma created by GIC, and returning to GIC within three business days of the meeting
- All matters to do with nomination, selection and replacement of committee members

Committee members will be responsible for the following:

- Responding to meeting invites; providing an apology in advance where necessary
- Reading agendas and accompanying reports ahead of any meeting
- Attending and contributing to meetings

7. Delegations and Reporting

The committee will have no delegated authority from the Council to make decisions binding the Council.





Outcomes of the committee will inform reports, with recommendations, as required, to the Council under the **Director Community, Culture and Places** or Manager Community Services. Reports may include:

- Meeting minutes – to be submitted for notation to the Culture and Community Committee
- Specialist reports as requested by the Council

8. Meetings

Meetings will be held quarterly or as required for consideration of matters brought by the CEO.

9. Outcomes

The quorum is half plus one.

In the event that the group is unable to come to a cohesive understanding on any matter or discussion item, a vote will be taken and will be noted in the minutes.

10. Order of Business

The order of business for each committee meeting will be:

1. Apologies
2. Conflicts of Interest
3. Confirmation of Minutes/Report of the Committee
4. Reports from Staff
5. Other items as required

11. Confidentiality and Communication

Confidentiality is to be maintained by all members of the committee, pursuant to guidelines of the Local Government Act. Discussions will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media.

The identity, including personal information (such as contact details) of committee members is not to be shared without the express permission of the member in question.





Prior to any public and/or media comment (including social media) on matters addressed by the committee, members will consult with the [Director Community, Culture and Places](#).

Committee members will not speak publicly on behalf of the committee without the express direction of the [Director Community, Culture and Places](#).

12. Code of Conduct

Elected officials (Councillors) must abide by the Code of Conduct which can be found on [Council's website](#). Representatives of Council administered committees, working groups and panels must also abide by Council's Code of Conduct.





Public Spaces Tree Committee

Terms of Reference

1. Values and Expectations

Dubbo Regional Council (DRC) committees, working groups and panels are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Committees, working groups and panels are not decision making bodies.

DRC is committed to our values: Progressive, Sustainable, One Team, and Integrity. All DRC committee members are expected to act in accordance with our values and to work constructively together. These behaviours are expected of all committee members:

- Members will conduct themselves with respect to Council and each other
- **Members will act as a two way conduit of information between Council, and the community/organisation they have been nominated to represent**
- Members will confine their contributions to statement of facts
- Members will not insult or make personal reflection or impute improper motives to each other
- Members will not say or do anything that is inconsistent with maintaining order at meetings or is likely to bring the committee into contempt
- Members will allow other members to put their views without interruption

2. Aim

The aim of the Public Spaces Tree Committee is to advise the Committee on tree management matters on Council managed public spaces that consist of parks, urban road reserves and reserves, not including operational land ([as defined by Part 2 of Chapter 6 of the Local Government Act 1993](#)).

To report on the progress of developing the urban canopy cover and to work cooperatively in disseminating this information to the broader community.

To provide a conduit on community views on plant selection in an effort to develop a more resilient urban forest, capable of withstanding climate change and pest and disease incursions.



3. Purpose

- a. Provide advice on our community's expectations in relation to the development of the public urban forest.
- b. Provide input into strategic tree planning documents, as required and requested.
- c. Identify areas of community concern with regards to the management of the public urban forest.

4. Membership

Members will serve on the Committee for the duration of the Mayoral Term. Should a member be absent from three consecutive meetings of the committee (without formal apology or leave granted by the committee), that person will cease to be a member. Any position made vacant under these terms will not be filled until the next round of expressions of interest, in conjunction with the Mayoral Term.

Community representation will be determined by way of open nomination, with successful applicants being decided by the Councillor representative/s, the Chief Executive Officer and/or relevant Director, and a relevant staff member.

Other Council staff may be requested to attend as required to present business papers and to answer questions from the Committee.

5. Positions

Membership will comprise of:

- Mayor
- One Councillor
- Director Community, Culture and Places or delegate
- Director Infrastructure or delegate
- Director Development and Environment or delegate
- Up to four community representatives

The Chair will be the Councillor representative.





The minute taker will be an Administration Officer from [the Community, Culture and Places Division](#).





6. Support and Administration

Council's Governance and Internal Control (GIC) branch will be responsible for the following arrangements:

- Sending meeting invitations
- Booking meeting rooms
- Preparing agendas
- Distributing agendas
- Preparing dummy minutes
- Finalising and distributing minutes

Council's Recreation and Open Space branch will be responsible for the following:

- Confirming meeting dates with GIC
- Confirming agenda items and preparing reports
- Taking minutes using the dummy minutes proforma created by GIC, and returning to GIC within three business days of the meeting
- All matters to do with nomination, selection and replacement of committee members

Committee members will be responsible for the following:

- Responding to meeting invites; providing an apology in advance where necessary
- Reading agendas and accompanying reports ahead of any meeting
- Attending and contributing to meetings

7. Delegations and Reporting

The committee will have no delegated authority from the Council to make decisions binding the Council.

Outcomes of the committee will inform reports, with recommendations, as required, to the Council under the Director [Community, Culture and Places](#). Reports may include:

- Meeting minutes – to be submitted for notation to the Culture and Community Committee.
- Specialist reports as requested by the Council





8. Meetings

Meetings will be held as required, and dependent on future works programs.

9. Outcomes

The quorum is half plus one.

In the event that the group is unable to come to a cohesive understanding on any matter or discussion item, a vote will be taken and will be noted in the minutes.

10. Order of Business

The order of business for each committee meeting will be:

1. Apologies
2. Conflicts of Interest
3. Confirmation of Minutes/Report of the Committee
4. Reports from Staff
5. Correspondence*

*Correspondence from committee members must be received by GIC at least seven days prior to a scheduled meeting in order to be considered at the meeting.

11. Confidentiality and Communication

Confidentiality is to be maintained by all members of the committee, pursuant to guidelines of the Local Government Act. Discussions will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media.

The identity, including personal information (such as contact details) of committee members is not to be shared without the express permission of the member in question.

Prior to any public and/or media comment (including social media) on matters addressed by the committee, members will consult with the Director [Community, Culture and Places](#).

Committee members will not speak publicly on behalf of the committee without the express direction of the Director [Community, Culture and Places](#).





12. Code of Conduct

Elected officials (Councillors) must abide by the Code of Conduct which can be found on [Council's website](#). Representatives of Council administered committees, working groups and panels must also abide by Council's Code of Conduct.





Reconciliation Action Plan Working Group

Terms of Reference

1. Values and Expectations

Dubbo Regional Council (DRC) committees, working groups and panels are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Committees, working groups and panels are not decision making bodies.

DRC is committed to our values: Progressive, Sustainable, One Team, and Integrity. All DRC working group members are expected to act in accordance with our values and to work constructively together. These behaviours are expected of all committee members:

- Members will conduct themselves with respect to Council and each other
- **Members will act as a two way conduit of information between Council, and the community/organisation they have been nominated to represent**
- Members will confine their contributions to statement of facts
- Members will not insult or make personal reflection or impute improper motives to each other
- Members will not say or do anything that is inconsistent with maintaining order at meetings or is likely to bring the working group into contempt
- Members will allow other members to put their views without interruption

2. Aim

The aim of the Reconciliation Action Plan Working Group is to develop a Reconciliation Action Plan (RAP) in consultation with Reconciliation Australia, using their toolkit, templates and resources. The first essential element for developing a RAP is to establish a working group made up of Aboriginal and Torres Strait Islander staff and/or stakeholders and non-Aboriginal and Torres Strait Islander staff and/or stakeholders.

3. Purpose

- a. Develop a RAP within the context of our organisation's core business.



- b. Establish a collaborative/Consultative process for engaging staff across the organisation.
- c. Develop a project plan and timeline to development, launch and begin implementation of the RAP, including consultation with Reconciliation Australia at regular intervals.
- d. Regularly liaise with relevant business units and key stakeholders to review progress of RAP actions.
- e. Consider RAP implementation issues and consult with relevant business units to find solutions.
- f. Liaise with internal or external designers to finalise the RAP document, and register it on Reconciliation Australia's website.
- g. Develop a new RAP when the current plan expires.

4. Membership

Members will serve on the Working Group for the duration of the Mayoral Term. Should a member be absent from three consecutive meetings of the Working Group (without formal apology or leave granted by the Working Group), that person will cease to be a member. Any position made vacant under these terms will not be filled until the next round of expressions of interest, in conjunction with the Mayoral Term.

Community representation will be determined by way of open nomination, with successful applicants being decided by [the Councillor representative/s, the Chief Executive Officer and/or relevant Director, and a relevant staff member.](#)

Staff will apply for membership through Governance, with approval given by the Chief Executive Officer.

5. Positions

Membership will comprise of:

- One Councillor with one alternative Councillor
- [Director Community, Culture and Places](#)
- Council's Aboriginal Liaison Officer
- Six positions are available to staff, with one representative to come from each of Council's divisions.
- One representative of Dubbo Aboriginal Community Working Group
- One representative of Wellington Aboriginal Advisory Panel
- Up to four community representatives, in addition to the above two members





The Chair will be the Councillor representative.

The minute taker will be the Executive Officer **Community, Culture and Places**.

6. Support and Administration

Council's Governance and Internal Control (GIC) branch will be responsible for the following arrangements:

- Sending meeting invitations
- Booking meeting rooms
- Preparing agendas
- Distributing agendas
- Preparing dummy minutes
- Finalising and distributing minutes

Council's Community Services branch will be responsible for the following:

- Confirming meeting dates with GIC
- Confirming agenda items and preparing reports
- Taking minutes using the dummy minutes proforma created by GIC, and returning to GIC within three business days of the meeting
- All matters to do with nomination, selection and replacement of working group members

Working Group members will be responsible for the following:

- Responding to meeting invites; providing an apology in advance where necessary
- Reading agendas and accompanying reports ahead of any meeting
- Attending and contributing to meetings

7. Delegations and Reporting

The working group will have no delegated authority from the Council to make decisions binding the Council.





Outcomes of the working group will inform reports, with recommendations, as required, to the Council under the Director **Community, Culture and Places**. Reports may include:

- Contributions to the Reconciliation Action Plan.
- Specialist reports as requested by the Council
- Reports to Reconciliation Australia

8. Meetings

Meetings will be held monthly while the RAP is being finalised and every two months after launch to monitor progress.

9. Outcomes

The quorum is half plus one.

In the event that the group is unable to come to a cohesive understanding on any matter or discussion item, a vote will be taken and will be noted in the minutes.

10. Order of Business

The order of business for each Working Group meeting will be:

1. Apologies
2. Conflicts of Interest
3. Confirmation of Minutes/Report of the Working Group
4. Reports from Staff
5. Other items as required

11. Confidentiality and Communication

Confidentiality is to be maintained by all members of the group, pursuant to guidelines of the Local Government Act. Discussions will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media.

The identity, including personal information (such as contact details) of group members is not to be shared without the express permission of the member in question.





Prior to any public and/or media comment (including social media) on matters addressed by the working group, members will consult with the Director [Community, Culture and Places](#).

Working Group members will not speak publicly on behalf of the working group without the express direction of the Director [Community, Culture and Places](#).

12. Code of Conduct

Elected officials (Councillors) must abide by the Code of Conduct which can be found on [Council's website](#). Representatives of Council administered committees, working groups or advisory panels must also abide by Council's Code of Conduct.





Sister City Committee

Terms of Reference

1. Values and Expectations

Dubbo Regional Council (DRC) committees, working groups or advisory panels are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Committees, working groups or advisory panels are not decision making bodies.

DRC is committed to our values: Progressive, Sustainable, One Team, and Integrity. All DRC committee members are expected to act in accordance with our values and to work constructively together. These behaviours are expected of all committee members:

- Members will conduct themselves with respect to Council and each other
- Members will act as a two way conduit of information between Council, and the community/organisation they have been nominated to represent
- Members will confine their contributions to statement of facts
- Members will not insult or make personal reflection or impute improper motives to each other
- Members will not say or do anything that is inconsistent with maintaining order at meetings or is likely to bring the committee into contempt
- Members will allow other members to put their views without interruption

2. Aim

The aim of the Sister City Committee is to foster Sister City relationships which are a Council-to-Council relationship that, after research and negotiation, is sealed by the Mayors of both cities signing a document cementing that relationship. To promote the exchange of new ideas and successful experiences with partner cities leading to a more vibrant Local Government Authority.

3. Purpose

- a. Provide advice to the Director **Community, Culture and Places** on Sister City matters.



- b. Foster national and international relationships between Dubbo, Wellington and other cities to promote understanding and friendship.
- c. To promote peace and goodwill through mutual respect.
- d. To appreciate different cultures, customs and traditions through visitor/student exchange programmes.
- e. To foster economic development, tourism and trade relations.
- f. To participate in sporting, artistic and educational programmes.

4. Membership

Members will serve on the Committee for the duration of the Mayoral Term. Should a member be absent from three consecutive meetings of the committee (without formal apology or leave granted by the committee), that person will cease to be a member. Any position made vacant under these terms will not be filled until the next round of expressions of interest, in conjunction with the Mayoral Term.

Community representation will be determined by way of open nomination, with successful applicants being decided by [the Councillor representative/s, the Chief Executive Officer and/or relevant Director, and a relevant staff member.](#)

5. Positions

Membership will comprise of:

- One Councillor with one alternative Councillor
- The Director [Community, Culture and Places](#)
- The Sister Cities Officer
- Six community representatives
- One representative from Charles Sturt University

The Chair will be the Councillor representative.

The minute taker will be the Sister Cities Officer.

6. Support and Administration

Council's Governance and Internal Control (GIC) branch will be responsible for the following arrangements:





- Sending meeting invitations
- Booking meeting rooms
- Preparing agendas
- Distributing agendas
- Preparing dummy minutes
- Finalising and distributing minutes

Council's Community Services branch will be responsible for the following:

- Confirming meeting dates with GIC
- Confirming agenda items and preparing reports
- Taking minutes using the dummy minutes proforma created by GIC, and returning to GIC within three business days of the meeting
- All matters to do with nomination, selection and replacement of committee members

Committee members will be responsible for the following:

- Responding to meeting invites; providing an apology in advance where necessary
- Reading agendas and accompanying reports ahead of any meeting
- Attending and contributing to meetings

7. Delegations and Reporting

The committee will have no delegated authority from the Council to make decisions binding the Council.

Outcomes of the committee will inform reports, with recommendations, as required, to the Council under the Director [Community, Culture and Places](#). Reports may include:

- Meeting minutes – to be submitted for notation to the Culture and Community Committee
- Contributions to the Community Strategic Plan
- Contributions to masterplans with cultural significance
- Specialist reports as requested by the Council

8. Meetings





Meetings will be held once per year until travel restrictions (as a result of the COVID-19 pandemic) are eased.

9. Outcomes

The quorum is half plus one.

In the event that the group is unable to come to a cohesive understanding on any matter or discussion item, a vote will be taken and will be noted in the minutes.

10. Order of Business

The order of business for each committee meeting will be:

1. Apologies
2. Conflicts of Interest
3. Confirmation of Minutes/Report of the Committee
4. Correspondence*
5. Reports from Staff
6. Discussion items as required

*Correspondence from sister city partners will be shared with the committee.

11. Confidentiality and Communication

Confidentiality is to be maintained by all members of the committee, pursuant to guidelines of the Local Government Act. Discussions will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media.

The identity, including personal information (such as contact details) of committee members is not to be shared without the express permission of the member in question.

Prior to any public and/or media comment (including social media) on matters addressed by the committee, members will consult with the Director [Community, Culture and Places](#).

Committee members will not speak publicly on behalf of the committee without the express direction of the Director [Community, Culture and Places](#).

12. Code of Conduct





Elected officials (Councillors) must abide by the Code of Conduct which can be found on [Council's website](#). Representatives of Council administered committees, working groups or advisory panels must also abide by Council's Code of Conduct.





Social Justice Advisory Committee

Terms of Reference

1. Values and Expectations

Dubbo Regional Council (DRC) committees, working groups or advisory panels are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Committees, working groups or advisory panels are not decision making bodies.

DRC is committed to our values: Progressive, Sustainable, One Team, and Integrity. All DRC committee members are expected to act in accordance with our values and to work constructively together. These behaviours are expected of all committee members:

- Members will conduct themselves with respect to Council and each other
- **Members will act as a two way conduit of information between Council, and the community/organisation they have been nominated to represent**
- Members will confine their contributions to statement of facts
- Members will not insult or make personal reflection or impute improper motives to each other
- Members will not say or do anything that is inconsistent with maintaining order at meetings or is likely to bring the committee into contempt
- Members will allow other members to put their views without interruption

2. Aim

The aim of the Social Justice Advisory Committee is to provide a platform for the **Collective Impact for Social Change Policy** to be enacted as a living document within all council functions and responsibilities. Collective Impact works within these five core principles:

1. Common Agenda
2. Shared measurement systems
3. Mutually reinforcing activities
4. Continuous communication
5. Backbone support organisations.



The purpose of this policy is to define how Council shall work together with community, government and the Non-Government Organisations (NGO) sector to deliver transformative outcomes for communities that have high levels of incarceration within the criminal justice system and in particular the over representation of Aboriginal people, high rates of drug and alcohol addiction, high levels of unemployment and other areas of over representation in measures of social disadvantage.

- Work with community and stakeholders to identify and seek to fill gaps;
- Advocate for coordination and linkages across the systems;
- Provide direct support in areas identified with stakeholders as a strength of Council's capacities, Council's community relationships and within Council's available resources.

3. Purpose

- a. Community driven
- b. Use collective models to draw together all players to develop shared vision and goals
- c. Focus on the systemic structural reform required for lasting change
- d. Have a rigorous commitment to data and outcomes measurement
- e. Are part of a Long-term strategy to bring about sustainable change.

4. Membership

Members will serve on the Committee for the duration of the Mayoral Term. Should a member be absent from three consecutive meetings of the committee (without formal apology or leave granted by the committee), that person will cease to be a member. Any position made vacant under these terms will not be filled until the next round of expressions of interest, in conjunction with the Mayoral Term.

Community representation will be determined by way of open nomination, with successful applicants being decided by [the Councillor representative/s, the Chief Executive Officer and/or relevant Director, and a relevant staff member.](#)

5. Positions

Membership will comprise of:

- One Councillor with one alternative Councillor
- Director [Community, Culture and Places](#) or Manager Community Services





- Six Community members

The Chair will be the Councillor representative.

The minute taker will be the Manager Community Services.

6. Support and Administration

Council's Governance and Internal Control (GIC) branch will be responsible for the following arrangements:

- Sending meeting invitations
- Booking meeting rooms
- Preparing agendas
- Distributing agendas
- Preparing dummy minutes
- Finalising and distributing minutes

Council's Community Services branch will be responsible for the following:

- Confirming meeting dates with GIC
- Confirming agenda items and preparing reports
- Taking minutes using the dummy minutes proforma created by GIC, and returning to GIC within three business days of the meeting
- All matters to do with nomination, selection and replacement of committee members

Committee members will be responsible for the following:

- Responding to meeting invites; providing an apology in advance where necessary
- Reading agendas and accompanying reports ahead of any meeting
- Attending and contributing to meetings

7. Delegations and Reporting

The committee will have no delegated authority from the Council to make decisions binding the Council.





Outcomes of the committee will inform reports, with recommendations, as required, to the Council under the Director **Community, Culture and Places**. Reports may include:

- Meeting minutes – to be submitted for notation to the Culture and Community Committee
- Contributions to the Community Strategic Plan 2040
- Specialist reports as requested by the Council

8. Meetings

Meetings will be held quarterly or as required for consideration of matters brought by the CEO.

9. Outcomes

The quorum is half plus one.

In the event that the group is unable to come to a cohesive understanding on any matter or discussion item, a vote will be taken and will be noted in the minutes.

10. Order of Business

The order of business for each committee meeting will be:

1. Apologies
2. Conflicts of Interest
3. Confirmation of Minutes/Report of the Committee
4. Reports from Staff
5. Other items as required

11. Confidentiality and Communication

Confidentiality is to be maintained by all members of the committee, pursuant to guidelines of the Local Government Act. Discussions will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media.

The identity, including personal information (such as contact details) of committee members is not to be shared without the express permission of the member in question.





Prior to any public and/or media comment (including social media) on matters addressed by the committee, members will consult with the Director [Community, Culture and Places](#).

Committee members will not speak publicly on behalf of the committee without the express direction of the Director [Community, Culture and Places](#).

12. Code of Conduct

Elected officials (Councillors) must abide by the Code of Conduct which can be found on [Council's website](#). Representatives of Council administered committees, working groups or advisory panels must also abide by Council's Code of Conduct.





SPARC Committee

Shaping Plans to Advance Regional Culture

Terms of Reference

1. Values and Expectations

Dubbo Regional Council (DRC) committees, working groups or advisory panels are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Committees, working groups or advisory panels are not decision making bodies.

DRC is committed to our values: Progressive, Sustainable, One Team, and Integrity. All DRC committee members are expected to act in accordance with our values and to work constructively together. These behaviours are expected of all committee members:

- Members will conduct themselves with respect to Council and each other
- **Members will act as a two way conduit of information between Council, and the community/organisation they have been nominated to represent**
- Members will confine their contributions to statement of facts
- Members will not insult or make personal reflection or impute improper motives to each other
- Members will not say or do anything that is inconsistent with maintaining order at meetings or is likely to bring the committee into contempt
- Members will allow other members to put their views without interruption

2. Aim

The aim of the SPARC Committee is to support the strategic direction and guidance for the development of actions within the Regional Cultural Plan, **SPARC – Shaping Plans to Advance Regional Culture**.

3. Purpose

- a. Provide advice on significant investment and long term master planning for creative facilities, programming or activities.
- b. Provide advice on strategic direction and review of SPARC Regional Cultural Plan.



- c. Provide community guidance on the positioning of cultural services and sector within the Dubbo Region.

4. Membership

Members will serve on the Committee for the duration of the Mayoral Term. Should a member be absent from three consecutive meetings of the committee (without formal apology or leave granted by the committee), that person will cease to be a member. Any position made vacant under these terms will not be filled until the next round of expressions of interest, in conjunction with the Mayoral Term.

Community representation will be determined by way of open nomination, with successful applicants being decided by the Councillor representative/s, the Chief Executive Officer and/or relevant Director, and a relevant staff member. Delegates will be assessed for selection on sector experience, links to cultural community and cultural facilities or organisation.

5. Positions

Membership will comprise of:

- One Councillor, with one alternative Councillor
- Director Community, Culture and Places
- Selected, appropriate staff
- Six community members

The Chair will be the Councillor representative.

The minute taker will be Regional Experiences Administration Officer.

6. Support and Administration

Council's Governance and Internal Control (GIC) branch will be responsible for the following arrangements:

- Sending meeting invitations
- Booking meeting rooms
- Preparing agendas
- Distributing agendas





- Preparing dummy minutes
- Finalising and distributing minutes

Council's Regional Experiences branch will be responsible for the following:

- Confirming meeting dates with GIC
- Confirming agenda items and preparing reports
- Taking minutes using the dummy minutes proforma created by GIC, and returning to GIC within three business days of the meeting
- All matters to do with nomination, selection and replacement of committee members

Committee members will be responsible for the following:

- Responding to meeting invites; providing an apology in advance where necessary
- Reading agendas and accompanying reports ahead of any meeting
- Attending and contributing to meetings

7. Delegations and Reporting

The committee will have no delegated authority from the Council to make decisions binding the Council.

Outcomes of the committee will inform reports, with recommendations, as required, to the Council under the Director [Community, Culture and Places](#). Reports may include:

- Meeting minutes – to be submitted for notation to the Culture and Community Committee.
- Contributions to the SPARC Cultural Plan
- Contributions to the Community Strategic Plan
- Specialist reports as requested by the Council

8. Meetings

Meetings will be held quarterly or as required for consideration of matters brought by the CEO.





9. Outcomes

The quorum is half plus one.

In the event that the group is unable to come to a cohesive understanding on any matter or discussion item, a vote will be taken and will be noted in the minutes.

10. Order of Business

The order of business for each committee meeting will be:

1. Apologies
2. Conflicts of Interest
3. Confirmation of Minutes/Report of the Committee
4. Reports from Staff
5. Other items as required

11. Confidentiality and Communication

Confidentiality is to be maintained by all members of the committee, pursuant to guidelines of the Local Government Act. Discussions will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media.

The identity, including personal information (such as contact details) of committee members is not to be shared without the express permission of the member in question.

Prior to any public and/or media comment (including social media) on matters addressed by the committee, members will consult with the Director [Community, Culture and Places](#).

Committee members will not speak publicly on behalf of the committee without the express direction of the Director [Community, Culture and Places](#).

12. Code of Conduct

Elected officials (Councillors) must abide by the Code of Conduct which can be found on [Council's website](#). Representatives of Council administered committees, working groups or advisory panels must also abide by Council's Code of Conduct.





Villages Committee

Terms of Reference

1. Values and Expectations

Dubbo Regional Council (DRC) Advisory Panels are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Advisory Panels are not decision making bodies.

DRC is committed to our values: Progressive, Sustainable, One Team, and Integrity. All DRC panel members are expected to act in accordance with our values and to work constructively together. These behaviours are expected of all panel members:

- Members will conduct themselves with respect to Council and each other
- **Members will act as a two way conduit of information between Council, and the community/organisation they have been nominated to represent**
- Members will confine their contributions to statement of facts
- Members will not insult or make personal reflection or impute improper motives to each other
- Members will not say or do anything that is inconsistent with maintaining order at meetings or is likely to bring the panel into contempt
- Members will allow other members to put their views without interruption

2. Aim

The aim of the Villages Committee is to provide a voice for and advocate on behalf of the residents of the villages of the Dubbo Regional Council Local Government Area (LGA).

3. Purpose

a. Provide a voice for residents of:

- Ballimore
- Brocklehurst
- Euchareena
- Eumungerie
- Geurie
- Mumbil
- Stuart Town
- Wongarbon



- b. Identify, with the input of residents, the priorities of the village communities and communicate these priorities with Council
- c. Make recommendations to Council seeking positive outcomes for the village communities
- d. Provide oversight of matters pertaining to villages that require community consultation

It should be noted that this committee is not a forum for bring forward minor issues such as potholes or rubbish on the side of roads. These issues should be logged through Council's Customer Experience team or DRC&Me.

4. Membership

Members will serve on the Panel for the duration of the Mayoral Term.

Community representation will be determined by way of open nomination, with successful applicants being decided by the Councillor representative/s, the Chief Executive Officer and/or relevant Director, and a relevant staff member.

Community members must be residents of each of the communities (as outline below) and be a conduit to their wider community. They must be contactable and approachable by members of the wider community, and willing to represent the voices and opinions of the wider population.

5. Positions

Membership will comprise of:

- Two Councillor representatives
- The Chief Executive Officer or nominee
- Director Strategy, Partnerships and Engagement
- Up to eight community representatives (one per village as listed above), with alternative community representatives as required/appropriate

The Chair will be a Councillor representative.

The minute taker will be and Administration Officer from Governance and Internal Control.





6. Support and Administration

Council's Governance and Internal Control (GIC) branch will be responsible for the following arrangements:

- Sending meeting invitations
- Booking meeting rooms
- Preparing agendas
- Distributing agendas
- Preparing dummy minutes
- Finalising and distributing minutes

Council's Strategy, Partnerships and Engagement division will be responsible for the following:

- Confirming meeting dates with GIC
- Confirming agenda items and preparing reports
- Taking minutes using the dummy minutes proforma created by GIC, and returning to GIC within three business days of the meeting
- All matters to do with nomination, selection and replacement of committee members

7. Delegations and Reporting

The committee will have no delegated authority from the Council to make decisions binding the Council.

Outcomes of the committee will inform reports, with recommendations, as required, to the Council under the *Director Strategy, Partnerships and Engagement*. Reports may include:

- Meeting minutes – to be submitted for notation to the Culture and Community Committee.
- Specialist reports as requested by the Council

8. Meetings

Meetings will be held quarterly and as required by special projects. Meetings will be held in the villages on a rotational basis.





9. Outcomes

The quorum is half plus one.

In the event that the group is unable to come to a cohesive understanding on any matter or discussion item, a vote will be taken and will be noted in the minutes.

10. Order of Business

The order of business for each committee meeting will be:

1. Apologies
2. Conflicts of Interest
3. Confirmation of Minutes/Report of the Committee
4. Reports from Staff
5. Other items as required
6. Correspondence and Questions on Notice*

*Correspondence from residents may be provided to committee members for presentation to the committee. However, inclusion of such correspondence on the agenda will be at the discretion of the CEO. Any correspondence to be included on the agenda must be received by GIC at least 14 days prior to a scheduled meeting in order to be considered at the meeting.

11. Confidentiality and Communication

Confidentiality is to be maintained by all members of the committee, pursuant to guidelines of the Local Government Act. Discussions will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media.

The identity, including personal information (such as contact details) of committee members is not to be shared without the express permission of the member in question.

Prior to any public and/or media comment (including social media) on matters addressed by the committee, members will consult with the [Director Strategy, Partnerships and Engagement](#).

Committee members will not speak publicly on behalf of the committee without the express direction of the [Director Strategy, Partnerships and Engagement](#).





12. Code of Conduct

Elected officials (Councillors) must abide by the Code of Conduct which can be found on [Council's website](#). Representatives of Council administered committees, working groups and panels must also abide by Council's Code of Conduct.





Wellington Town Committee

Terms of Reference

1. Values and Expectations

Dubbo Regional Council (DRC) committees, working groups and panels are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Committees, working groups and panels are not decision making bodies.

DRC is committed to our values: Progressive, Sustainable, One Team, and Integrity. All DRC committee members are expected to act in accordance with our values and to work constructively together. These behaviours are expected of all committee members:

- Members will conduct themselves with respect to Council and each other
- *It is noted that feedback from this committee may be recorded and redirected to another committee to ensure there is no duplication or omission.*
- Members will confine their contributions to statement of facts
- Members will not insult or make personal reflection or impute improper motives to each other
- Members will not say or do anything that is inconsistent with maintaining order at meetings or is likely to bring the committee into contempt
- Members will allow other members to put their views without interruption

2. Aim

The aim of the Wellington Town Committee is to provide a voice for and advocate on behalf of the residents of the Wellington town area.

3. Purpose

- a. Provide a voice for residents of Wellington
- b. Identify, with the input of residents, the priorities of the Wellington community and communicate these priorities with Council
- c. Make recommendations to Council seeking positive outcomes for the Wellington community



- d. Provide oversight of matters pertaining to Wellington that require community consultation

It is noted that feedback from this committee may be recorded and redirected to another committee to ensure there is no duplication or omission. For example, the Cultural and Tourism Facility Committee would consider items regarding the Wellington Caves complex.

4. Membership

Members will serve on the Committee for the duration of the Mayoral Term. Should a member be absent from three consecutive meetings of the committee (without formal apology or leave granted by the committee), that person will cease to be a member. Any position made vacant under these terms will not be filled until the next round of expressions of interest, in conjunction with the Mayoral Term.

Community representation will be determined by way of open nomination, with successful applicants being decided by the Councillor representative/s, the Chief Executive Officer and/or relevant Director, and a relevant staff member.

Community members must be residents of Wellington and be a conduit to the wider Wellington community. They must be contactable and approachable by members of the wider community, and willing to represent the voices and opinions of the wider population.

5. Positions

Membership will comprise of:

- Two Councillor representatives
- The Chief Executive Officer or nominee
- Director Strategy, Partnerships and Engagement
- The Manager Community Services
- Up to six community representatives

The Chair will be a Councillor representative.

The minute taker will be an Administration Officer from the Strategy, Partnerships and Engagement Division.





6. Support and Administration

Council's Governance and Internal Control (GIC) branch will be responsible for the following arrangements:

- Sending meeting invitations
- Booking meeting rooms
- Preparing agendas
- Distributing agendas
- Preparing **dummy minutes**
- Finalising and distributing minutes

Council's **Strategy, Partnerships and Engagement** division will be responsible for the following:

- **Confirming meeting dates with GIC**
- **Confirming agenda items and preparing reports**
- **Taking minutes using the dummy minutes proforma created by GIC, and returning to GIC within three business days of the meeting**
- All matters to do with nomination, selection and replacement of committee members

Committee members will be responsible for the following:

- Responding to meeting invites; providing an apology in advance where necessary
- Reading agendas and accompanying reports ahead of any meeting
- Attending and contributing to meetings

7. Delegations and Reporting

The committee will have no delegated authority from the Council to make decisions binding the Council.

Outcomes of the committee will inform reports, with recommendations, as required, to the Council under the **Director Strategy, Partnerships and Engagement**. Reports may include:

- **Meeting minutes – to be submitted for notation to the Culture and Community Committee.**
- Specialist reports as requested by the Council





8. Meetings

Meetings will be held quarterly and as required by special projects.

9. Outcomes

The quorum is half plus one.

In the event that the group is unable to come to a cohesive understanding on any matter or discussion item, a vote will be taken and will be noted in the minutes.

10. Order of Business

The order of business for each committee meeting will be:

1. Apologies
2. Conflicts of Interest
3. Confirmation of Minutes/Report of the Committee
4. Reports from Staff
5. Other items as require
6. Correspondence and Questions on Notice*

*Correspondence from residents may be provided to committee members for presentation to the committee. However, inclusion of such correspondence on the agenda will be at the discretion of the CEO. Any correspondence to be included on the agenda must be received by GIC at least 14 days prior to a scheduled meeting in order to be considered at the meeting.

11. Confidentiality and Communication

Confidentiality is to be maintained by all members of the committee, pursuant to guidelines of the Local Government Act. Discussions will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media.

The identity, including personal information (such as contact details) of committee members is not to be shared without the express permission of the member in question.





Prior to any public and/or media comment (including social media) on matters addressed by the committee, members will consult with the [Directory Strategy, Partnerships and Engagement](#).

Committee members will not speak publicly on behalf of the committee without the express direction of [the Directory Strategy, Partnerships and Engagement](#).

12. Code of Conduct

Elected officials (Councillors) must abide by the Code of Conduct which can be found on [Council's website](#). Representatives of Council administered committees, working groups and panels must also abide by Council's Code of Conduct.





Wiradjuri Tourism Project Committee

Terms of Reference

1. Values and Expectations

Dubbo Regional Council (DRC) committees, working groups or advisory panels are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Committees, working groups or advisory panels are not decision making bodies.

DRC is committed to our values: Progressive, Sustainable, One Team, and Integrity. All DRC committee members are expected to act in accordance with our values and to work constructively together. These behaviours are expected of all committee members:

- Members will conduct themselves with respect to Council and each other
- It is noted that feedback from this committee may be recorded and redirected to another committee to ensure there is no duplication or omission.
- Members will confine their contributions to statement of facts
- Members will not insult or make personal reflection or impute improper motives to each other
- Members will not say or do anything that is inconsistent with maintaining order at meetings or is likely to bring the committee into contempt
- Members will allow other members to put their views without interruption

2. Aim

The aim of the Wiradjuri Tourism Project Committee is to support the strategic direction and provide cultural guide and for the development of the Wiradjuri Tourism Centre.

3. Purpose

- a. Provide a cultural lens on major strategic and operational direction with oversight of appropriate interpretation themes within the Wiradjuri Tourism Centre.
- b. Ensure values established through the centre's development, through the consultation process, are maintained through a governance model suitable for the facility.



- c. Address challenges and consider opportunities for the facility in regards to strategic partnerships, sustainability and experience delivery.
- d. Ensure an appropriate balance of experience delivery and financial sustainability for the ongoing operations and programming at the Wiradjuri Tourism Centre.
- e. Community leadership on project progress and completion
- f. Establish a governance framework for future cultural management and service delivery

4. Membership

Members will serve on the Committee for the duration of the Mayoral Term. Should a member be absent from three consecutive meetings of the committee (without formal apology or leave granted by the committee), that person will cease to be a member. Any position made vacant under these terms will not be filled until the next round of expressions of interest, in conjunction with the Mayoral Term.

Community representation will be determined by way applicants being decided by the Dubbo Aboriginal Working Party as a sub-committee, in conjunction with the relevant Director.

All positions other than Council staff are to be Aboriginal representation.

5. Positions

Membership will comprise of:

- Three Councillors
- The Chief Executive Officer or delegate
- Director Community, Culture and Places
- Manager Regional Experiences
- Two Traditional Owners
- Four members to the Dubbo Aboriginal Community Working Party, forming a sub-committee of the Working Party

The Chair will be the Councillor representative.

The minute taker will be the Regional Experiences Administration Officer.





6. Support and Administration

Council's Governance and Internal Control (GIC) branch will be responsible for the following arrangements:

- Sending meeting invitations
- Booking meeting rooms
- Preparing agendas
- Distributing agendas
- Preparing dummy minutes
- Finalising and distributing minutes

Council's Regional Experiences branch will be responsible for the following:

- Confirming meeting dates with GIC
- Confirming agenda items and preparing reports
- Taking minutes using the dummy minutes proforma created by GIC, and returning to GIC within three business days of the meeting
- All matters to do with nomination, selection and replacement of committee members

Committee members will be responsible for the following:

- Responding to meeting invites; providing an apology in advance where necessary
- Reading agendas and accompanying reports ahead of any meeting
- Attending and contributing to meetings

7. Delegations and Reporting

The committee will have no delegated authority from the Council to make decisions binding the Council.

Outcomes of the committee will inform reports, with recommendations, as required, to the Council under the Director [Community, Culture and Places](#). Reports may include:

- Meeting minutes – to be submitted for notation to the Culture and Community Committee
- [Minutes of the Culture and Community Committee will then be provided to the chair of the Dubbo Aboriginal Community Working Party, for information.](#)





- Specialist reports as requested by the Council

8. Meetings

Meetings will be held quarterly or as required for consideration of items brought by the CEO.

9. Outcomes

The quorum is half plus one.

In the event that the group is unable to come to a cohesive understanding on any matter or discussion item, a vote will be taken and will be noted in the minutes.

10. Order of Business

The order of business for each committee meeting will be:

1. Apologies
2. Conflicts of Interest
3. Confirmation of Minutes/Report of the Committee
4. Reports from Staff
5. Other items as required

11. Confidentiality and Communication

Confidentiality is to be maintained by all members of the committee, pursuant to guidelines of the Local Government Act. Discussions will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media.

The identity, including personal information (such as contact details) of committee members is not to be shared without the express permission of the member in question.

Prior to any public and/or media comment (including social media) on matters addressed by the committee, members will consult with the Director [Community, Culture and Places](#).

Committee members will not speak publicly on behalf of the committee without the express direction of the Director [Community, Culture and Places](#).





12. Code of Conduct

Elected officials (Councillors) must abide by the Code of Conduct which can be found on [Council's website](#). Representatives of Council administered committees, working groups or advisory panels must also abide by Council's Code of Conduct.





Women in Leadership Forum

Terms of Reference

1. Values and Expectations

Dubbo Regional Council (DRC) committees, working groups or advisory panels are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Committees, working groups or advisory panels are not decision making bodies.

DRC is committed to our values: Progressive, Sustainable, One Team, and Integrity. All DRC committee members are expected to act in accordance with our values and to work constructively together. These behaviours are expected of all participants:

- Participants will conduct themselves with respect to Council and each other
- Participants will confine their contributions to statement of facts
- Participants will not insult or make personal reflection or impute improper motives to each other
- Participants will not say or do anything that is inconsistent with maintaining order at meetings or is likely to bring the forum into contempt
- Participants will allow other members to put their views without interruption

2. Aim

The aim of the Women in Leadership Forum is to promote and foster the leadership capabilities of women in the Dubbo Regional Local Government Area (LGA).

3. Purpose

- a. Provide opportunities for women in the Dubbo Regional LGA to network.
- b. Provide opportunities for women in the Dubbo Regional LGA to hear from inspiring and successful leaders.
- c. Facilitate discussions amongst interested local residents regarding opportunities to improve leadership skills and opportunities.
- d. Promote increased participation by women in leadership roles.



4. Membership

All women and interested parties from the Dubbo Regional LGA are welcome to attend forum sessions, dependent on RSVP and number capacities at the time of the event.

5. Positions

There are no formal positions within the Forum.

The host of each event will be either a Councillor or Council staff member.

Guest speakers will be approached for each event, and will included, where possible, one notable leader from within Council, and one or more invited guest speakers, either local or from further afield.

6. Support and Administration

Council's Governance and Internal Control (GIC) branch will be responsible for the following arrangements:

- Sending forum invitations
- Booking venues
- Booking catering, where necessary
- Preparing agendas
- Distributing agendas
- Inviting and liaising with guest speakers
- Promoting events and registering attendees

Attendees will be responsible for the following:

- Responding to event invites
- Acting respectfully and in accordance with Council's principles at all times

7. Delegations and Reporting

The forum will have no delegated authority from the Council to make decisions binding the Council.





Discussions at the forum may provide relevant feedback to Council staff regarding further activities to be undertaken by the forum.

8. Meetings

Forum events will be held twice a year in Dubbo, and once a year in Wellington, subject to community interest.

9. Order of Business

Each forum will include a welcome from Council, followed by one or more guest speakers. Each event will also include a discussion regarding a pre-determined theme/topic.

10. Confidentiality and Communication

Confidentiality is to be maintained by all members of the forum, pursuant to guidelines of the Local Government Act. Discussions will be treated as confidential unless agreed for release to the media.

The identity, including personal information (such as contact details) of attendees is not to be shared without the express permission of the attendee in question.

Prior to any public and/or media comment (including social media) on matters addressed during the forum, attendees will consult with the relevant Council staff member.

11. Code of Conduct

Elected officials (Councillors) and all representatives of Council must abide by the Code of Conduct which can be found on [Council's website](#). Representatives of Council administered committees, working groups or advisory panels must also abide by Council's Code of Conduct.





Youth Council

Terms of Reference

1. Values and Expectations

Dubbo Regional Council (DRC) committees, working groups and panels are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Committees, working groups and panels are not decision making bodies.

DRC is committed to our values: Progressive, Sustainable, One Team, and Integrity. All DRC council members are expected to act in accordance with our values and to work constructively together. These behaviours are expected of all council members:

- Members will conduct themselves with respect to Council and each other
- **Members will act as a two way conduit of information between Council, and the community/organisation they have been nominated to represent**
- Members will confine their contributions to statement of facts
- Members will not insult or make personal reflection or impute improper motives to each other
- Members will not say or do anything that is inconsistent with maintaining order at meetings or is likely to bring the council into contempt
- Members will allow other members to put their views without interruption

2. Aim

The aim of the Youth Council is to focus on capacity building by encouraging young people to make independent decisions and to negotiate priorities of the communities through participation.

Dubbo Regional Council aims to support every member of the community, including the Youth of the Dubbo region, in particular the Young Aboriginal and/or Torres Strait Islander people.

Extracurricular activities, such as the opportunity to join the Youth Council, provide new opportunities to young people in the Dubbo region and assist them to develop important life skills including, teamwork, leadership, self-confidence and resilience.



3. Purpose

- a. Increased Participation in community Events
Example: Youth Week Celebrations – held every year
- b. Increased sense of belonging to community
Example: Social Participation - Youth Council Australia Day activity
- c. Increase in formal and informal networks
Example: Community Connections - Community Sector Coordination
- d. Increase in youth engagement
Example: Indigenous Social Participation - Apollo house school holiday program

4. Membership

Members will serve on the Council for the duration of one to two years. Annual general meeting will be held to reinstate positions.

(This is due to student members either changing schools, leaving for university or increased work/training obligations)

Community representation will be determined by way of open nomination, with successful applicants approved by Dubbo Regional Council following interview by the [Director Community, Culture and Places](#) and Manager Community Services.

5. Positions

Membership will comprise of:

- One Councillor with one alternative Councillor
- Eight community members between the ages of 12 and 24 years
- The Youth Development Officer

The Chair will be the Councillor representative.

The minute taker will be the Youth Development Officer.



6. Support and Administration

Council's Governance and Internal Control (GIC) branch will be responsible for the following arrangements:

- Sending meeting invitations
- Booking meeting rooms
- Preparing agendas
- Distributing agendas
- Preparing dummy minutes
- Finalising and distributing minutes

Council's Community Services branch will be responsible for the following:

- Confirming meeting dates with GIC
- Confirming agenda items and preparing reports
- Taking minutes using the dummy minutes proforma created by GIC, and returning to GIC within three business days of the meeting
- All matters to do with nomination, selection and replacement of council members

Youth Council members will be responsible for the following:

- Responding to meeting invites; providing an apology in advance where necessary
- Reading agendas and accompanying reports ahead of any meeting
- Attending and contributing to meetings

7. Delegations and Reporting

The council will have no delegated authority from the Council to make decisions binding the Council.

Outcomes of the council will inform reports, with recommendations, as required, to the Council under the Manager Community Services. Reports may include:

- Presentations to Council or Standing Committees as required
- Specialist reports as requested by the Council





8. Meetings

Meetings will be held once a month. Notices of meetings will be sent out a minimum of 72 hours prior to the meeting.

9. Voting Rights and Rules

Voting members of the council will include:

- The eight Youth Council community members

The number of attendees required to make quorum is half plus one.

All recommendations put to the meeting require one voting member to move the recommendation, and one voting member to second the recommendation before all voting members vote on the recommendation. A recommendation which is moved and seconded, and receives a majority 'yes' votes by voting members present will become an Outcome of the meeting.

If a consensus is not reached, the chair will have the deciding vote.

10. Order of Business

The order of business for each council meeting will be:

1. Apologies
2. Conflicts of Interest
3. Confirmation of Minutes
4. Reports from Staff
5. Discussion items

11. Confidentiality and Communication

Confidentiality is to be maintained by all members of the council, pursuant to guidelines of the Local Government Act. Discussions will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media.

The identity, including personal information (such as contact details) of council members is not to be shared without the express permission of the member in question.





Prior to any public and/or media comment (including social media) on matters addressed by the council, members will consult with the Director [Community, Culture and Places](#).

Council members will not speak publicly on behalf of the council without the express direction of the Director [Community, Culture and Places](#).

12. Code of Conduct

Elected officials (Councillors) must abide by the Code of Conduct which can be found on [Council's website](#). Representatives of Council administered committees, working groups and panels must also abide by Council's Code of Conduct.



Submission 1

[REDACTED]

From: Governance and Internal Control - DRC
Subject: MAYORAL MEMO -2 Feb 2022 Community Committees

----- Forwarded message -----

From: Ben O'Brien <[REDACTED]>
Date: Wed, 2 Feb 2022 at 15:17
Subject: MAYORAL MEMO -2 Feb 2022 Community Committees
To: <mayor@dubbo.nsw.gov.au>

Dear Mr Mayor

I would like to suggest that an umbrella "Cycling" committee might be of value for Dubbo. One that would bring together the various stakeholders (Dubbo Mountain Bike Club, Dubbo Cycle Club, Dubbo Bugs, Cooper Cycle Tours, Wheelers Cycles, The Bike Shoppe, Zoo2Zoo, Tour de OROC, Western Plains Zoo, Central West Cycling Trail and others) to promote and enhance cycling opportunities.

The Terms of reference might include some of the following:

- Joint promotion of cycling (advertising, updating of Dubbo Cycle Maps etc)
- Advocacy for cycle paths, including the development of rail trails and cyclocross tracks and gravel specific trails.
- Cycling Events (Dubbo Cycling Festival?) Dubbo - Nyngan race?
- Liaison with council

I would be interest to hear your thoughts and more than willing to take an active role.

Cheers
Ben OBrien
[REDACTED]

Submission 2

From: Narelle Bunt <[REDACTED]>
Sent: Friday, 25 March 2022 12:18 AM
To: Dubbo Regional Council
Subject: Calling for the formation of a Theatre Consultation Committee

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

Dear Dubbo Regional Council

I write to formally request Dubbo Regional Council (DRC) seek by way of a public expressions of interest process, the formation of a Theatre/DRTCC Consultative Committee.

The DRTCC is a public venue for the Dubbo and surrounding areas to visit and enjoy; however, it is presently viewed as an uninviting place within our community. It's reputation is considered to be elitist and out of reach for many citizens. This, when coupled, with challenges faced by many local hirers of the DRTCC only intensifies the negative reputation of the venue. This needs to change swiftly before irreversible damage is done. Already many within the performing arts community from within Dubbo and outside of Dubbo talk to their experiences at the DRTCC. They are unfortunately not favourable discussions in respect of treatment and experience at the DRTCC.

I feel strongly many within positions of prominence within the DRC are out of touch with the DRTCC and the challenges it has in repairing its reputation. If it is to prosper into the future, then council needs community support and interest to collaborate on an improved way forward.

Presently, local hirers are viewed differently and treated differently than visiting shows/companies. Over time, it appears that a distaste and indifference to local committees and performing arts groups has been part of the local theatre hire experience. Whilst negative treatment has unified local groups to better support each other and speak up collectively about poor behaviour, attitude and experience from the DRTCC, it does clearly demonstrate a need for change.

The community of Dubbo deserve better than the current situation with the DRTCC. I suspect many in our community would be extremely disappointed to know that tax payers monies facilitate local hirers being belittled, mocked and treated with considerable disrespect.

It does appear that many in our community feel disconnected and unwelcome at this facility. It is a purpose built theatre and it does appear to be under utilised and inaccessible for many. It is often empty throughout the day and many a weekday and weekend night. Yet it has a significant staffing compliment each day, regardless of whether it is in use. A review of policies and procedures is needed to see this venue reach its full potential. It must be able to better utilised to showcase local talent, as well as continue to attract national and International performances. It must a venue that embraces inclusive practice and welcomes suggestions and considered debate for improvements in management. It cannot continue to be the venue in which hostility prospers. It must be vibrant and inviting and nurture and value local talent just as much as big name performers. It must be used and not largely stand empty.

A theatre consultative committee could work in collaboration with DRC staff to rebuild the reputation of the DRTCC to make it the premier performing arts venue within the Central West.

I hope you give request for a Theatre /DRTCC Consultative Committee due consideration. There are many within our community eager to work with DRC on this committee and to forge Dubbo forward as a centre recognised for excellence in the performing arts.

Regards

Narelle Jeffrey



Sent from my iPhone

Submission 3

From: comms@dubbo.nsw.gov.au
Sent: Saturday, 2 April 2022 5:58 PM
To: Dubbo Regional Council
Subject: SUBMISSION - COMMUNITY COMMITTEES, WORKING GROUPS AND FORUMS

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

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

First name:	Ross
Surname:	Mason
Residential address:	[REDACTED]
Contact number:	[REDACTED]
Email:	[REDACTED]
Written submission:	A lot of areas covered that are not council core business. That's okay, we live in a community, and it should be inclusive. While we don't look after disability access, we're not totally inclusive. No money? Find some. We've all paid our rates and taxes.
File Upload:	

Submission 4

From: comms@dubbo.nsw.gov.au
Sent: Saturday, 2 April 2022 4:39 PM
To: Dubbo Regional Council
Subject: SUBMISSION - COMMUNITY COMMITTEES, WORKING GROUPS AND FORUMS

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

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

First name:	Peter
Surname:	Duggan
Residential address:	[REDACTED] Dubbo
Contact number:	[REDACTED]
Email:	[REDACTED]
Written submission:	<p>I want to thank Council for the broad range of community committees that are proposed . I only have a few comments to make regarding the Climate Change and Resilience Committee. I commend Council for making climate change an issue for Council to consider. I also much appreciate the wording in the terms of reference about how Council and the local community can take action. It is good to recognise that we all have a role to play.</p> <p>One item that I think could change is to have one or two more community representatives on the committee and perhaps there could be one less position for someone from Council. Otherwise I feel the committee would be outweighed by Council representatives and there be less of a voice from the community.</p> <p>Thank you,</p> <p>Peter Duggan</p>
File Upload:	

Submission 5

From: comms@dubbo.nsw.gov.au
Sent: Friday, 1 April 2022 1:41 PM
To: Dubbo Regional Council
Subject: SUBMISSION - COMMUNITY COMMITTEES, WORKING GROUPS AND FORUMS

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

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

First name:	lance
Surname:	scriven
Residential address:	[REDACTED], Dubbo
Contact number:	[REDACTED]
Email:	[REDACTED]
Written submission:	<p>In relation to "Climate Change and Resilience Committee".</p> <p>In section 3: There is no indication of how recommendations would be shared with the community. Is simply publishing the minutes adequate. This seems to lack some detail about "advocacy".</p> <p>In Section 5: There are only six of eight possible Council staff positions named. I suggest that "Manager Infrastructure Strategy and Design" should be a named member. That role directly influences what is being designed and constructed and thus "build in" future resilience while also supporting the group with feedback about what is "possible" so that recommendations in that scope can have credible ability to deliver.</p> <p>Section 5: Generally, much of the membership named will be responding to climate change outcomes (Like water scarcity, heat conditions, waste management) Maybe the eighth position from within Council staff should be focused on resilient material selections and acquisition decisions. This leading to a procurement/material role in the group.</p>
File Upload:	

Submission 6

From: [REDACTED] >
Sent: Tuesday, 5 April 2022 3:47 PM
To: [REDACTED]
Subject: RE: Dubbo Regional Council - New Community Committees - Seeking Feedback

Follow Up Flag: Follow up
Flag Status: Flagged

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

Hi [REDACTED],

Thank you for the information regarding the proposed committees.

I was on the Sister City Committee and I was also on the DRTCC Working Party which I note disappointingly does not appear to be on of the Committees proposed.

Is there a reason for one not being planned for the Theatre? It certainly was a valuable way to have input from the community through the 3 community reps on the committee.

Regards,

Christine Bray

Sent from my Galaxy

----- Original message -----

From: [REDACTED] <[REDACTED]@dubbo.nsw.gov.au>
Date: 5/4/22 12:24 pm (GMT+10:00)
To:
Subject: Dubbo Regional Council - New Community Committees - Seeking Feedback

Good afternoon

You are receiving this email as a past community or industry representative to one of Councils community committees or advisory panels. As a previous member of a Council committee, you are uniquely placed to provide community insight into this important aspect of Council.

The current Council has recently finalised the proposed list of Community Committees and Working Groups for this term. Terms of Reference documents have been developed for each group and are currently available on Council's [website](#) for community consultation and feedback.

Feedback can be submitted to Council in writing (to council@dubbo.nsw.gov.au) or via the online form: [Draft Terms of Reference - Community Committees, Working Groups and Forums - Dubbo Regional Council \(nsw.gov.au\)](#).

Any feedback will be considered by Council before final decisions are made. Once the Committees have been formally established, an Expression of Interest process will begin for all community and industry representatives (late May/early June).

For your information, below is a list of the proposed committees.

Aquatics Working Party	Social Justice Advisory Committee
Climate Change and Resilience Committee	SPARC Committee
Dubbo Regional Livestock Markets Advisory Committee	Villages Committee
Financial Performance Committee	Visitor Experiences Strategy and Performance Committee
Multicultural Advisory Committee	Wellington Town Committee
Public Spaces Tree Committee	Wiradjuri Tourism Project Committee
Reconciliation Action Plan Working Group	Women in Leadership Forum
Sister City Committee	Youth Council

Kind regards

H [REDACTED]



H [REDACTED] Young
Administration Officer Governance
 Governance & Internal Control | Dubbo Regional Council
 P 02 6801 4247
 [REDACTED]@dubbo.nsw.gov.au
<http://dubbo.nsw.gov.au>



<https://www.dubbo.nsw.gov.au/nrl>

How was your experience today?

Click on one of the icons below to let us know!



We acknowledge the Wiradjuri people, the traditional custodians of the land. We pay respects to Elders past, present and emerging of the Wiradjuri Nation.

Please consider the environment before printing this email.

This e-mail, together with any attachments, is for the exclusive and confidential use of the addressee(s). Any other distribution, use of, or reproduction without prior written consent is strictly prohibited. Views expressed in this e-mail are those of the individual, except where specifically stated otherwise. Dubbo Regional Council does not warrant or guarantee this message to be free of errors, interference or viruses.

Submission 7

From: comms@dubbo.nsw.gov.au
Sent: Tuesday, 5 April 2022 1:23 PM
To: Dubbo Regional Council
Subject: SUBMISSION - COMMUNITY COMMITTEES, WORKING GROUPS AND FORUMS

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

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

First name:	Cody
Surname:	Jones
Residential address:	[REDACTED]
Contact number:	[REDACTED]
Email:	[REDACTED]
Written submission:	<p>To whom it may concern</p> <p>I am extremely pleased to see an ongoing commitment to not only the Aboriginal community but also social justice issues</p> <p>I am gravely concerned about the lack of support for people living in our community with a disability. As a member of the former advisory group I am the first to admit it was not as productive and effective as it had the potential to be. But it sent a clear message for greater inclusion and equality not just for people with disabilities but also the elderly and others with access needs.</p> <p>Without this sort of advisory commit in place their is a risk that the work that has been completed over the past four years may be lost without a continued commitment to greater equality and inclusion. And when we have so many community members living with disabilities, carers, elderly residents and new parents their insight can be extremely effective in helping to pursue greater inclusion and equality</p> <p>Thank you for considering my submission</p>
File Upload:	

Submission 8

[REDACTED]

From: Scott Sinclair <[REDACTED]>
Sent: Wednesday, 6 April 2022 2:06 PM
To: Dubbo Regional Council
Subject: Dubbo Regional Livestock Market Advisory Committee

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

To the Chief Executive Officer
Dubbo Regional Council
Church St
Dubbo

I was a previous member of the Livestock Market Advisory Committee and am a current member in of the Dubbo stock and Station Agents Association .

I am greatly concerned that no DSSA executives are listed as part of the committee.

In the past two DSSA executives formed part of the committee.

I would like to see the draft changed to list 2xDssa executives as well as the 5 community representatives.

Regards
Scott
Sinclair
Richardson and Sinclair
[REDACTED]

Submission 9

From: comms@dubbo.nsw.gov.au
Sent: Thursday, 7 April 2022 5:40 PM
To: Dubbo Regional Council
Subject: SUBMISSION - COMMUNITY COMMITTEES, WORKING GROUPS AND FORUMS

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

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

First name:	Angela
Surname:	Canalese
Residential address:	[REDACTED]
Contact number:	[REDACTED]
Email:	[REDACTED]
Which committee, working party or forum is your submission relating to?:	Multiple (please list within your submission)
Written submission:	<p>Dear Dubbo Regional Council</p> <p>I write to formally request Dubbo Regional Council (DRC) seek by way of a public expressions of interest process, the formation of a Theatre/DRTCC Consultative Committee.</p> <p>The 'Joyce Schneider auditorium' is named after my Grandma, it is part of her legacy to the city of Dubbo, and represents the unremitting passion of artists in this city. It is an invaluable part of Dubbo and should be the heart of performing arts for the entire region. It is however, being managed so poorly, that it is actively disabling the community. I am devastated to see how the theatre treats the performing arts community in Dubbo, as I know first hand the people that fought for its creation, believing it would be a facility to help grow and nourish artists in Dubbo.</p> <p>It is imperative that a committee is created where the tax paying community members that hire the theatre, have a voice in how the community gets to use the theatre.</p>
File Upload:	

Submission 10

From: Tamara Lawry [REDACTED] >
Sent: Friday, 8 April 2022 11:21 AM
To: Dubbo Regional Council
Subject: Draft terms of reference feedback for SPARC committee

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

8th April 2022

Chief Executive Officer

Dubbo Regional Council
PO Box 81
Dubbo NSW 2830

Goodmorning,

I would like to provide feedback on the draft Terms of Reference for the SPARC community committee, working group and forum.

The acronym SPARC is not explained in this document. The titles of other committees reference their role/responsibility in the title.

The acronym is ineffectual. It has the potential to inspire, to ignite or SPARC, however, it does not due to its ambiguity.

Council could consider renaming this committee or simply outlining what the Acronym stands for with reference to Culture and Directions within the region.

“The aim of the SPARC Committee is to support the strategic direction and guidance for the development of actions within the Regional Cultural Plan”

The above SPARC committee brief could also be expanded on perhaps to outline that:

The SPARC (Arts and Culture?) committee supports the strategic direction and guidance for the development of actions with the Regional ARTS ? and Cultural Plan to sustain and invigorate growth to build understandings and value of the Arts and Culture within the Region.

Thank you for taking the time to consider my feedback.

Kind regards,
Tamara



Tamara Lawry
Teacher Visual Arts & Photography
Dubbo School of Distance Education
Myall Street, Dubbo NSW 2830
T: [REDACTED]
F: [REDACTED]
E: [REDACTED]

I pay my respects and acknowledgments to all Traditional Custodians on whose land I live, work and travel through in Australia and overseas.

*** This message is intended for the addressee named and may contain privileged information or confidential information or both. If you are not the intended recipient please notify the sender and delete the message. ***

Submission 11

From: comms@dubbo.nsw.gov.au
Sent: Sunday, 10 April 2022 5:40 PM
To: Dubbo Regional Council
Subject: SUBMISSION - COMMUNITY COMMITTEES, WORKING GROUPS AND FORUMS

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

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

First name:	Rene
Surname:	Wykes
Residential address:	[REDACTED] Stuart Town NSW 2820
Contact number:	[REDACTED]
Email:	[REDACTED]
Which committee, working party or forum is your submission relating to?:	Villages Committee
Written submission:	The village of Kerrs Creek is missing; What will the nomination process look like; How will the Councillor representative & CEO ensure that the chosen nominated person is engaging across the whole of community and is truly representing the villages
File Upload:	

Submission 12

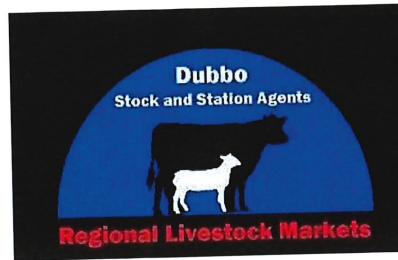
From: comms@dubbo.nsw.gov.au
Sent: Monday, 11 April 2022 5:43 PM
To: Dubbo Regional Council
Subject: SUBMISSION - COMMUNITY COMMITTEES, WORKING GROUPS AND FORUMS

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

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

First name:	
Surname:	
Residential address:	
Contact number:	
Email:	
Which committee, working party or forum is your submission relating to?:	Multiple (please list within your submission)
Written submission:	There already exist plenty of community committees covering all of these things- why doesn't DRC just listen to them rather than forming more Committees for the same things- seems ridiculous!!
File Upload:	

Submission 13

13th April 2022

Mr Murray Wood
Chief Executive Officer
Dubbo Regional Council
PO Box 81
DUBBO NSW 2830

Re: Draft Dubbo Regional Livestock Market Advisory Committee

Dear Murray,

"The Aim of the DRLM Advisory Committee is to contribute to the discussions on strategic aspects of the business conducted at the Dubbo Saleyards".

"The Purpose is to provide community and industry input and advice on relevant matters, including operational matters".

"The Purpose is to promote the social and economic value of the DRLM".

The Dubbo Stock & Station Agents Association Pty Ltd has 13 Agents that lease the DRLM as part of their business. Without the Dubbo Stock & Station Agents the DRLM would not exist and would not bring income to the Dubbo Regional Council that has amounted to millions of dollars over the duration of the Saleyards being in operation.

The Dubbo Stock & Station Agents Pty Ltd, as a whole, feel that not being offered at least 2 positions on the DRLM advisory committee is an insult and will be contributing to the already weakening relationship between the Management of the DRLM and the Dubbo Stock & Station Agents as the Agents conduct a majority of their business at the DRLM and provide rate payers with a facility to market their livestock.

As stated in the Draft, which is included in paragraphs above, how is the advisory committee going to fulfill Values, Expectations, the Aim of the committee and the Purpose of the committee without a representative from the Dubbo Stock & Station Agents Pty Ltd being on this committee. The definition of an advisory committee is to make recommendations and/or provide **KEY** information and materials to the board of directors. The **KEY** information will come from the Dubbo Stock & Station Agents Pty Ltd who use the DRLM on a daily basis and interact with rate payers of the DRC and also those from around the state and interstate who also utilise the facilities.

The Dubbo Stock & Station Agents Pty Ltd would like Dubbo Regional Council to amend the Draft Policy to include in the Positions Available, 2 representatives from the Dubbo Stock & Station Agents Pty Ltd.

Regards,

[REDACTED]
MARTIN SIMMONS
President
Dubbo Stock & Station Agents

[REDACTED]
SCOTT SINCLAIR
Principle
Dubbo Stock & Station Agents

Submission 14

12th April 2022

P.O. BOX 309
DUBBO NSW 2830
Mobile: 0457 844 883
E-mail: executiveofficer@dubbochamber.com.au
ABN: 83 216 673 432

Mr. M. Dickerson
Mayor
Dubbo Regional Council
Po Box 81
Dubbo NSW 2830

Dear Mathew,

The Dubbo Chamber of Commerce & Industry Inc. propose it would be beneficial for Dubbo Regional Council form an Economic Development Committee and accordingly conduct regular committee meetings.

The city and our region is in an unprecedented growth and expansion era and we believe the formation of an Economic and Development Committee will be beneficial to the growth and sustainability of Dubbo. The Committee would keep the communication lines open and ideas and support of key businesses in Dubbo.

As a suggestion only, members of an Economic and Development Committee could have representatives form the following organisations or fields:

Dubbo Regional Council
Dubbo Chamber of Commerce & Industry Inc
Wellington Chamber of Commerce
Real Estate Institute
Local Building Industry
Local Property Developers
Retail
Tourism

Please contact myself or the Chamber if you have any queries.

Yours faithfully


Michael McKenna

Treasurer



P.T. Lord, Dakin & Associates Pty Ltd

ABN: 97 003 620 479

• AUCTIONEERS • STOCK & STATION • RURAL PROPERTY & BUSINESS AGENTS
268 Macquarie Street Dubbo NSW 2830 (PO Box 1066)
Phone: (02) 6882 3444 Fax: (02) 6882 3760 Email: office@ptlord.com.au Web: www.ptlord.com.au

The General Manager
Dubbo Regional Council
P.O. Box 81
Dubbo NSW 2830

14th April 2022

Dear Sir,

RE: Draft community committees, working groups & forums- Dubbo Regional livestock Markets Advisory Committee

On behalf of our company P.T. Lord, Dakin & Associates Pty Ltd I would like to draw your attention to paragraph 5 of the draft terms of reference relating to positions. With reference to the stated aims of such a proposed committee these being, in part "to contribute to the discussion on strategic aspects of the business, provide informed independent advice on short- and long-term business plans and / or actions and investment".

It is an understatement to suggest that it is curious to see the Dubbo Stock & Station Agents Pty Ltd omitted from the positions available on this committee

As I am sure you are aware the Dubbo Stock & Station Agents Pty Ltd is a not-for-profit organisation comprising the agents involved in selling livestock at the Dubbo Regional Livestock Markets for their mutual benefit, the benefit of other stakeholders, which of course includes all the constituents of the Dubbo Regional Council area with natural flow on effects to business and local employment.


The "catchment" of the Dubbo Regional Sale Yards to attract livestock is well known and is frequently mentioned

Surely the DSSA would have to be considered a major if not the most significant stakeholder in the business conducted at the yards. The business and focus of the Dubbo Regional Markets (the saleyards) is livestock, the absolute and primary focus is livestock. The throughput of livestock by the stock & station agents is the only reason and purpose for the yards being there and must be noted that most of the income derived from the yards is due to the diligent work of the agents, - and this extends to auxiliary services such as the truck wash for example

Therefore, we ask that the Council include the DSSA in a principal position to sit on this advisory committee (as has always been the case with previous committees such as this)

We look forward to your attention to this matter

Yours sincerely


P.E. Dakin

cc. The Mayor
Mr. Mathew Dickerson



Paul Dakin 0418 112 038 • Mark Garland 0428 965 465 • Tony Morcom 0417 405 679
Joe Portelli 0418 835 464 • Mark Sheehan 0409 151 040

Submission 16

From: [REDACTED] Christine Bray <[REDACTED]>
Sent: Thursday, 21 April 2022 5:42 PM
To: [REDACTED]
Subject: Committees

Follow Up Flag: Follow up
Flag Status: Flagged

⚠ CAUTION: This email came from outside the organisation. Be cautious clicking links and do not open attachments unless they are expected.

I am presenting this submission as a concerned previous member of 2 committees abandoned during the previous Council term.

DRTCC Working Party

The DRTCC Working Party was formed before the theatre was built with 3 community reps on it from various artistic areas to provide insight from the different artistic communities which would use the facility. During its tenure the Working Party met on numerous occasions to discuss the DRTCC policies/procedures/fee structure. It continued up until the previous council when it was abandoned. With the committee abandoned there was no formal avenue for the arts community to have a collective input to the ongoing running/policy/fees etc of the DRTCC. There ceased to be any avenue, other than writing individual submissions, where collective issues that were perceived could be discussed. The opportunity for a group like this to reform would be welcomed by the Arts Community so they felt that their voices and concerns were being heard and their input valued. Concerns that have arisen within the Arts Community regarding the DRTCC could potentially be avoided if their input was possible through a Working Party/Committee.

Sister City Committee

This Committee was also abandoned during the previous council and since then (not forgetting the impact of Covid on these activities) there appears to have been little momentum to rejuvenate the programme. I realise that Japan and China are in completely different situations in 2022 but I would like to think that plans were bubbling away in the interim ready to resurrect the exchange when possible.

I would welcome the reformation of both of these committees to include community input and representation.

Regards,

Christine Bray

Dubbo Theatre Company
Secretary

Ex Member of Sister City Committee
Ex Member of DRTCC Working Party

Submission 17

From: comms@dubbo.nsw.gov.au
Sent: Wednesday, 20 April 2022 11:41 AM
To: Dubbo Regional Council
Subject: SUBMISSION - COMMUNITY COMMITTEES, WORKING GROUPS AND FORUMS
Attachments: 0_125874_20Apr2022114013_letter to council re committees small towns.docx

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

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

First name:	Natalie
Surname:	Reid
Residential address:	[REDACTED]
Contact number:	[REDACTED]
Email:	[REDACTED]
Which committee, working party or forum is your submission relating to?:	Villages Committee
Written submission:	against the formation of committees
File Upload:	0_125874_20Apr2022114013_letter to council re committees small towns.docx

Natalie Reid

Farnham 2820

20/04/2022

Dear Mathew Dickerson,

I am writing with concerns for the initiation of committees within the council and broader communities.

I will presume you are aware of the problems created within our small community of Stuart Town under the previous council, if not please call me for a chat.

These problems have divided a once close knit community and there seems no remedy for this now. The previous mayor was also keen to only talk to one member of each community as a representative. While that sounds reasonable, it certainly doesn't work very well for the wider community.

When I contact council I certainly don't have the ease of having only one person to communicate with, and it wouldn't make sense when it could be a variety of reasons why I would wish to.

I am very much against this proposal and feel it is a waste of time.

The individuals who are likely to go on these committees won't necessarily be the spokespeople that should represent these communities.

I think that it would be more appropriate to have a councillor that can be approachable by any member of a community than have a "committee", which we all know created a camel while trying to create a horse.

You may contact me on [REDACTED]

Sincerely, Natalie Reid
previously from Stuart Town, but now distanced to Farnham

Submission 18

From: comms@dubbo.nsw.gov.au
Sent: Thursday, 21 April 2022 9:56 AM
To: Dubbo Regional Council
Subject: SUBMISSION - COMMUNITY COMMITTEES, WORKING GROUPS AND FORUMS

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

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

First name:	Narelle
Surname:	Grant
Residential address:	[REDACTED] Dubbo
Contact number:	[REDACTED]
Email:	[REDACTED]
Which committee, working party or forum is your submission relating to?:	Public Spaces Tree Committee
Written submission:	These terms of reference are much improved. My suggestions are that: 1. Meetings include a General Business section which is custom and practice meeting procedure. 2. This committee's main role be centred on meaningful long term strategies and planning.
File Upload:	

Submission 19

From: comms@dubbo.nsw.gov.au
Sent: Thursday, 21 April 2022 3:48 PM
To: Dubbo Regional Council
Subject: SUBMISSION - COMMUNITY COMMITTEES, WORKING GROUPS AND FORUMS
Attachments: 0_125874_21Apr2022154744_LETTER TO COUNCIL - FORMATION OF DRTCC COMMITTEE 2022.pdf

⚠ CAUTION: This email came from outside the organisation. Be cautious clicking links and do not open attachments unless they are expected.

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

First name:	Anna
Surname:	Bloomfield
Residential address:	[REDACTED], Dubbo
Contact number:	[REDACTED]
Email:	[REDACTED]
Which committee, working party or forum is your submission relating to?:	Multiple (please list within your submission)
Written submission:	Please see letter below.
File Upload:	0_125874_21Apr2022154744_LETTER TO COUNCIL - FORMATION OF DRTCC COMMITTEE 2022.pdf

**DUBBO BALLET STUDIO**

13 Douglas Mawson Rd
PO BOX 4172 Dubbo NSW 2830
www.dubboballetstudio.com.au
info@dubboballetstudio.com.au
(Ph) 0412 136 784
ABN 41 537 595 562

19 April, 2022

Dear Dubbo Regional Council,

I write to formally request the formation of a working party / committee in relation to the running, management and policy creation regarding DRTCC.

The Dubbo Regional Theatre and Convention Centre is a public facility, built and fought for by our community to help foster, celebrate and support the local arts community.

Unfortunately, over the last decade the management and decisions made by those in positions to influence the running of the theatre have seen this facility become grossly underused, inaccessible, and a source of wild frustration amongst the vast majority of it's users.

Overly officious policies, appalling customer service and experience, premium hire rates, under qualified technicians, and a complete unwillingness to work with local groups, have seen this facility degrade from a community asset to a place of bitterness, unprofessionalism and unfortunately a place that actively restricts artists and performance groups from achieving their potential.

I strongly believe those in positions directing DRTCC are wildly out of touch with both the purpose of a regional theatre, and also the community that need it.

With the right direction, DRTCC has all the potential and all the facility to become a powerhouse of arts in regional NSW. There is a huge arts community in Dubbo, that, with the right support will flourish and function to serve our community passionately.

As a community member, prominent performing arts community member and active hirer of this facility, I confidently assert that it has become ethically, morally, financially and artistically impossible to enter into a contract with council to hire the DRTCC facility under the conditions that are presently in effect. The perception of, and confidence in Dubbo Regional Council to manage this faculty is at an all time low.

On many occasions when the community have voiced issues regarding the management and running of the theatre, we have been ignored and pushed aside. There is strong swell of support at the moment in the arts community that are pushing for real, constructive change in the running of DRTCC. I believe a committee consisting of some of these community members would greatly enhance the productivity of the theatre and connect council directly to those using it on a regular basis.

Please don't hesitate to contact me should you require more information or discussion. I look forward to your response, and a more accessible DRTCC for the whole of the community.

Kind Regards,

Anna Bloomfield
PRINCIPAL
Dubbo Ballet Studio

Submission 20

Subject: FW: Submission - Multicultural Advisory Committee

CheckInInfoID: 637870991743976760

From: Sales <[REDACTED]>

Date: 26 April 2022 at 4:18:09 pm AEST

To: Dubbo Regional Council <council@dubbo.nsw.gov.au>

Cc: Clr Shibli Chowdhury <ClrShibli.Chowdhury@dubbo.nsw.gov.au>, [REDACTED]

Subject: Submission - Multicultural Advisory Committee

⚠ CAUTION: This email came from outside the organisation. Be cautious clicking links and do not open attachments unless they are expected.

To:
Chief Executive Officer
Dubbo Regional Council
PO Box 81
Dubbo NSW 2830

Submission Re:
Multicultural Advisory Committee's Terms and Reference.

I would like to propose the following to be added to the purpose of this committee:

" to establish a close contact and working relationship with the " Multicultural NSW " – which is a NSW government agent , in relation to multicultural affairs, and also will create opportunities for securing funding from it for promoting harmony and better intercultural relationship and understanding in Dubbo Region "

Kind Regards



Nasser Sedghi | CBM Computers Pty Ltd

111 Talbragar St, Dubbo NSW 2830, Australia

Ph:- (+61) 02 6884 4600 | Fax:- (+61) 02 6884 9354 | Mob:- (+61)

email:- [REDACTED] | Web:- www.cbmcomputers.com.au

Celebrating our 26 years in business & going strong | Your Total IT solution Provider

Submission 21



Elders Rural Services Australia Limited
37 Bourke Street
Dubbo, NSW, 2830
PO Box 430, Dubbo, NSW, 2830
p | 02 6883 1800 f | 02 6883 1855
elders.com.au

27th of April 2022

The Chief Executive Officer
Dubbo Regional Council
PO Box 81
Dubbo NSW 2830

Dear Murray,

On behalf of Elders Rural Services Dubbo, I am writing to express my disappointment that the Dubbo Stock And Station Agents Pty Ltd positions have been removed from the Dubbo Regional Livestock Markets Advisory Committee.

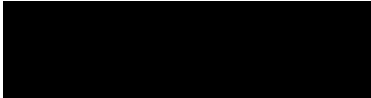
As current president of the DSSA and a past member of the advisory committee, I'm bewildered at the decision not to list 2 seats allocated to the DSSA on the committee. I would of thought It is extremely Important to have Input from the main source of financial Income to the Council through the saleyards share their thoughts and knowledge around It's strategic operations moving forward.

While I note there are 5 community skill based respresentives listed on the committee, I feel If the DSSA representatives were considered within these 5 seats It would be an Insult to our association and the members In It.

My personal opinion Is, the DSSA be given 2 seats on the Advisory Committee consisting of the DSSA president and a current director, and 3 seats set aside for the community skill based representatives.

We look forward to a positive outcome.

Kind Regards,



Martin Simmons



Carter Lindsay & Weber

Submission 22

LICENSED AUCTIONEERS, STOCK & STATION AGENTS
AUCTIONS PLUS AGENTS, CARCASE & FEEDLOT AGENTS

ABN 64 408 631 170

Telephone: (Office) (02) 6882 5177 Matthew Weber 0418 639 234 John Lindsay 0439 844 498
Fax: (02) 6881 8016 Shaun McHugh 0417 487 914 Steve Gay 0487 720 540
Email: contact@carterlindsayweber.com.au Website: www.carterlindsayweber.com.au

27 April, 2022

Mr Murray Wood
Chief Executive Officer
Dubbo Regional Council
PO Box 81
DUBBO NSW 2830

RE: THE 'DRAFT' DUBBO REGIONAL LIVESTOCK MARKET ADVISORY COMMITTEE

Dear Sir,

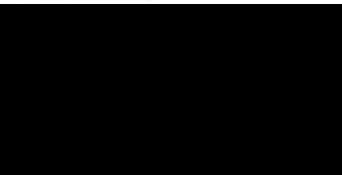
On behalf of Carter Lindsay & Weber of 76 Brisbane Street, Dubbo, I am writing in response to the above DRAFT DOCUMENT concerning the Dubbo Regional Livestock Market Advisory Committee.

I would like to express our utmost disappointment that in section 5 of this document, the Dubbo Stock & Station Agents do not hold two seats on this Committee as I believe this has been the case in previous years.

Dubbo Regional Livestock Markets are a huge priority for all Dubbo based Stock and Station Agents and I cannot believe that the Dubbo Stock & Station Agents could be omitted from such a Committee.

We would expect that the Dubbo Stock & Station Agents will be seriously reconsidered for the two seats previously held.

Yours sincerely



John Lindsay
Director

76 Brisbane Street, North Dubbo NSW 2830 • PO Box 70, Dubbo NSW 2830

Submission 23

From: comms@dubbo.nsw.gov.au
Sent: Wednesday, 27 April 2022 3:06 PM
To: Dubbo Regional Council
Subject: SUBMISSION - COMMUNITY COMMITTEES, WORKING GROUPS AND FORUMS
Attachments: 0_125874_27Apr2022150528_Public Tree Spaces Committee.docx

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

First name:	Barbara
Surname:	Sutherland
Residential address:	[REDACTED]
Contact number:	[REDACTED]
Email:	[REDACTED]
Which committee, working party or forum is your submission relating to?:	Public Spaces Tree Committee
Written submission:	
File Upload:	0_125874_27Apr2022150528_Public Tree Spaces Committee.docx

Public Tree Spaces Committee

Terms of Reference

Firstly I would like to congratulate DRC on this Committee Terms of Reference. This Committee will provide a direct avenue of consultation with the community in terms of having input into the strategic direction for the management of our tree canopy on public land. It is an excellent opportunity for community input into the management of public land. In my view the management of the other 50 per cent of our tree canopy should be covered by regulation.

My feedback is as follows:

2 Aim

Please define operational land. What does operational land mean?

3 Purpose

Again it is excellent that there is an avenue for community input into strategic planning documents

5 Positions

It is positive to have Directors of Liveability, Infrastructure and Development and Environment together with Mayor, a Councillor and up to 4 Community representatives available as this is an opportunity for interaction and a greater understanding of the reasons for processes, policies and decisions. Further having the ability to question these policies and processes can provide opportunities for better planning outcomes.

One of the positions should be allocated to a community member from Wellington to represent concerns of Wellington and surrounding villages.

8 Meetings

Why are meetings dependent on future works programs? The Committee should have a strategic not an operational focus. By the time there are operational works ready to be implemented, the opportunity for consultation and change has been lost! Planning budgeting etc. has already been completed. Community input needs to be in planning stages and not operational.

10 Order of Business

I note correspondence from committee members must be received by GIC at least 7 days prior to scheduled meeting. This would not allow committee members time to submit correspondence relevant to that meeting.

Can the order of business include general business?

Submission 24

From: comms@dubbo.nsw.gov.au
Sent: Wednesday, 27 April 2022 1:20 PM
To: Dubbo Regional Council
Subject: SUBMISSION - COMMUNITY COMMITTEES, WORKING GROUPS AND FORUMS
Attachments: 0_125874_27Apr2022132013_Draft Terms of Reference Community committees.docx

⚠ CAUTION: This email came from outside the organisation. Be cautious clicking links and do not open attachments unless they are expected.

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

First name:	Margaret
Surname:	McDonald
Residential address:	[REDACTED]
Contact number:	[REDACTED]
Email:	[REDACTED]
Which committee, working party or forum is your submission relating to?:	Climate Change and Resilience Committee
Written submission:	Please find attached.
File Upload:	0_125874_27Apr2022132013_Draft Terms of Reference Community committees.docx

Draft Terms of Reference – DRC Community Committees

I appreciate the addition of the "Climate Change and Resilience" committee to the list of community council committees. Local Government needs to step up to this important issue as the habitation consequences encompassed by residential rural life have often been ignored in any quest to reduce emissions. DRC is not alone in adopting "quiet" tones around the phrase, "Climate Change" for fear of being labelled "Green". I have personally witnessed this in council meetings where councillors were careful to vote against coal seam gas because of agricultural issues and NOT for environmental reasons. Renewable energy progress also, is more often praised as reducing costs and not as drawing down emissions.

As President of Dubbo Environment Group Inc., I have twice requested at public forum meetings that council adopt a net zero emissions policy during 2020 and 2012. During the campaign for elections, prospective councillors responded favourably to this DEG request when asked in October and November 2021. Six of the current councillors agreed to support a net zero emissions policy and two agreed to sustainable energy policies. I mention this background information because Climate Change is a global Code Red emergency as classified by the Independent Panel on Climate Change. Australia has been listed as last of the developed countries attending the Glasgow event last year, in their implementation of effective action. Our LGA is struggling with the reality of this grave fact and I believe that local government should be a leader in both educating their public and openly voicing their policies as "Climate Change" actions.

I have no problem with the draft terms of selection of members and management of the committee.

I do have problems with:

1. The number of community members selected to represent this huge LGA population and area, and this hugely diverse topic, as only three. Why list 13 sectors of the community where valuable insight and expert advice could be shared in **4. "Membership"**, and then pare the representatives down to three? Surely this is not a measure of what could be quality representation.
3 community representatives are completely overwhelmed by the body of staff and councillors in the committee, especially if only 2 attend. I suggest that at least 6 representatives would be acceptable by the community if indeed, DRC is serious about community consultation.
2. In **11. "Confidentiality"**, page 5, I am concerned that the meetings and the representation be kept secret. Obviously, a community representative cannot speak publicly to the media unless permitted, but if they cannot speak publicly to the community, they are not representing the community at all. The community needs to know who their representatives are, how they are representing them, and how the committee is responding to their ideas. Most importantly, they need to know that the DRC is not using the "confidentiality" tool to simply ignore their community and do nothing except tick a "Consultation" box.

Thank you for this opportunity to address the Draft terms. I wish DRC every success and many valuable initiatives with the committees.

Margaret McDonald

Late Submission 25

From: Governance and Internal Control - DRC
Subject: Community Feedback - Financial Performance Committee
CheckInInfoID: 637868283938531596

From: Craig Giffin <[REDACTED]>
Sent: Thursday, 28 April 2022 8:17 AM
To: Dubbo Regional Council <council@dubbo.nsw.gov.au>
Subject: Community Feedback - Financial Performance Committee

⚠ CAUTION: This email came from outside the organisation. Be cautious clicking links and do not open attachments unless they are expected.

Thank you for the opportunity to provide feedback on the formation of Councils Financial Performance Committee.

Firstly I would like to congratulate council on the formation of this important committee. Financial performance is a key accountability and foundation upon which all well managed and professional councils are built.

My submission asks Council to consider the inclusion of financial sustainability as an additional aim for this committee. Encompassing financial sustainability as a key aim will allow the committee to have a much broader and holistic view of councils overall financial performance which in turn will provide the essential data upon which effective and fully informed decisions can be made.

Whilst working to a balanced budget and reviewing the financial performance of individual service areas areas is important they only provide a small component of councils overall financial performance landscape. For example adopting a balanced budget does not ensure that there are sufficient allocations made within the budget to maintain, renew and replace councils assets (eg roads) as needed to ensure that these assets are providing the level of service expected and importantly that any backlog of asset management works is being addressed so as not to place additional financial pressure on future budgets and ratepayers.

There are a number of well recognised industry frameworks and metrics that council can utilise to both monitor and develop strategies to maintain and achieve ongoing financial sustainability. Critically for a service delivery organisation such as council that relies on over \$3 billion in assets to deliver services to the community the inclusion of financial sustainability as an aim will provide the committee with information regarding the current state and management of these assets.

Regards,
Craig Giffin.

Sent from my iPad

Late Submission 26

From: Governance and Internal Control - DRC
Subject: Terms of reference for Council Committees
CheckInInfoID: 637870996957967301

From: Leetina Smith <[REDACTED]>
Date: 28 April 2022 at 4:29:11 pm AEST
To: J [REDACTED] Watts <[REDACTED]>, [REDACTED] <[REDACTED]@dubbo.nsw.gov.au>, [REDACTED]
Cc: [REDACTED]
Subject: RE: Terms of reference for Council Committees

⚠ CAUTION: This email came from outside the organisation. Be cautious clicking links and do not open attachments unless they are expected.

Hi All,

Just had a read of the TOR for the Wiradjuri Tourism Project Committee (WTPC)

* 'Community representation will be determined by theby the DACWP as a subcommittee. Recommending that this should be amended to reflect 'in partnership with DRC'

* Are we using the term Indigenous?, Language needs to be consistent with the DRC RAP plan and website.

Also why can't the council staff have the option to be Aboriginal ? (let's cut through the unconscious cultural bias)

* Section 3 - Will there be any lines of communication between the committee and management of the Centre?

What's point of the committee if there is no feedback loop/ oppourunti such as touch points to the DRC (Other than providing minutes and specialist reports to the DRC.)

Can we include points around: Facilitate discussions amongst interested parties on opportunities to enhance the Centre for growth and development. And

Promote increase Aboriginal representation across all touch points of the WTC. (Lets strengthen the processes)

Point D - I'm not sure what its trying to say - what am I missing ?

* Section 7

Any recommendations made at the WTPC are to be supplied to the Director of Culture and Economy. Can we capture that this is a two way process and the Director will provide updates/ feedback to the WTPC?

Section 7 refer to the minutes of the WTPC to be supplied to the Culture and Community

Committee

- Who are they?
- Is there Aboriginal representation on that Committee?
- Will that committee have some type of partnership with the WTPC?

Hope the above is suffice and I've raised points to be considered and discussed before finalising.

Thanks Leetina

Leetina Smith

Senior Program Officer

Transforming Aboriginal Outcomes – Care and Housing

Department of Communities and Justice

P: 02 6885 7106 | M: [REDACTED]

E: [REDACTED]

W: https://urldefense.proofpoint.com/v2/url?u=http-3A-www.facs.nsw.gov.au&d=DwIGaQ&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A-CdpnVfiiMM&r=RLEJiG9B2VxF5LS8SJZt-gH6Yn_v5giYVCQZaY3NDM&m=G3OHMBTOtTqq5Yun2OGmRxzFeWajFHxeX7mp8UEDuVw&s=bY5YPfMnDLAvomrrxBStmqc2Pi0A7tcCK2uYW7hgySI&e=

Available via MS Teams Calls

We acknowledge the traditional custodians of this land and celebrate their ongoing contribution to society.

The content of this email and its attachments are confidential and intended solely for the use of the individual or entity to which they are addressed. Please consider the environment before printing this email.



Aquatics Working Party

Terms of Reference

1. Values and Expectations

Dubbo Regional Council (DRC) committees, working groups and panels are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Committees, working groups and panels are not decision making bodies.

DRC is committed to our values: Progressive, Sustainable, One Team, and Integrity. All DRC working party members are expected to act in accordance with our values and to work constructively together. These behaviours are expected of all committee members:

- Members will conduct themselves with respect to Council and each other
- **Members will act as a two way conduit of information between Council, and the community/organisation they have been nominated to represent**
- Members will confine their contributions to statement of facts
- Members will not insult or make personal reflection or impute improper motives to each other
- Members will not say or do anything that is inconsistent with maintaining order at meetings or is likely to bring the working party into contempt
- Members will allow other members to put their views without interruption

2. Aim

The aim of the Aquatics Working Party is to assist Council decision making in relation to aquatic leisure development projects.

3. Purpose

Provide advice on Aquatic Leisure Centre Developments



4. Membership

Members will serve on the Working Party for the duration of the Mayoral Term. Should a member be absent from three consecutive meetings of the Working Party (without formal apology or leave granted by the Working Party), that person will cease to be a member. Any position made vacant under these terms will not be filled until the next round of expressions of interest, in conjunction with the Mayoral Term.

Community representation will be determined by way of open nomination, with successful applicants being decided by a selection panel made up of the Councillor representative/s, the Chief Executive Officer and/or relevant Director, and a relevant staff member.

5. Positions

Membership will comprise of:

- One Councillor, with one alternative Councillor
- Relevant Director
- Manager Aquatic Leisure Centres
- Up to five community representatives.

The Chair will be the Councillor representative.

The minute taker will be an Administration Officer of the relevant Directorate.

6. Support and Administration

Council's Governance and Internal Control (GIC) branch will be responsible for the following arrangements:

- Sending meeting invitations
- Booking meeting rooms
- Preparing agendas
- Distributing agendas
- Preparing dummy minutes
- Finalising and distributing minutes





Council's Aquatic Leisure Centres branch will be responsible for the following:

- Confirming meeting dates with GIC
- Confirming agenda items and preparing reports
- Taking minutes using the dummy minutes proforma created by GIC, and returning to GIC within three business days of the meeting
- All matters to do with nomination, selection and replacement of working party members

Working Party members will be responsible for the following:

- Responding to meeting invites; providing an apology in advance where necessary
- Reading agendas and accompanying reports ahead of any meeting
- Attending and contributing to meetings

7. Delegations and Reporting

The Working Party will have no delegated authority from the Council to make decisions binding the Council.

Outcomes of the working party will inform reports, with recommendations, as required, to the Council under the Manager Aquatic Leisure Centres or relevant Director. Reports may include:

- Meeting minutes – to be submitted for notation to the Culture and Community Committee
- Specialist reports as requested by the Council

8. Meetings

Meetings will occur quarterly or as required for consideration of matters brought by the CEO.

9. Outcomes

The quorum is half plus one.

In the event that the group is unable to come to a cohesive understanding on any matter or discussion item, a vote will be taken and will be noted in the minutes.





10. Order of Business

The order of business for each Working Party meeting will be:

1. Apologies
2. Conflicts of Interest
3. Confirmation of Minutes/Report of the Working party
4. Reports from Staff
5. Other items as required

11. Confidentiality and Communication

Confidentiality is to be maintained by all members of the working party, pursuant to guidelines of the Local Government Act. Discussions will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media.

The identity, including personal information (such as contact details) of working party members is not to be shared without the express permission of the member in question.

Prior to any public and/or media comment (including social media) on matters addressed by the working party, members will consult with the relevant Director.

Working party members will not speak publicly on behalf of the working party without the express direction of the relevant Director.

12. Code of Conduct

Elected officials (Councillors) must abide by the Code of Conduct which can be found on [Council's website](#). Representatives of Council administered committees, working groups and advisory panels must also abide by Council's Code of Conduct.





DUBBO REGIONAL
COUNCIL

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

DIVISION: Organisational Performance
REPORT DATE: 2 May 2022
TRIM REFERENCE: ID22/878

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 2 May 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 30 April 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 April 2022 has been accounted for on an accrual basis. This report details investments and annualised returns for the month of April 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 \$2,554,280.00.

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	25,159,767.08	11.29%
Australian Unity Bank	8,016,279.48	3.60%
Auswide Bank Limited	4,997,350.00	2.24%
Bank of China (Australia) Limited	4,509,439.83	2.02%
Bank of China Limited, Sydney Branch	2,982,210.00	1.34%
Bank of Communications Co. Ltd. Sydney Branch	3,756,037.50	1.69%
Bank of Queensland Ltd	15,034,322.60	6.74%
Bank of Sydney Ltd	9,043,274.00	4.06%
Bendigo & Adelaide Bank Ltd	3,024,316.44	1.36%
Illawarra Credit Union Ltd	2,007,351.24	0.90%
Judo Bank	13,045,591.79	5.85%
Macquarie Bank	7,575,360.00	3.40%
Macquarie Credit Union Limited	2,003,501.36	0.90%
MyState Bank Ltd	7,938,560.00	3.56%
National Australia Bank Ltd	51,172,448.74	22.96%
Northern Territory Treasury Corporation	13,099,670.00	5.88%
Rabobank Nederland Australia Branch	5,146,100.00	2.31%
Suncorp Bank	4,890,650.00	2.19%
UBS Australia Ltd	4,426,155.00	1.99%
Westpac Banking Corporation Ltd	35,069,624.46	15.73%
Portfolio Total	222,898,009.52	100.00%

^Portfolio overview represents total market value. Investment face value is \$222,898,009.52

^ NAB is inclusive of Councils cash account.

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

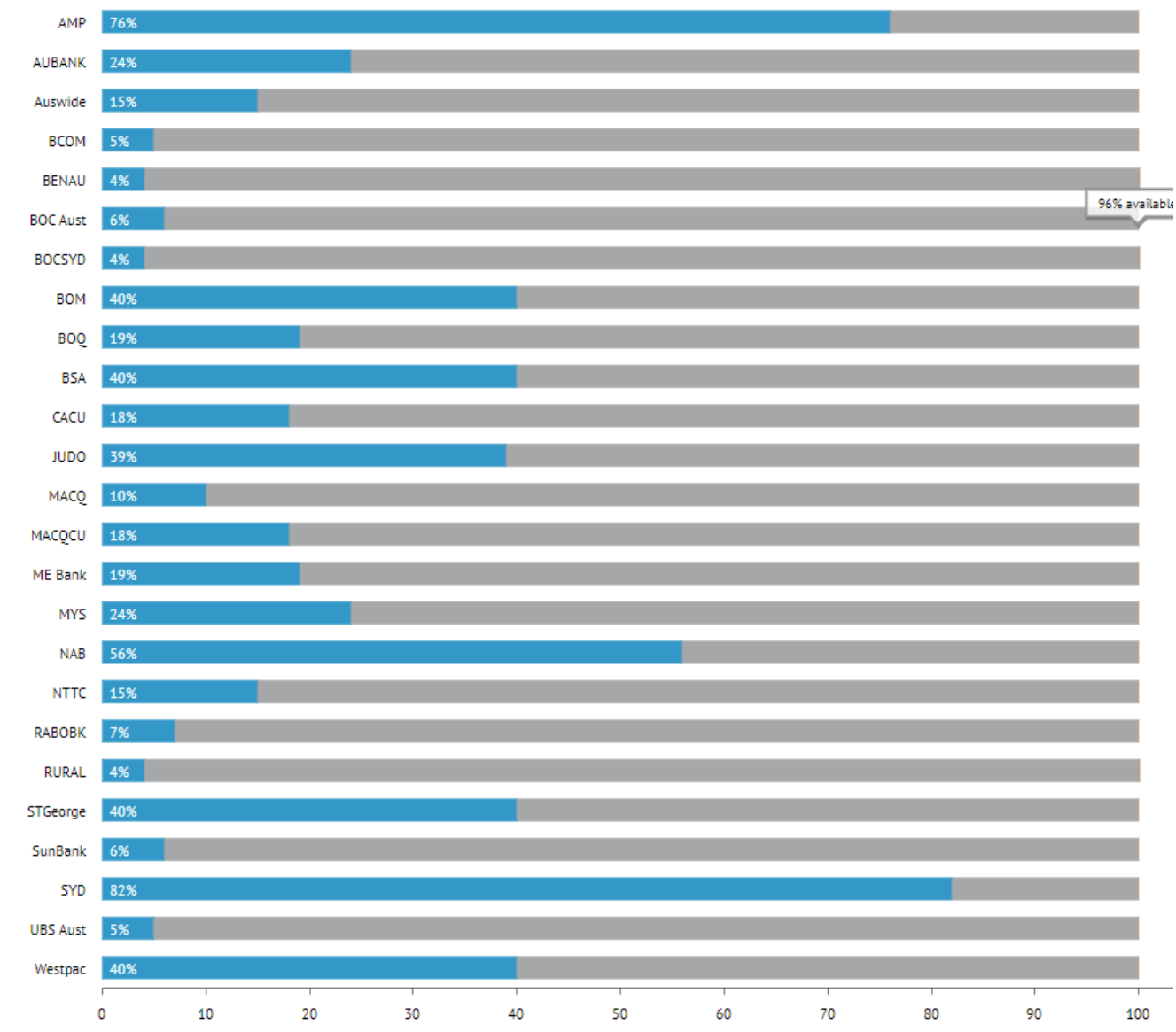
Market Value by Issuer



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 As At Friday, 29 April 2022



Interest Income

The below table details payments of interest paid to Council between 1 April 2022 to 30 April 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	IEI217669	21 Apr 2022	20,000,000.00	79,397.26
BOCSYD 0.57 28 Apr 2024 FRN	Bank of China Limited, Sydney Branch	IEI219169	28 Apr 2022	3,000,000.00	4,770.00
NAB At Call In	National Australia Bank Ltd	IEI219300	30 Apr 2022		17,535.80
					101,703.06

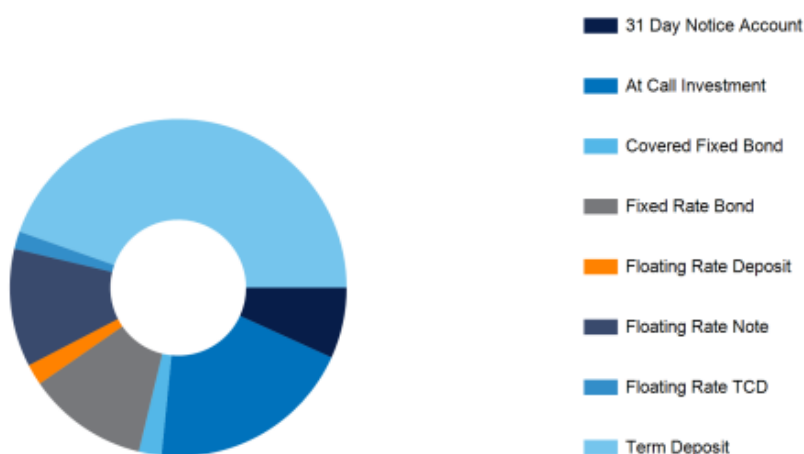
^ Interest received consists of payments made to Council's allocated bank account and are exclusive of accruing interest.

Investment by Asset Class

The following table details Council's investment holdings by investment type:

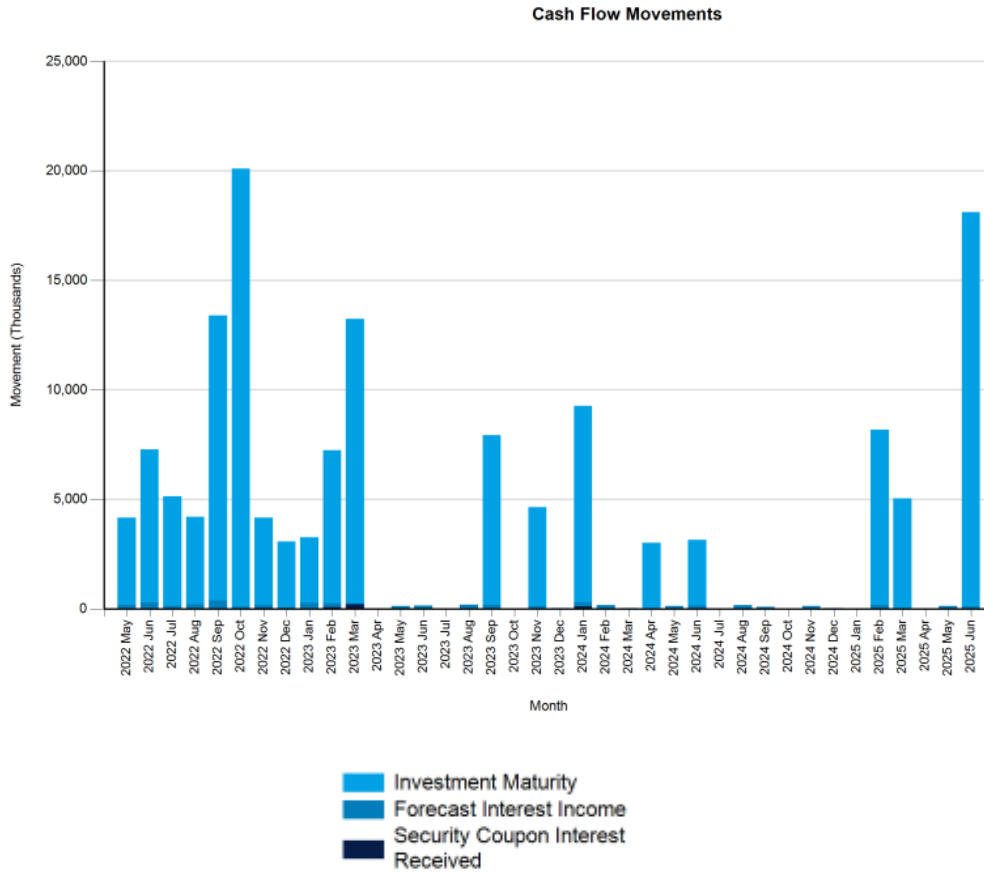
Security Type	Market Value	% Total Value
31 Day Notice Account	15,136,328.70	6.79%
At Call Investment	44,113,832.28	19.79%
Covered Fixed Bond	4,890,650.00	2.19%
Fixed Rate Bond	25,821,130.00	11.58%
Floating Rate Deposit	4,509,439.83	2.02%
Floating Rate Note	25,253,025.00	11.33%
Floating Rate TCD	3,756,037.50	1.69%
Term Deposit	99,417,566.21	44.60%
Portfolio Total	222,898,009.52	100.00%

Market Value by Security Type

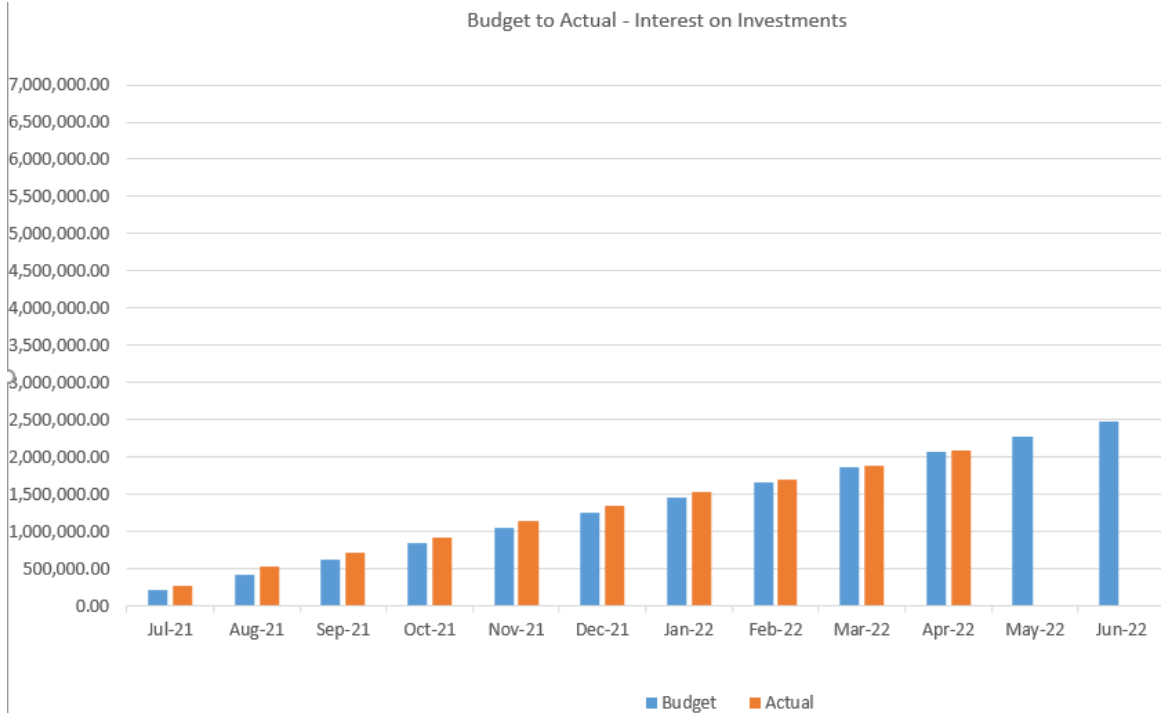


Future Maturity Cash flow

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



Budget to Actual – Interest on Investments



Summary

Cash Account

Council outperformed the 11.00am Official Cash Rate market benchmark for one month return of 0.10%, achieving a return of 0.50% for its At Call investments for the month of March 2022.

Investment Portfolio

Council outperformed the one month Bloomberg AusBond Bank Bill Index of -0.02%, with an average return of 1.3177% for its overall portfolio return.