



AGENDA

CULTURE, ECONOMY AND CORPORATE COMMITTEE

9 NOVEMBER 2020

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

The meeting is scheduled to commence at pm.

	Page
CEC20/44 INVESTMENTS UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT - OCTOBER 2020 (ID20/1300)	3
The Committee had before it the report dated 2 November 2020 from the Chief Financial Officer regarding Investments Under Section 625 of the Local Government Act - October 2020.	
CEC20/45 EXTENSION OF THE EXISTING COVID-19 RATES FINANCIAL ASSISTANCE POLICY (ID20/1299)	7
The Committee had before it the report dated 2 November 2020 from the Chief Financial Officer regarding Extension of the Existing COVID-19 Rates Financial Assistance Policy.	
CEC20/46 POLICY FOR REVIEW - POLICY FOR THE PROVISION OF INFORMATION TO AND INTERACTION BETWEEN COUNCILLORS AND STAFF (ID20/1332)	15
The Committee had before it the report dated 19 October 2020 from the Internal Ombudsman regarding Policy for review - Policy for the Provision of Information to and Interaction Between Councillors and Staff.	
CEC20/47 DESTINATION DUBBO: INTERNATIONAL READY - QUARTERLY PROJECT UPDATE (ID20/1235)	29
The Committee had before it the report dated 1 October 2020 from the Tourism Product Development Manager regarding Destination Dubbo: International Ready - Quarterly Project Update.	

**CEC20/48 DESTINATION DUBBO: INTERNATIONAL READY PROJECT - OLD
DUBBO GAOL PLAZA - KINETIC ARTWORK - SUPPLIER BY
PREFERENCE (ID20/1337)**

The Committee had before it the report dated 20 October 2020 from the Chief Executive Officer regarding Destination Dubbo: International Ready Project - Old Dubbo Gaol Plaza - Kinetic Artwork - Supplier by preference.

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the Chief Executive Officer is of the opinion that consideration of this item is likely to take place when the meeting is closed to the public for the following reason: information that would, if disclosed, prejudice the commercial position of the person who supplied it (Section 10A(2)(d)(i)).



REPORT: Investments Under Section 625 of the Local Government Act - October 2020

AUTHOR: Chief Financial Officer
REPORT DATE: 2 November 2020
TRIM REFERENCE: ID20/1300

EXECUTIVE SUMMARY

As required by Clause 212 of the Local Government (General) Regulation 2005, set out below are the details of all monies that Council has invested under Section 625 of the Local Government Act as at 31 October 2020.

Investments, when placed, have been done so in accordance with the Local Government Act, Local Government Regulations and Council's Investment Policy and Strategy. Interest on investments for the month of October 2020 has been accounted for on an accrual basis. This report details investments and annualised returns for the month of October 2020.

FINANCIAL IMPLICATIONS

Interest earned on investments has been included within Council's 2020/2021 Operational Plan, with total income generated from the Investment Portfolio forecast to be in excess of \$3,500,000.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

That the information contained within the report of the Chief Financial Officer dated 2 November 2020, be noted.

Michael Howlett
Chief Financial Officer

PORTFOLIO OVERVIEW

The below table details Council's current investment portfolio:

Compliant	Bank Group	Term	Rating	Invested	Invested (%)	Limit (%)	Limit (\$)	Available
✓	Westpac	Long	AA-	52,000,000.00	23.55	100.00	-	168,776,499.19
✓	Commonwealth Bank	Long	AA-	7,008,042.00	3.17	100.00	-	213,768,457.19
✓	NAB	Long	AA-	108,424,398.94	49.11	100.00	-	112,352,100.25
✓	Suncorp	Long	A+	4,000,000.00	1.81	30.00	-	62,232,949.76
✓	Bank of Communications	Long	A-	3,756,581.25	1.70	20.00	-	40,398,718.59
✓	BOQ	Long	BBB+	22,072,500.00	10.00	10.00	-	5,149.92
✓	Australian Unity Bank	Long	BBB+	2,000,000.00	0.91	10.00	-	20,077,649.92
✓	Bendigo and Adelaide	Long	BBB+	7,500,000.00	3.40	10.00	-	14,577,649.92
✓	Newcastle Permanent	Long	BBB	1,014,977.00	0.46	5.00	-	10,023,847.96
✓	AMP Bank	Long	BBB	11,000,000.00	4.98	5.00	-	38,824.96
✓	Macquarie Credit Union	Long	Unrated	2,000,000.00	0.91	5.00	-	9,038,824.96
TOTALS				220,776,499.19	100.00			

^ NAB is inclusive of Councils cash account.

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

INTEREST INCOME

The below table details payments of interest paid to Council between 1 October 2020 and 31 October 2020:

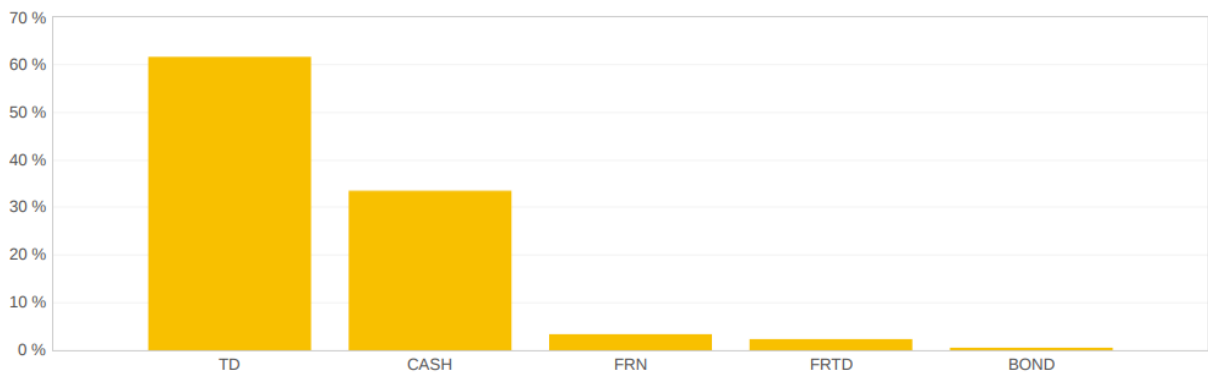
Issuer	Rating	Type	Alloc	Frequency	Value	Purchase	Maturity	Coupon Date	Type	Rate	Received
Westpac	AA-	TD	GENERAL	Quarterly	2,500,000.00	06/02/2019	06/10/2020	06/10/2020	Maturity	2.7300	11,406.16
Suncorp	A+	FRN	GENERAL	Quarterly	1,000,000.00	04/12/2015	20/10/2020	20/10/2020	Maturity	1.3549	3,415.09
NAB	AA-	TD	SEWER	Annual	5,000,000.00	23/01/2019	23/10/2020	23/10/2020	Maturity	2.8000	105,095.89
Commonwealth Bank	AA-	FRN	GENERAL	Quarterly	2,000,000.00	14/01/2016	18/01/2021	19/10/2020	Periodic	1.2549	6,257.31
Westpac	AA-	TD	GENERAL	Quarterly	3,000,000.00	17/07/2017	18/01/2021	19/10/2020	Periodic	3.0100	23,255.34
Commonwealth Bank	AA-	FRTD	GENERAL	Quarterly	1,000,000.00	20/04/2016	20/04/2021	20/10/2020	Periodic	1.3349	3,364.68
Newcastle Permanent	BBB	FRN	GENERAL	Quarterly	1,000,000.00	24/01/2017	24/01/2022	26/10/2020	Periodic	1.7508	4,508.91
Westpac	AA-	TD	GENERAL	Quarterly	20,000,000.00	21/10/2019	21/10/2022	21/10/2020	Periodic	1.6100	81,161.64
TOTALS					35,500,000.00						238,465.03

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

INVESTMENT BY ASSET CLASS

The following table details Councils investment holdings by investment type:

Code	Number of Trades	Invested	Invested (%)
TD	36	135,572,500.00	61.41
CASH	3	73,424,398.94	33.26
FRN	3	6,776,150.25	3.07
FRTD	3	4,500,000.00	2.04
BOND	1	503,450.00	0.23
TOTALS	45	220,776,499.19	100.0

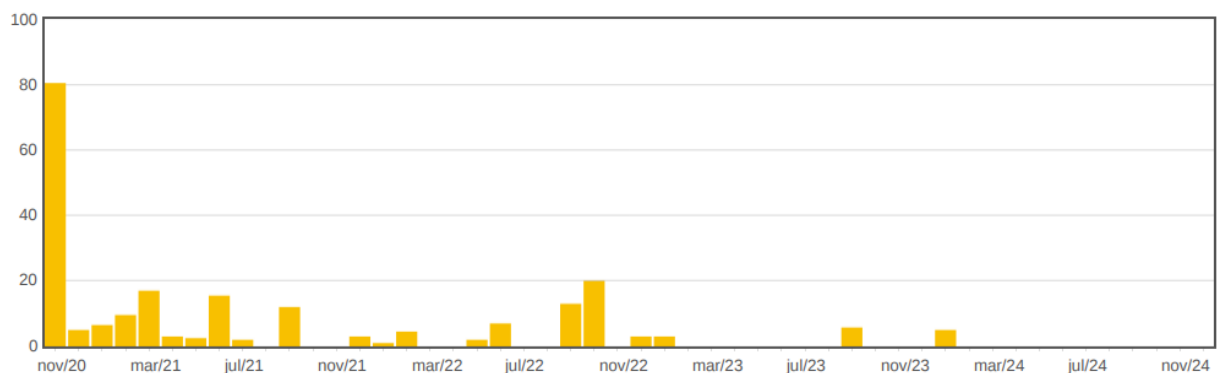


[^]Legend: TD = Term Deposit, FRTD = Floating Rate Term Deposit, FRN = floating Rate Note

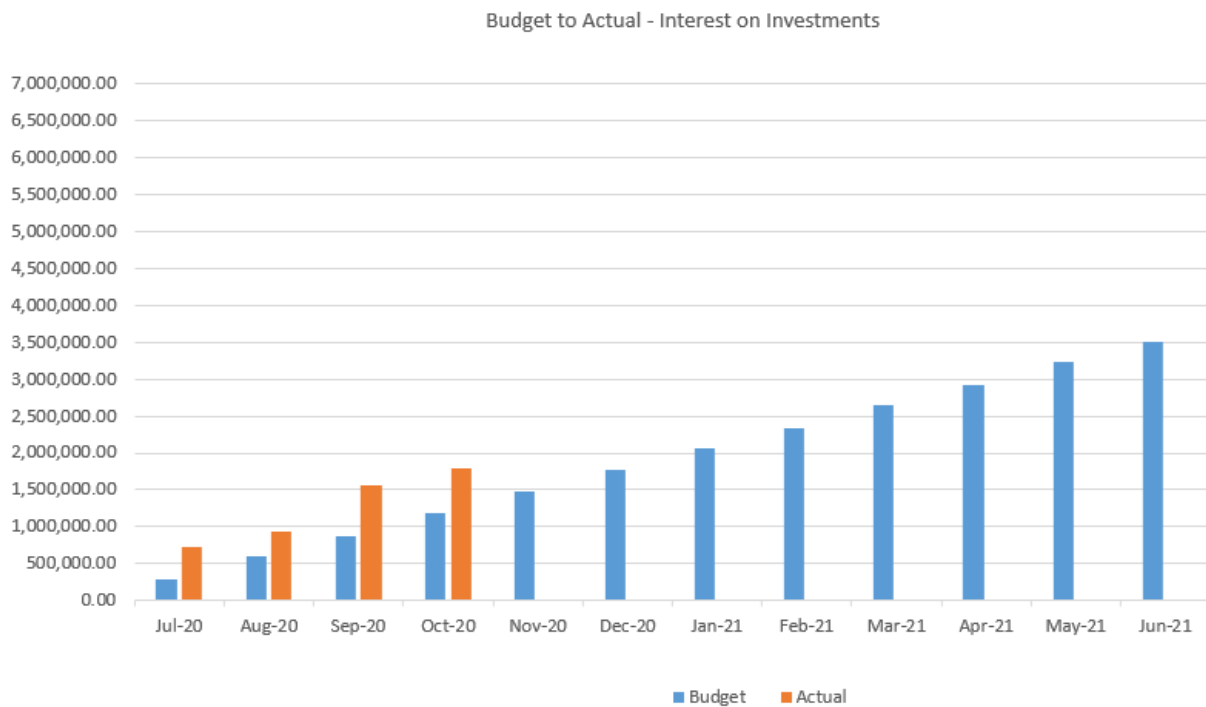
FUTURE MATURITY CASHFLOW

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

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2020	-	-	-	-	-	-	-	-	-	-	80,424,398	5,000,000	85,424,398.94
2021	6,508,042	9,572,500	17,000,000	3,000,000	2,500,000	15,500,000	2,000,000	-	12,000,000	-	-	3,000,000	71,080,542.00
2022	1,014,977	4,500,000	-	-	2,000,000	7,000,000	-	-	13,000,000	20,000,000	-	3,000,000	50,514,977.00
2023	3,000,000	-	-	-	-	-	-	-	5,756,581	-	-	-	8,756,581.25
2024	5,000,000	-	-	-	-	-	-	-	-	-	-	-	5,000,000.00
TOTALS													220,776,499.19



BUDGET TO ACTUAL – INTEREST ON INVESTMENTS



SUMMARY

Cash Account

Council outperformed the 11am Official Cash Rate market benchmark for 1 month annualised return of 0.25%, achieving a return of 0.65% for its At Call investments for the month of October 2020.

Investment Portfolio

Council outperformed the 1 month annualised Bloomberg AusBond Bank Bill Index of 0.13%, with an average return of 0.93% for its overall portfolio return



DUBBO REGIONAL
COUNCIL

REPORT: Extension of the Existing COVID-19 Rates Financial Assistance Policy

AUTHOR: Chief Financial Officer
REPORT DATE: 2 November 2020
TRIM REFERENCE: ID20/1299

EXECUTIVE SUMMARY

A number of Councils ratepayers, residents and businesses are still adversely affected by the COVID-19 pandemic and the associated measures that have been taken by the Government to slow down infection levels.

This report provides details regarding an extension of the existing COVID-19 Rates Financial Assistance Policy that Council has employed to provide additional assistance for those Ratepayers that have been financially impacted by COVID-19.

The Policy extends the existing assistance that is currently being offered where a Ratepayer can provide supporting documentation that they are receiving Federal Government support as a result of COVID-19 or a landlord who has incurred a reduction of 30% or more in rental income as a result of COVID-19. Whilst this Policy deals specifically with rate payments only, all other financial assistance requests in relation to other Accounts Receivable debts and Council Fees and Charges will be assessed separately on a case by case basis. The Policy shall remain in force until 31 March 2021 as this correlates with the JobKeeper extension from the Federal Government.

Those Ratepayers who submit successful applications under the COVID-19 Rates Financial Assistance Policy will have access to the following:

- The deferral of payment of rate instalments due 30 November 2020 and 28 February 2021, until 31 March 2021 supported by an agreed payment arrangement where possible.
- No interest to be charged on overdue instalments that are due 30 November 2020 and 28 February 2021, from 1 December 2020 to 31 March 2021.
- Debt recovery to be placed on hold until 31 March 2021.

The COVID-19 Rates Financial Assistance Policy is attached to this report as **Appendix 1** and is recommended for adoption.

FINANCIAL IMPLICATIONS

The immediate cost of extending the COVID-19 Rates Financial Assistance Policy is difficult to forecast, as it would be dependent upon the number of ratepayers that are granted this assistance, but would clearly have an impact on Council's cash flow. It is, however, estimated that if 20% of ratepayers were to make successful applications under this Policy then the cost would be in the vicinity of \$200,000 which would be funded from the COVID-19 reserve.

POLICY IMPLICATIONS

The COVID-19 Rates Financial Assistance Policy will become a Policy of Council.

RECOMMENDATION

- 1. That the updated COVID-19 Rates Financial Assistance Policy, as attached to the report of the Chief Financial Officer dated 2 November 2020 as Appendix 1, be adopted.**
- 2. That no interest be applied to outstanding Rates and Charges to Ratepayers who make a successful application under the COVID-19 Rates Financial Assistance Policy for the period 1 December 2020 to 31 March 2021.**

Michael Howlett
Chief Financial Officer

BACKGROUND

Rates income is a secure and reliable source of revenue that Council uses to deliver essential services to the community. In times of crisis, it is important to remember that Council still requires cash flow to deliver these services. It is, however, recognised that the COVID-19 Pandemic is causing financial hardship for some members of the community and as a result, Council is providing assistance in certain circumstances.

REPORT

Many of Council's ratepayers, residents and businesses have been adversely affected by the COVID-19 Pandemic and the associated steps that have been taken by governments to slow down infection levels. Whilst the COVID-19 Rates Financial Hardship Policy deals specifically with rate payments only, all other financial assistance requests in relation to other Accounts Receivable debts and Council Fees will be assessed separately on a case by case basis.

The Policy extends the existing assistance that is currently being offered where a Ratepayer can provide supporting documentation that they are receiving Federal Government support as a result of COVID-19 or a landlord who has incurred a reduction of 30% or more in rental income as a result of COVID-19. Whilst this Policy deals specifically with rate payments only, all other financial assistance requests in relation to other Accounts Receivable debts and Council Fees and Charges will be assessed separately on a case by case basis. The Policy shall remain in force until 31 March 2021 as this correlates with the JobKeeper extension from the Federal Government.

Eligible ratepayers requesting to access the COVID-19 Rates Financial Hardship Policy must submit an application, that is available on Council's website, no later than 1 December 2020 or if unable to access Council's website, by contacting Council's Customer Experience team for assistance.

The assistance available for Ratepayers who can demonstrate a financial impact from COVID-19 under the terms of this Policy is included are as follows:

- The deferral of payment of rate instalments due 30 November 2020 and 28 February 2021, until 31 March 2021 supported by an agreed payment arrangement where possible.
- No interest to be charged on overdue instalments that are due 30 November 2020 and 28 February 2021, from 1 December 2020 to 31 March 2021.
- Debt recovery to be placed on hold until 31 March 2021.

For those ratepayers who are experiencing longer term financial hardship Councils existing Debt Management and Financial Hardship Policy is available to provide further assistance.

Appendices:

- 1 [Updated November 2020 COVID-19 Rates Financial Assistance Draft Policy](#)

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COVID-19 Rates Financial Assistance

Date 2 November 2020

Council Resolution Date 9 November 2020

Clause Number

Responsible Position Chief Financial Officer
Branch Financial Operations
Division Organisational Performance
Version 2
TRIM Reference Number
Review Period 4 Months
Review Date 22 March 2021
Consultation

Document Revision History	
Description	Date
COVID-19 Rates Financial Assistance Policy – ED20/62984	09 April 2020
Notes	

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TITLE AND DURATION

This Policy shall be known as the COVID-19 Rates Financial Assistance Policy and will commence on Tuesday 10 November 2020 and shall remain in force until Monday 31 March 2021.

PURPOSE

Council has a legislative responsibility to maintain effective financial control over its operations. Council must ensure that monies owed are collected in a timely, efficient and effective manner in order to provide services to the community.

The purpose of this COVID-19 Rates Financial Assistance Policy is to provide an adopted framework detailing the Rate payment options and assistance available to Ratepayers if they are currently experiencing financial hardship due to the COVID-19 pandemic.

This Policy provides assistance with Rate payments only and does not refer to any other debt or Fees/Charges payable to Council.

Related Legislation

- Local Government Act, 1993
- Local Government (General Regulation) 2005
- Privacy and Personal Information Protection Act, 1998

Related Documentation

- Council’s Code of Conduct
- Council’s Revenue Policy
- Council’s Debt Management and Financial Hardship Policy
- Office of Local Government Debt Management and Hardship Guidelines, November 2018

DEFINITIONS

To assist in interpretation, the following definitions apply:

Term	Definition
Act	Local Government Act 1993
Application	A submission made by a Ratepayer to be considered under the provisions of this Policy
Council	Dubbo Regional Council
Deferral	When payment in full will not be on the instalment due dates specified in the Local Government Act 1993 being 30 November 2020 and 28 February 2021
Interest	The fee charged by Council, expressed as a percentage, on Rates and Charges that remain unpaid after the due date
Interest Rate	Made in accordance with Section 566 of the Local Government Act 1993
Payment Arrangement	An agreement entered into by Council and a Ratepayer for the payment of outstanding Rates and Charges under the provisions of this Policy

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Rates and Charges	Ordinary Rates and Annual Charges levied in accordance with the Local Government Act 1993
Ratepayer	The person liable for payment of Rates and Charges for the property in accordance with the Local Government Act, 1993

SCOPE

This Policy aligns with Council’s existing Debt Management and Financial Hardship Policy. All Ratepayers who are experiencing longer term financial hardship are encouraged to make application for assistance under the Debt Management and Financial Hardship Policy.

This Policy applies to all Ratepayers, council staff, elected members of Council and contracted service providers.

This Policy does not confer any delegated authority upon any person. All delegations to staff are issued by the Chief Executive Officer in accordance with Section 378 of the Local Government Act 1993.

The specific provisions contained within the Local Government Act 1993 and associated Regulations must be adhered to when applying this Policy.

All Other Debts Other Than Rates

Council will only consider debts relating to Rates and Charges under this Policy, all other COVID-19 Financial Hardship related requests will be considered separate to this Policy and on a case by case basis.

OBJECTIVES

The total deferral of rate instalments due to an event like COVID-19 can cause a secondary bout of financial stress when the event has concluded and the deferred rate instalments become due and payable. Council’s aim is to provide support to eligible Ratepayers with options for payment of rate instalments through the COVID-19 pandemic without creating additional financial stress when the pandemic has been resolved. This is assisted by an interest free period.

When undertaking an assessment of applications under this Policy, Council will be guided by the principles of:

- Equity – to ensure consistency, fairness, integrity and confidentiality of all proceedings for both Council and the Ratepayer.
- Engagement – Council is committed to engaging with Ratepayers.
- Transparency – ensuring obligations of Council’s Ratepayers are clear in assisting them to meet their financial obligations.
- Financial Hardship – Council will assess COVID-19 rates financial assistance applications on an individual basis and will be courteous and respectful.

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POLICY

Eligibility to Make an Application Under the Policy

- A Ratepayer who is receiving regular COVID-19 related income support:
 - JobSeeker Payment
 - JobKeeper Payment
 - Farm Household Allowance
- A landlord whose rental income has decreased by at least 30% from an existing tenancy agreement
- A business who qualifies for the JobKeeper payment
- Any other Federal Government COVID-19 specific support payments as determined by the Chief Financial Officer as being appropriate for the application of this Policy.

Supporting documentation of receiving any of the above will be required as part of the application process and must be submitted at the time of the application.

RATES, INTEREST CHARGES AND DEBT RECOVERY

Rate Instalments Due 30 November 2020 and 28 February 2021

This Policy provides for eligible Ratepayers to defer payment of the rate instalments due on 30 November 2020 and 28 February 2021 until 31 March 2021.

Council will encourage eligible Ratepayers to set up a payment arrangement with Council that is tailored specifically to the eligible Ratepayers' needs. The aim of the payment arrangement is to have the debt relating to the two rate instalment payments that are due on 30 November 2020 and 28 February 2021 paid in full by 31 March 2021. This will help to ensure that further debt shock is not experienced when these two rate instalments become due and payable together with future rate instalments.

Payment of these rate instalments may also be deferred in full until 31 March 2021 where a payment arrangement cannot be entered into.

Interest Charges on Overdue Rate Instalments 30 November 2020 and 28 February 2021

No interest will be charged on overdue instalments that are due on 30 November 2020 and 28 February 2021 to eligible Ratepayers for the period 1 December 2020 until 31 March 2021.

Outstanding balances as at the 1 April 2021 will under the current provisions of this Policy accrue interest at the prescribed rate.

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DEBT RECOVERY

For approved Ratepayer applicant under this Policy debt recovery proceedings will be placed on hold from 1 December 2020 to 31 March 2021.

Council may make a reasonable attempt to contact a Ratepayer about an arrangement made under this Policy if required.

APPLICATIONS

Eligible Ratepayers requesting to access the COVID-19 Rates Financial Hardship Policy must submit an application that is available on Council's website or if unable to access Council's website by contacting Council's Customer Experience team for assistance. Ratepayers will be required to complete an application and provide supporting documentation to access the provisions of this Policy.

Should Ratepayers meet the eligibility criteria as detailed within this Policy and the application is accepted by Council the eligible Ratepayer will be notified by return email or in writing.

All COVID-19 Rates Financial Hardship applications will be assessed by Council and recommendations to the Chief Financial Officer will be provided where required in accordance with this Policy.

Council's existing Debt Management and Financial Hardship Policy assists those Ratepayers who are experiencing financial hardship over a longer term at their primary residence. This Policy remains in place and should be accessed when Ratepayers are experiencing longer term financial hardship.

Existing Debt Prior To COVID-19

Eligible Ratepayers with existing outstanding balances prior to 30 November 2020 may not be eligible for deferral under these circumstances. Council will assess such applications on a case by case basis and the eligible Ratepayer will be contacted by Council to discuss suitable payment arrangements.

Approval and Dispute Resolution

A determination under this Policy will be assessed against the supporting documentation provided by the applicant. Each application will be considered on a case by case basis. The Ratepayer will be informed of the Chief Financial Officer's decision via email or in writing and if the applicant is not satisfied with the outcome a request for a review by Council's Internal Ombudsman via Council's website can be made.

The Chief Executive Officer can exercise their discretion in regards to adherence of the operational procedures of this Policy.

The Chief Executive Officer has the authority to ultimately make any decision under this Policy and may take into account any other factors as deemed necessary to either approve and not approve any application made under this Policy.

Council reserves the right to amend this Policy from time to time.



REPORT: Policy for review - Policy for the Provision of Information to and Interaction Between Councillors and Staff

AUTHOR: Internal Ombudsman
REPORT DATE: 19 October 2020
TRIM REFERENCE: ID20/1332

EXECUTIVE SUMMARY

The *Policy for the Provision of Information to and Interaction between Councillors and Staff* has been amended as a result Council's resolution, at the Whole of Committee meeting on 27 July 2020, that the policy be reviewed. Specific detail about the dual role of Councillors has been included in the Policy to ensure that Councillors who have dual roles are transparent in their dealings with staff, preventing any real or perceived conflict of interest.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

That the attached draft Policy for the Provision of Information to and Interaction between Councillors and Staff be approved.

Nicola Eggleton
Internal Ombudsman

BACKGROUND

The *Policy for the Provision of Information to and Interaction between Councillors and Staff* was initially adopted by Council on 23 October 2017.

REPORT

As a result of a Councillor Code of Conduct matter before the Whole of Committee meeting on 27 July 2020, Council resolved the following;

That Council attend to the revision of its *Policy for the Provision of Information to and Interactions between Councillors and Staff* to provide explicit guidance for Councillors in situations where they hold a dual role

As a result the *Policy for the Provision of Information to and Interactions between Councillors and Staff* has been amended to include the following:

Dual Roles of Councillors

In addition to Council's Code of Conduct, the following rule is mandatory for Councillors, who hold dual roles, when contacting Council staff. A Councillor is considered to have a dual role when in addition to their role as Councillor they are also engaged in paid or voluntary employment or act as an authorised representative of a political or non-political organisation.

Councillors must not use their knowledge of Council's organisational structure to contact relevant staff directly by telephone in relation to their dual role. Councillors, when making enquiries about their dual roles, must place calls to Council through the Customer Experience call centre, like other members of the public. It is preferable that Councillors, when seeking to contact Council staff about matters relating to their dual role, contact Council by email. Should a Councillor send an email directly to a Council staff member about an issue pertaining to their dual role, they must CC either a Director or the CEO into the email.

When verbally communicating with Council staff, Councillors who have a dual role must clearly, and immediately, advise in what capacity they are communicating. The Councillor must state whether they are calling in relation to their role as Councillor or in relation to their dual role. Examples of how interactions with Council staff must be initiated are;

- *"I am calling on behalf of my employer..."*
- *"as a Councillor I would like to know ..."*

This clear identification of the nature of any interaction ensures Councillors are transparent in their dealings with Council staff, preventing any real or perceived conflict of interest.

Minor revisions have also been made to the Policy document by way of formatting and updating of terminology.

In the process of updating the Policy, the Office of Local Government (OLG) has been consulted. Advice was received that OLG are intending to release a model policy regarding the interactions between Councillors and Council staff. Once the model policy is released, Council's *Policy for the Provision of Information to and Interactions between Councillors and Staff* will be revised to ensure it accords with the OLG model policy.

Appendices:

[1](#) Draft Policy for the Interactions between Councillors and staff



COUNCIL POLICY

POLICY FOR THE PROVISION OF INFORMATION TO AND INTERACTION BETWEEN COUNCILLORS AND STAFF

Date	Insert date
Council Resolution Date	Insert date
Clause Number	Insert clause
Responsible Position	Executive Manager – Governance and Internal Control
Branch	Governance and Internal Control
Division	Executive Services
Version	2.0
TRIM Reference Number	Insert ED
Review Period	Two (2) years
Next Review Date	October 2022
Consultation	Not applicable

Document Revision History	
Description	Date
Adopted by Council	23 October 2017
Revised to include a new section 'Dual Role of Councillors'. Some formatting and terminology updated.	August 2020
Adopted by Council	date

POLICY

PURPOSE

Based on the provisions in the Local Government Act 1993, Councillors and staff have distinctly different roles to play in council. The Council is responsible for the strategic direction and for determining the policy framework of Council. The Council also has a statutory role as the consent authority, under both the Environmental Planning and Assessment Act and the Local Government Act, for applications for development consent and local approvals. The Chief Executive Officer (CEO) with the senior officers of council is responsible for the effective management of the organisation and the carrying out of Council's policies and strategic objectives.

However, the distinction between these two roles may be unclear. There often needs to be personal interaction between Councillors and senior officers, particularly regarding access to and provision of information, to effectively integrate policy making and service delivery. This has created the need for guidelines that help Councillors and staff to understand fully their respective roles and how they should operate, in order to perform their job effectively.

Formalising procedures to specify how these rights should be exercised should be done without trying to restrict a Councillor's legal right to access staff and information. This policy is not intended to limit any statutory and common law rights Councillors have to access information. However, Councillors should avoid any perceptions of wrongdoing when exercising their rights as an elected representative, particularly the appearance of trying to improperly influence staff.

This policy will:

- provide clear communication channels to ensure the speedy provision of accurate information;
- recognise the particular circumstances of the Council;
- require adequate training of staff and Councillors (as part of the induction process for Councillors and staff) on the need for the policy and its requirements;
- provide appropriate sanctions for non-compliance; and
- be reviewed as required to monitor its effectiveness and compliance.

BACKGROUND AND RELATED LEGISLATION

Chapters 9 and 11 of the Local Government Act 1993 set out the statutory roles and duties of Councillors and the General Manager. Chapter 9 includes the following provisions.

1. *Who comprise the governing body? (section 222)*

The elected representatives, called "Councillors," comprise the governing body of the council.

2. *Role of the governing body (section 223)*

(1) The role of the governing body is as follows:

- (a) to direct and control the affairs of the council in accordance with this Act,
- (b) to provide effective civic leadership to the local community,

- (c) to ensure as far as possible the financial sustainability of the council,
 - (d) to ensure as far as possible that the council acts in accordance with the principles set out in Chapter 3 and the plans, programs, strategies and policies of the council,
 - (e) to develop and endorse the community strategic plan, delivery program and other strategic plans, programs, strategies and policies of the council,
 - (f) to determine and adopt a rating and revenue policy and operational plans that support the optimal allocation of the council's resources to implement the strategic plans (including the community strategic plan) of the council and for the benefit of the local area,
 - (g) to keep under review the performance of the council, including service delivery,
 - (h) to make decisions necessary for the proper exercise of the council's regulatory functions,
 - (i) to determine the process for appointment of the CEO by the council and to monitor the general manager's performance,
 - (j) to determine the senior staff positions within the organisation structure of the council,
 - (k) to consult regularly with community organisations and other key stakeholders and keep them informed of the council's decisions and activities,
 - (l) to be responsible for ensuring that the council acts honestly, efficiently and appropriately.
- (2) The governing body is to consult with the CEO in directing and controlling the affairs of the council.

3. *Role of the Mayor (section 226)*

The role of the Mayor is as follows:

- (a) to be the leader of the Council and a leader in the local community,
- (b) to advance community cohesion and promote civic awareness,
- (c) to be the principal member and spokesperson of the governing body, including representing the views of the council as to its local priorities,
- (d) to exercise, in cases of necessity, the policy-making functions of the governing body of the Council between meetings of the Council,
- (e) to preside at meetings of the Council,
- (f) to ensure that meetings of the Council are conducted efficiently, effectively and in accordance with this Act,
- (g) to ensure the timely development and adoption of the strategic plans, programs and policies of the Council,
- (h) to promote the effective and consistent implementation of the strategic plans, programs and policies of the Council,

- (i) to promote partnerships between the Council and key stakeholders,
- (j) to advise, consult with and provide strategic direction to the CEO in relation to the implementation of the strategic plans and policies of the Council,
- (k) in conjunction with the CEO, to ensure adequate opportunities and mechanisms for engagement between the Council and the local community,
- (l) to carry out the civic and ceremonial functions of the Mayoral office,
- (m) to represent the Council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level,
- (n) in consultation with the Councillors, to lead performance appraisals of the CEO,
- (o) to exercise any other functions of the Council that the Council determines.

4. *The role of a Councillor (section 232)*

The role of a Councillor is:

(1) The role of a Councillor is as follows:

- (a) to be an active and contributing member of the governing body,
- (b) to make considered and well informed decisions as a member of the governing body,
- (c) to participate in the development of the integrated planning and reporting framework,
- (d) to represent the collective interests of residents, ratepayers and the local community,
- (e) to facilitate communication between the local community and the governing body,
- (f) to uphold and represent accurately the policies and decisions of the governing body,
- (g) to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a councillor.

(2) A Councillor is accountable to the local community for the performance of the council.

5. *Functions of the Chief Executive Officer (CEO) (section 335)*

The CEO of a Council has the following functions:

- (a) to conduct the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council,
- (b) to implement, without undue delay, lawful decisions of the council,
- (c) to advise the mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the council,

- (d) to advise the mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the council and other matters related to the council,
- (e) to prepare, in consultation with the mayor and the governing body, the council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report,
- (f) to ensure that the mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions,
- (g) to exercise any of the functions of the council that are delegated by the council to the CEO,
- (h) to appoint staff in accordance with the organisation structure determined under this Chapter and the resources approved by the council,
- (i) to direct and dismiss staff,
- (j) to implement the council's workforce management strategy,
- (k) any other functions that are conferred or imposed on the general manager by or under this or any other Act.

SCOPE

The objectives of this policy are to:

- provide a documented process on how councillors can access council records;
- ensure councillors have access to all documents necessary for them to exercise their statutory role as a member of the governing body of the council;
- ensure that councillors receive advice to help them in the performance of their civic duty in an orderly and regulated manner;
- provide direction on councillors' rights of access to council buildings; and
- provide a clear and consistent framework for the reporting of, and appropriate application of sanctions for, breaches of this policy.

INAPPROPRIATE INTERACTIONS

You must not engage in any of the following inappropriate interactions:

- (a) Councillors approaching staff and staff organisations to discuss individual staff matters and not broader industrial policy issues.
- (b) Council staff approaching councillors to discuss individual staff matters and not broader industrial policy issues.
- (c) Council staff refusing to give information that is available to other councillors to a particular councillor.
- (d) Councillors who have lodged a development application with Council, discussing the matter with Council staff in staff-only areas of the Council.

- (e) Councillors being overbearing or threatening to Council staff.
- (f) Councillors making personal attacks on Council staff in a public forum.
- (g) Councillors directing or pressuring council staff in the performance of their work, or recommendations they should make.
- (h) Council staff providing ad hoc advice to councillors without recording or documenting the interaction as they would if the advice was provided to a member of the community.
- (i) Council staff meeting with developers alone AND outside office hours to discuss development applications or proposals.
- (j) Councillors attending on-site inspection meetings with lawyers and/or consultants engaged by Council associated with current or proposed legal proceedings unless permitted to do so by Council's CEO or, in the case of the Mayor, exercising their power under section 226 of the Act.

Dual Roles of Councillors

In addition to Council's Code of Conduct, the following rule is mandatory for Councillors, who hold dual roles, when contacting Council staff. A Councillor is considered to have a dual role when in addition to their role as Councillor they are also engaged in paid or voluntary employment or act as an authorised representative of a political or non-political organisation.

Councillor's must not use their knowledge of Council's organisational structure to contact relevant staff directly by telephone in relation to their dual role. Councillors, when making enquiries about their dual roles, must place calls to Council through the Customer Experience call centre, like other members of the public. It is preferable that Councillors, when seeking to contact Council staff about matters relating to their dual role, contact Council by email. Should a Councillor send an email directly to a Council staff member about an issue pertaining to their dual role, they must CC either a Director or the CEO into the email.

When verbally communicating with Council staff, Councillors who have a dual role must clearly, and immediately, advise in what capacity they are communicating. The Councillor must state whether they are calling in relation to their role as Councillor or in relation to their dual role. Examples of how interactions with Council staff must be initiated are:

- *"I am calling on behalf of my employer..."*
- *"as a Councillor I would like to know ..."*

This clear identification of the nature of any interaction ensures Councillors are transparent in their dealings with Council staff, preventing any real or perceived conflict of interest.

It is appropriate that staff and staff organisations have discussions with Councillors in relation to matters of industrial policy.

ACCESS TO INFORMATION AND COUNCIL RECORDS

Councillor access to information

- The CEO and Public Officer (Executive Manager of Governance and Internal Control) are responsible for ensuring that members of the public and councillors can gain access to the documents available under GIPA Regulation Part 2.
- The CEO must provide councillors with information that is reasonably necessary for exercising the functions of their civic office including their role in exercising community leadership, communicating Council policy and decisions to the community and representing the views of residents and ratepayers to Council.

Councillor requests for information

- This policy states that Councillors are not to contact staff below the level of the Executive Leadership Team (which includes the Chief Executive Officer, Directors, Executive Manager of People, Culture and Safety and the Executive Manager of Governance and Internal Control).
- Requests for information must be in writing addressed to the CEO (and under normal circumstances) will be replied to within 14 days.
- Councillors must draft the request carefully and precisely detail the information, or the nature of the information, sought. It is expected that Councillors must act reasonably in making a request for information.
- When dealing with a request by a Councillor for information, the CEO will act reasonably. Where appropriate, information will be provided by way of informal access in accordance with the GIPA 2009. Given that a Councillor may need information to perform their public duty, if a request is to be denied, reasons for the refusal must be provided.
- Where it is believed that significant resources will be required to respond to a request for information, the CEO will advise the Councillor and provide details of the estimates of time and/or costs that are likely to be incurred in providing the information. An indication will also be given of what other matters will not be able to be attended to as a result of compiling the requested information.
- Councillors may then lodge a formal application for access to documents under GIPA 2009 noting that an application fee is to be paid and additionally a processing charge for dealing with an access application may be imposed.
- Councillors who have been refused access to information are entitled to lodge a request under the GIPA Act. The GIPA Act provides three options to have a decision reviewed: an internal review by the agency (in this case, the Council); an external review by the information Commissioner; or external review by the Administrative Decisions Tribunal.

NOTE:

It is not always possible to draw a clear line between the leadership and policy roles of a Councillor under Section 232 of the LGA and undertaking operational activities, which are the responsibility of staff. Councillors need to have an understanding of operational issues and access to accurate and timely information to make decisions required of them. The understanding can often only be obtained with the assistance of advice provided by staff through the CEO.

- Members of staff of Council must provide full and timely information to Councillors sufficient to enable them to carry out their civic office functions and in accordance with council procedures.
- Members of staff of Council who provide any information to a particular Councillor in the performance of their civic duties must also make it available to any other councillor who requests it and in accordance with council procedures.
- Councillors who have a private (as distinct from civic) interest in a document of council have the same rights of access as any member of the public; that is, requests for information may be made under the GIPA Act.

Councillors to properly examine and consider information

Councillors must properly examine and consider all the information provided to them relating to matters that they are dealing with to enable them to make a decision on the matter in accordance with Council's charter.

Use of certain Council information

In regard to information obtained in your capacity as a Council official, you must:

- (a) only access Council information needed for Council business
- (b) not use that Council information for private purposes
- (c) not seek or obtain, either directly or indirectly, any financial benefit or other improper advantage for yourself, or any other person or body, from any information to which you have by virtue of your office or position with Council
- (d) only release Council information in accordance with established Council policies and procedures and in compliance with relevant legislation.

Use and security of confidential information

- You must maintain the integrity and security of confidential documents or information in your possession, or for which you are responsible.
- In addition to your general obligations relating to the use Council information, you must:
 - (a) protect confidential information
 - (b) only release confidential information if you have authority to do so
 - (c) only use confidential information for the purpose it is intended to be used
 - (d) not use confidential information gained through your official position for the purpose of securing a private benefit for yourself or for any other person
 - (e) not use confidential information with the intention to cause harm or detriment to your council or any other person or body
 - (f) not disclose any information discussed during a confidential session of a Council meeting

Personal information

When dealing with personal information, you must comply with:

- (a) *the Privacy and Personal Information Protection Act 1998*
- (b) *the Health Records and Information Privacy Act 2002*
- (c) the Information Protection Principles and Health Privacy Principles
- (d) Council's Privacy Management Plan

- (e) the Privacy Code of Practice for Local Government

INTERACTION BETWEEN COUNCILLORS AND COUNCIL STAFF

Obligations of Councillors

- Each Council is a body corporate. The Councillors are the governing body of the Council. The governing body has the responsibility of directing and controlling the affairs of the Council in accordance with the Act and is responsible for policy determinations, for example, those relating to industrial relations policy.
- Councillors must not:
 - (a) direct Council staff other than by giving appropriate direction to the CEO in the performance of Council's functions by way of Council or Committee resolution, or by the Mayor exercising their power under section 226 of the Act (section 352)
 - (b) in any public or private forum, direct or influence or attempt to direct or influence, any other member of the staff of the Council or a delegate of the Council in the exercise of the functions of the member or delegate (Schedule 6A of the Act)
 - (c) contact a member of the staff of the council on Council related business unless in accordance with the policy and procedures governing the interaction of Councillors and Council staff that have been authorised by the Council and the CEO.
 - (d) contact or issue instructions to any of Council's contractors or tenderers, including Council's legal advisers, unless by the Mayor exercising their power under section 226 of the Act. This does not apply to Council's external auditors who, in the course of their work, may be provided with information by individual Councillors.

Obligations of staff

- The CEO has the following functions (Section 335)
 - (a) to conduct the day-to-day management of the council in accordance with the strategic plans, programs, strategies and policies of the council,
 - (b) to implement, without undue delay, lawful decisions of the Council,
 - (c) to advise the Mayor and the governing body on the development and implementation of the strategic plans, programs, strategies and policies of the council,
 - (d) to advise the Mayor and the governing body on the appropriate form of community consultation on the strategic plans, programs, strategies and policies of the council and other matters related to the council,
 - (e) to prepare, in consultation with the mayor and the governing body, the council's community strategic plan, community engagement strategy, resourcing strategy, delivery program, operational plan and annual report,
 - (f) to ensure that the Mayor and other councillors are given timely information and advice and the administrative and professional support necessary to effectively discharge their functions,
 - (g) to exercise any of the functions of the council that are delegated by the Council to the CEO,

- (h) to appoint staff in accordance with the organisation structure determined under this Chapter and the resources approved by the council,
 - (i) to direct and dismiss staff,
 - (j) to implement the council's workforce management strategy,
 - (k) any other functions that are conferred or imposed on the CEO by or under this or any other Act.
- Members of staff of Council must:
 - (a) give their attention to the business of Council while on duty
 - (b) ensure that their work is carried out efficiently, economically and effectively
 - (c) give effect to the lawful decisions, policies and procedures of the Council, whether or not the staff member agrees with or approves of them.

Obligations during meetings

- You must act in accordance with Council's Code of Meeting Practice, the Local Government Act 1993 and the Local Government (General) Regulation 2005 during Council and committee meetings.
- You must show respect to the chair, other Council officials and any members of the public present during Council and Committee meetings or other formal proceedings of the Council.

ACCESS TO COUNCIL OFFICES

- Councillors are entitled to have access to the Council chamber, Mayor's Office and Mayor's Conference Room (subject to availability), Councillors' Rooms and public areas of Council's buildings during normal business hours and for meetings. Councillors needing access to these facilities at other times must obtain authority from the CEO.
- Councillors must not enter staff-only areas of Council buildings without the approval of the CEO (or delegate) or as provided in the procedures governing the interaction of Councillors and Council staff.
- Councillors must ensure that when they are within a staff area, they avoid giving rise to the appearance that they may improperly influence Council staff decisions.

BREACHES OF THIS POLICY

- Any person, whether or not a Council official, may make a complaint alleging a breach of the Code of Conduct with regard to Inappropriate Interactions as specified in 6.7 of the Model Code of Conduct.
- For the purposes of Chapter 14, Part 1, Division 3 of the Act, failure by a Councillor to comply with an applicable requirements of this policy constitutes misbehaviour. (section 440F).

Protected disclosures

- The Public Interest Disclosures Act 1994 aims to encourage and facilitate the disclosure, in the public interest, of corrupt conduct, maladministration and serious and substantial waste in the public sector.
- The purpose that Act is to ensure that public officials who wish to make disclosures under the legislation receive protection from reprisals, and that matters raised in the disclosures are properly investigated.
- If a complaint under this Policy is or could be a protected disclosure, you must ensure that in dealing with the complaint, you comply with the confidentiality provisions of Council's Public Interest Disclosures policy or the Public Interest Disclosures Act as set out in section 22 as below:

“An investigating authority or public authority (or officer of an investigating authority or public authority) or public official to whom a protected disclosure is made or referred is not to disclose information that might identify or tend to identify a person who has made the protected disclosure unless:

- (a) the person consents in writing to the disclosure of that information, or*
- (b) it is essential, having regard to the principles of natural justice, that the identifying information be disclosed to a person whom the information provided by the disclosure may concern, or*
- (c) the investigating authority, public authority, officer or public official is of the opinion that disclosure of the identifying information is necessary to investigate the matter effectively or it is otherwise in the public interest to do so.”*

Reporting breaches of the Code of Conduct

- You should report suspected breaches of this Policy by Councillors, members of staff of Council (excluding the CEO) or delegates to the CEO in writing.
- Where you believe that the CEO has breached this Policy, you should report the matter to the Mayor in writing.
- Where you believe that the Mayor has breached the Code of Conduct you should report the matter to the Minister for Local Government in writing.
- Councillors should not make allegations of suspected breaches of the Code at Council meetings or in other public forums.

RESPONSIBILITIES

The Executive Manager of Governance and Internal Control is responsible for this policy.



REPORT: Destination Dubbo: International Ready - Quarterly Project Update

AUTHOR: Tourism Product Development
Manager

REPORT DATE: 1 October 2020

TRIM REFERENCE: ID20/1235

EXECUTIVE SUMMARY

This report provides a quarterly update on the project management and progress of the three tourism product development projects under the overarching “Destination Dubbo – International Ready” banner.

Dubbo Regional Council (DRC), through the ‘Destination Dubbo – International Ready’ project, will capitalise on Dubbo’s natural, cultural and heritage endowments to develop three additional cultural tourism products to support the Taronga Western Plains Zoo in showcasing Dubbo to the rest of Australia and the world.

The reclamation and development of a public heritage plaza at Old Dubbo Gaol, Dubbo’s second most popular attraction, the construction of a new Wiradjuri Tourism Centre and the activation of the Macquarie Foreshore as a cultural events precinct in Dubbo’s CBD will create a year-round destination for visitation based on an improved and culturally-rewarding visitor experience.

FINANCIAL IMPLICATIONS

- Total \$13,583,760 (100%)
- Restart NSW Fund: \$10,147,000 (75%)
- Recipient co-contribution funding: \$3,436,760 (25%)
- Cash Contribution Dubbo Regional Council \$2,536,760
- NSW Stronger Communities Fund \$900,000

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

That the information contained within the report dated 1 October 2020 from the Tourism Product Development Manager be noted.

Nicola Chandler

Tourism Product Development Manager

BACKGROUND

'Destination Dubbo – International Ready' seeks to elevate Dubbo to be the number one inland visitor destination in NSW and Australia, both for Australian families and international visitors to NSW. The project will increase the Region's support to the NSW Government in achieving its overnight visitation expenditure targets of \$20 billion by 2025 and \$25 billion by 2030 in regional NSW.

'Destination Dubbo – International Ready' includes three key projects:

- development of a public heritage plaza including significant public art work;
- construction of a new Wiradjuri Tourism Centre at Elizabeth Park; and
- development of a riverside events precinct at Ollie Robbins Oval.

REPORT

All three projects within 'Destination Dubbo – International Ready' remain on track in regards to budget, timelines and stakeholder engagement.

Communication regarding the project remain a key focus in regard to engagement of a wide range of stakeholders across the three projects. The next two quarters will focus more effort on increasing broader community understanding of, and engagement with specific project elements including naming of the Wiradjuri Tourism Centre and a significant national art competition.

As part of the public plaza project Council has partnered with Telstra to create the largest First Nations public art project in regional Australia. This artwork will transform the Telstra Exchange building into a living, moving artwork overseeing public green space, acknowledging the location as pivotal to community connectivity throughout Dubbo's history. Themed 'Community, Country, Connection. Finding Common Ground' the nation-wide competition aims to find a First Nations artist to produce a kinetic artwork as part of the Macquarie Street Heritage Plaza development. The competition will be launched in December 2020 and will be supported will local workshops to encourage professional artists within the region to apply.

Project reporting within the quarter included the Restart NSW funding milestone report RNSW2229 - Destination Dubbo, the Master project planning Gantt chart has been completed and is monitored daily. Destination Dubbo also contributes to the Informal monthly report regarding project updates. Additional activities achieved within the quarter include but are not exclusive to the following:

Communications

Communications activity within the period includes:

- Grant research with DRC Grants Officer for additional strategic funding opportunities;
- Website carousel completed for Destination Dubbo;
- Amendments to communication plan made in response to feedback received from the Wiradjuri Technical Advisory Panel based on cultural protocols;
- Development of a Destination Dubbo projects monthly newsletter ;
- Developed an enacted separate complimentary communication plan for the National Kinetic Art competition ;
- Developed and enacted separate complimentary communication plan for Wiradjuri Tourism Centre naming competition;
- Development of “sign up for newsletter” on Destination Dubbo webpage; and
- Presentation at the Dubbo Aboriginal Community Working Party regarding all Destination Dubbo projects.

Wiradjuri Tourism Centre

Project milestones continue to be achieved within the project management of the Wiradjuri Tourism Centre. The Wiradjuri Technical Advisory Panel (WTAP) members continue to meet on a monthly basis. Agenda items are sent in advance of the meetings and each meeting is mapped and themed to ensure project timeline alignment.

- Scope document developed specifically for the Carve Trees – long term loan from the Australian Museum.
- Communications from Council to Traditional Owners outlining the return of the Carved Trees does not preclude future change in custodianship.
- Community engagement and content development meeting with Three Rivers Regional Assembly, Dubbo Aboriginal Community Working Party, Wiradjuri Technical Advisory Party and the Dubbo Local Aboriginal Land Council.
- Letter of request for long term loan of the Dubbo Wiradjuri Carve Trees and any additional artefacts sent from Council to the Australian Museum.
- Development of location economic modelling to determine which shortlisted location would provide greatest sustainability and profitability for the centre.
- Research into Restart Investment to Sustain and Expand (RISE) Fund and partnership with Box of Birds creative organisation to develop a 3D immersive, interactive digital experience at the Wiradjuri Tourism Centre, including WTAP support for this approach.
- Cultural Development planning meeting regarding stakeholder engagement framework and curation of Wiradjuri Tourism Centre.
- Two Stakeholder Interagency Meetings with 51 Aboriginal Agencies, Organisations and Community Groups invited to attend.
- Australian Museum Repatriation Officer presented at WTAP Meeting.
- Engagement with Matt Poll - Assistant Curator of the Macleay Museum Indigenous Heritage Collections, University of Sydney Repatriation Project Officer and Orana Arts Chair and Board member.

- Engagement with Dr Gaynor Macdonald, University of Sydney Senior Lecturer, Researcher and author and contributor of a number of books and research papers regarding Australian Aboriginal anthropology.
- Engagement with National Indigenous Culinary Institute to explore potential partnership ideas.
- Engagement with Dianne McNabe, Artist, Cultural Dance and Language Teacher, Wiradjuri Elder regarding formal cultural advisor project position.
- Engagement with Lynette Riley, Artists, University of Sydney Senior Lecturer, Senior Lecturer. SSE&SW - Program Director - Indigenous Studies & Aboriginal Education, FASS - Co-ordinator Indigenous Studies Major (ISM).
- Engagement with James McKechnie, Charles Sturt University, Director, External Engagement, Dubbo | Office of Industry & Engagement.
- Engagement with Justin Williams, Charles Sturt University, Development Officer | Advancement Office.
- Engagement with Allira Chatfield, Office of Environment and Heritage, Heritage Operations Officer – North West, Heritage NSW | Community Engagement | Department of Premier and Cabinet.
- WTAP agreement for Centre to be run as a partnership between Council and Community with a collaborative governing board in alignment with Council’s Advisory Board structure.
- Site visit to Trangie LALC to view repatriated carved trees from the Australian Museum.
- Stakeholder engagement conducted with representatives of Three Rivers Regional Assembly, Tubba-Gah Maing Wiradjuri Aboriginal Corporation, Dubbo Aboriginal Community Working Party, Wiradjuri Technical Advisory Party, Aboriginal Affairs, Aboriginal Housing, Mission Australia, Aboriginal Employment Strategy, Aboriginal legal Service, Wesley Mission, Department of Family & Community Services, National Indigenous Australians Agency, Department of Education, Indigeco and the Dubbo Local Aboriginal Land Council.
- Attended intensive, on-line course facilitated by ANU “Introduction of Repatriation principles, policy and practice”.
- Facilitated workshop for internal stakeholders on learnings from “Introduction of Repatriation principles, policy and practice” course.
- Development and distribution of Destination Dubbo newsletter with a heavy focus on the Wiradjuri Tourism Centre and dedicated communication to 55 Aboriginal Agency representatives.
- WTAP approval received for inspiration boards for the exterior and interior design of the Wiradjuri Tourism Centre.
- Completion of loan application for 23 sacred carved trees from the Australian Museum.
- Commencement of community engagement to develop a Cultural Sub-committee to the WTAP to plan the ceremonial repatriation planning process.

Old Dubbo Gaol Heritage Plaza

- Meeting with The Exchange in regards to project progression.
- Regular contact and meetings with several Telstra contacts including Head of Rural and Regional Affairs, Facilities Services Team Lead, Access and Network Facilities Engineering Networks, and Telstra Operations regarding artwork and partnership arrangements.
- Meeting with Council's Heritage Advisor to discuss preliminary plans.
- Scope document for Kinetic Artwork completed and sent to Telstra.
- Initial discussions with Urban Art Projects regarding the logistics of the kinetic artwork.
- Preliminary discussions with Cultural Development team and Telstra regarding a national art program and perpetual prize.
- Surveyor report contracted to obtain exact measurements of Telstra Exchange building.
- Contracted a structural assessment of the Telstra Exchange building.
- Preliminary discussions with DRC Cultural Development team and Telstra regarding a national art program and perpetual prize and determination of competition judging panel inclusions.

Macquarie River Event Foreshore Precinct

- Macquarie River CBD Master Plan feedback and Internal Stakeholder Meeting.
- Event Precinct Scope and Stakeholder Engagement report completed. Report sent to internal stakeholder for contribution and comment.
- Project scope and event precinct structural scope completed.
- Macquarie River Event Precinct community consultation report represented to Council.
- Bill of quantities received for Macquarie River Event Precinct Master Plan.
- Prioritising of inclusions to align with budget and CBD master plan.
- Development of expression of interest to go to market for design.
- Macquarie River CBD Master Plan feedback and internal stakeholder meeting.

SUMMARY

This report will continue to provide a quarterly update on the project management and progress of the three tourism product development projects under the overarching "Destination Dubbo – International Ready" title. All projects are currently in line with prescribed timelines and budget constraints.