



# AGENDA

## EXTRAORDINARY COUNCIL MEETING

### 28 SEPTEMBER 2017

#### 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 5.30pm.

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#### PRAYER:

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

#### ACKNOWLEDGEMENT OF COUNTRY:

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

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#### REPORTS FROM STAFF:

**CCL17/130 ELECTION OF MAYOR, DEPUTY MAYOR AND FORMATION OF STANDING COMMITTEES, OTHER COMMITTEES, WORKING PARTIES AND OTHER GROUPS (ID17/1453)**

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The Council had before it the report dated 11 September 2017 from the General Manager regarding Election of Mayor, Deputy Mayor and Formation of Standing Committees, Other Committees, Working Parties and Other Groups.

**CCL17/131 ELECTION OF MAYOR FOR THE MAYORAL TERM (ID17/1668)**

**CCL17/132 LEAVE OF ABSENCE (ID17/1665)**

**CCL17/133 PUBLIC FORUM (ID17/1666)**

**CCL17/134 CREATION OF OFFICE OF DEPUTY MAYOR (ID17/1669)**

**CCL17/135 ELECTION OF DEPUTY MAYOR FOR THE MAYORAL TERM  
(ID17/1670)**

**CCL17/136 APPOINTMENT OF STANDING COMMITTEES (ID17/1671)**

**CCL17/137 APPOINTMENT OF OTHER COMMITTEES, WORKING PARTIES AND  
OTHER GROUPS (ID17/1672)**

**CCL17/138 APPOINTMENT OF REPRESENTATION TO OTHER ORGANISATIONS  
(ID17/1673)**

**CCL17/139 DETERMINATION OF DATES AND TIMES OF MEETINGS  
(ID17/1674)**

**CCL17/140 COUNCILLOR AND MAYORAL FEES (ID17/1452)**

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The Council had before it the report dated 11 September 2017 from the General Manager regarding Councillor and Mayoral Fees.



## REPORT: Election of Mayor, Deputy Mayor and Formation of Standing Committees, Other Committees, Working Parties and Other Groups

**AUTHOR:** General Manager  
**REPORT DATE:** 11 September 2017  
**TRIM REFERENCE:** ID17/1453

### METHOD OF VOTING AND ELECTION OF MAYOR FOR THE MAYORAL TERM

The Mayor of Dubbo Regional Council is elected by the Councillors from among their number in accordance with Section 282(2) of the Local Government Act 1993 (the Act). A recent amendment to the Act also provides that where the Mayor is elected by the Councillors, he/she holds the office for two (2) years (Section 230(1)) rather than one (1) year as previously specified in the Act.

Section 230 (3) also states that:

*"The Office of Mayor:*

- a) commences on the day the person elected to the office is declared to be so elected; and*
- b) becomes vacant when the person's successor is declared to be elected to the office, or on the occurrence of a casual vacancy in the office."*

Schedule 7 of the Local Government (General) Regulation relating to the Election of Mayor by Councillors, provides:

#### **1. Returning Officer**

The General Manager (or a person appointed by the General Manager) is the returning officer.

#### **2. Nomination**

- (1) A councillor may be nominated without notice for election as mayor or deputy mayor.
- (2) The nomination is to be made in writing by two (2) or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- (3) The nomination is to be delivered or sent to the returning officer.
- (4) The returning officer is to announce the names of the nominees at the Council meeting at which the election is to be held.

### 3. Election

- (1) If only one councillor is nominated, that councillor is elected.
- (2) If more than one councillor is nominated, the Council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
- (3) The election is to be held at the Council meeting at which the Council resolves on the method of voting.
- (4) In this clause:
  - "ballot" has its normal meaning of secret ballot; and
  - "open voting" means voting by a show of hands or similar means.

Nomination papers are appended and may be delivered or sent to the undersigned either prior to or at the Extraordinary meeting.

### **CREATION OF OFFICE OF DEPUTY MAYOR AND ELECTION OF DEPUTY MAYOR FOR THE MAYORAL TERM**

Section 231 of the Act provides that:

1. The Councillors may elect a person from among their number to be the Deputy Mayor.
2. The person may be elected for the mayoral term or a shorter term.

On the assumption that Councillors will wish to elect a Deputy Mayor, to coincide with the mayoral term, nomination papers for the office have been prepared and are made available herewith.

### **COUNCIL'S COMMITTEES**

Regulation 260(1) of the Local Government (General) Regulation 2005 makes provision for a council to appoint or elect such committees as it considers necessary. Regulation 260(2) states that such a committee is to consist of the Mayor and such other councillors of the Council as the Council decides. Regulation 260(3) provides for the quorum for a meeting of a committee to be:

- (a) such number of members as the Council decides; or
- (b) if the Council has not decided a number - a majority of the members of the Committee.

Regulation 261 further provides that a Council must specify the functions of each of its committees when the committee is established, but may from time to time amend those functions.

Under the provisions of the Local Government Act 1993 a committee of Council is one that is comprised solely of Councillors. It is proposed to form several "committees", and in this context are referred to as "Standing Committees", that will consider items and forward recommendations directly to Council for determination that represent the major functions of Council. It is proposed that Council form the following standing committees.

- Planning, Development and Environment Committee
- Infrastructure, Community and Recreation Committee
- Economic Development, Business and Corporate Committee

Details of the functions of these Committees will be provided further within this report.

It will also be proposed that Council form appointed "groups" to perform specific functions and report to Council providing advice and recommendations on those functions. These "groups" are termed "other committees, working parties and other groups". Although these are not committees by definition (under the Act), they perform essential functions in their operation, advice and reporting mechanisms to the Council.

To create uniformity in the way Council conducts its meetings, it is advised that Council's adopted Code of Meeting Practice and Meeting Procedures provide that all Council appointed committees, working parties, etc, operate within the parameters of such Practice and Procedure Documents.

In order to provide an opportunity for the public to make comment on matters of interest, it is further advised that Council's adopted Code of Meeting Practice and Meeting Procedures provide that *"it be Council's practice that members of the public who have an interest in matters before the committee, working party, etc, at the discretion of the committee, working party, etc, may attend and address the committee, working party, etc but shall not be permitted to remain in the meeting while the item is considered/determined."*

It will be proposed that "Standing Committees" and the "other committees, working parties and other groups" be appointed for a two (2) year period. At the next Mayoral Election, it would be proposed to review the committee structure and then appoint the appropriate committees/working parties etc. for the balance of the Council term, in this case, for a further 12 months. The reason for this is to allow the new Council to gauge how efficiently or effectively the committee/working party structure operates over the initial two (2) year Mayoral period. It is believed that following this period of assessment that Council will be in a better position to review and then set up the appropriate committees for the balance of its term.

In respect of the Audit and Risk Management Committee, Council at its meeting held on 28 August 2017, resolved :

1. *That effective immediately, the Audit, Risk and Improvement Committee be renamed the Audit and Risk Management Committee.*
2. *That the draft Audit and Risk Management Committee Charter be referred to the meeting of the Audit and Risk Management Committee to be held on 5 September 2017 for consideration and recommendation to Council.*
3. *That the Internal Audit Guidelines, as prepared by Premier and Cabinet, Division of Local Government, dated September 2010, be also referred to the meeting of the Audit and Risk Management Committee to be held on 5 September 2017 for information.*

4. *That Mr John Walkom be appointed as an Independent Member to the Audit and Risk Management Committee and Chairman for an initial period of 12 months ending 30 September 2018, pending review during this period.*
5. *That Mr Andrew Fletcher be appointed as an Independent Member to the Audit and Risk Management Committee for an initial period of 12 months ending 30 September 2018, pending review during this period.*
6. *That Mr Steve Bassett be appointed as a Community Representative to the Audit and Risk Management Committee for an initial period of 12 months ending 30 September 2018, pending review during this period.*
7. *That it be noted that the remaining composition of the Audit and Risk Management Committee be determined by Council.*

In respect to Victoria Park, Council also resolved, in part, at its meeting held on 28 August 2017 that:

2. *That a Victoria Park Redevelopment Advisory Committee be formed and that the membership consist of:*
  - *Mayor*
  - *Two (2) Councillors*
  - *General Manager*
  - *Director Community and Recreation*
  - *Manager Open Space and Recreation*
  - *Sporting Assets Coordinator*
  - *Recreation Coordinator*
  - *President of the Dubbo Regional Sports Council*
  - *Representative of Dubbo Cycle Club*
  - *Representative of Dubbo District Cricket Association*
  - *Representative of Dubbo Rugby Union*
  - *Representative of Dubbo Junior Rugby Union*
  - *Representative of Cycling NSW*
  - *Representative of Cricket NSW*
  - *Representative of Westside Rugby League Football Club.*

It will be necessary for Councillors to determine the Councillor representatives on these Committees.

**APPOINTMENT OF STANDING COMMITTEES**

It is proposed to form the standing committees as below:

**(a) Planning, Development and Environment Committee**

To give consideration to and make recommendations to Council in relation to the following matters:

Planning and Environment	Environmental Control Building and Development Services Strategic Planning Services
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comprising the Mayor and nine (9) Councillors with a quorum of four (4) members.

**(b) Infrastructure, Community and Recreation Committee**

To give consideration to and make recommendations to Council in relation to the following matters:

Community and Recreation	Operations Recreation and Open Space Social Services Western Plains Cultural Services Dubbo Regional Theatre and Convention Centre Macquarie Regional Library
Infrastructure and Operations	Infrastructure Delivery Infrastructure Strategy Water Supply and Sewerage Fleet Services Transport and Emergency Solid Waste

comprising the Mayor and nine (9) Councillors with a quorum of four (4) members.

**(c) Economic Development, Business and Corporate Committee**

To give consideration to and make recommendations to Council in relation to the following matters:

Economic Development and Business	Property Assets Airport Operations Saleyards and Showgrounds Visitor Experiences and Services Economic Development Communications and Stakeholder Engagement
Corporate Services	Financial Operations Governance and Risk People, Culture and Safety Information Services Customer Service Centres

comprising the Mayor and nine (9) Councillors with a quorum of four (4) members.

**ELECTION OF CHAIRPERSONS FOR COUNCIL'S STANDING COMMITTEES**

The election of Chairperson for each of the standing committees is proposed to be determined as the first item of business in each of the standing committee meetings scheduled to occur in October 2017. The chairperson shall be elected for the corresponding Mayoral term.

**FORMATION AND COMPOSITION OF OTHER COMMITTEES, WORKING PARTIES AND OTHER GROUPS**

It will also be proposed that Council form appointed "groups" to perform specific functions and report to Council/Directors providing advice and recommendations on those functions. These "groups" are termed "other committees, working parties and other groups". Although these are not committees by definition (under the Act), they perform essential functions in their operation, advice and reporting mechanisms to the Council.

The Committees/Working Parties of each of the former Dubbo City and Wellington councils are included below for information:



Former Dubbo City Council

Local Traffic Committee  
Saleyards Advisory Committee  
Dubbo Showground Advisory Committee  
Audit and Risk Management Committee  
Companion Animals Advisory Committee  
Floodplain Management Committee  
Geographical Names Ad Hoc Committee  
Dubbo City Council Conduct Committee  
Dubbo City Community Service Awards Committee  
Rainbow Cottage Child Care Centre Committee  
Dubbo Sister Cities Advisory Committee  
Multi-Cultural Festival Advisory Committee  
Dubbo Aquatic Leisure Centre Working Party  
Caravan Park Working Party  
Fire Services and Emergency Response Working Party  
Rural Consultative Working Party  
Economic Development Advisory Committee  
Heavy Vehicle Access Advisory Group (HVAAG)  
Dubbo City Regional Airport Working Party  
Community Needs Survey Working Party  
Waste Management Services Working Party  
Water Supply and Sewerage Working Party  
Strategic Landuse Working Party  
Barden Park Regional Athletics Centre Steering Committee  
Community Services Committee  
Wongarbon Community Hall Committee  
Western Plains Cultural Centre Advisory Board  
Dubbo Public Art Committee  
Old Dubbo Gaol Committee  
Dubbo Regional Theatre and Convention Centre (DRT&CC) Working Party

Former Wellington Council

Community Facilities Committee  
Community Services Committee  
Festival and Events Committee  
Crime Prevention Committee  
Local Traffic Committee  
Australia Day Working Party  
Caves Technical Advisory Group  
Bicentenary Committee  
Bodangora Community Consultative Committee

Following an internal review of these Committees/Working Parties and taking into consideration the effectiveness of these committees in the former Councils, it is proposed to form the following Committees/Working Parties, with the composition outlined below, as an initial starting point that can be expanded upon as required.

**Saleyards Advisory Committee**

To consider and make recommendations to the Economic Development, Business and Corporate Committee on policy matters affecting the Saleyards.

Mayor, four (4) Councillors, the General Manager, the Director Economic Development and Business, the Manager Saleyards and Showground, two (2) representatives nominated by Dubbo Stock and Station Agents Pty Ltd, one (1) representative nominated by buyers, one (1) representative nominated by carriers, one (1) representative nominated by sheep producers, one (1) representative nominated by cattle producers and Mr Roger Fletcher.

**Dubbo Showground Advisory Committee**

To consider and make recommendations to the Economic Development, Business and Corporate Committee on policy matters affecting the Dubbo Showground.

Comprising the Mayor, two (2) Councillors, the General Manager, the Director Economic Development and Business, the Manager Saleyards and Showground, two (2) representatives of the Dubbo Show Society Inc, one (1) representative nominated by the Dubbo Harness Racing Club, one (1) representative nominated by the Orana Equestrian Club, one (1) representative nominated by the Livestock industry, one (1) representative nominated by the Horse industry and two (2) representatives of the Dubbo community.

**Audit and Risk Management Committee**

To assist the Council to discharge its responsibilities relating to:

- (i) Financial reporting process
- (ii) Business ethics, policies and practices
- (iii) Management and internal controls
- (iv) Monitoring the integrity of the Council's financial reporting practices and finance and accounting compliance
- (v) Review internal controls, key corporate risks and all audit related matters
- (vi) Encouraging continuous improvement of Council's systems and practices
- (vii) Adoption of the Internal Audit Plan
- (viii) The Council's process for monitoring compliance with policies, laws and regulations and the Council code of conduct.

Composition:

**Core Members (voting):**

- (i) Mayor of the day (or a Councillor nominated by the Mayor as his/her representative)
- (ii) One (1) Councillor
- (iii) Two independent external members (not members of Council and one to be Chairperson – Mr John Walkom (Chairman), Mr Andrew Fletcher (*resolved by Council August 2017 (CCL17/118) to be reviewed in September 2018*))

**Attendees (non-voting):**

- (i) General Manager
- (ii) Internal Auditor
- (iii) Director Corporate Services
- (iv) Director Economic Development and Business
- (v) One (1) Community Representative (Mr Steve Bassett) *(resolved by Council August 2017 (CCL17/118) to be reviewed in September 2018)*

**Invitees (non-voting)**

- (i) Representatives of the external auditor
- (ii) Manager Financial Operations
- (iii) Manager Governance and Risk
- (iv) Other officers of Council as requested by the Audit and Risk Management Committee, Mayor and/or by the General Manager

**Local Traffic Committee**

To make recommendations to the Infrastructure, Community and Recreation Committee on matters pertaining to traffic regulation and control within Council's area as a result of delegated authority by the Roads and Maritime Service of NSW.

Comprising one (1) Councillor (Chairman) plus one (1) representative from each of the Roads and Maritime Service and the Dubbo Police Traffic Branch and the State Member for Dubbo or his/her nominee.

This is not a Committee formed under the provisions of the Local Government Act. It is important to read and note the following regarding the operation of the Local Traffic Committee.

The Local Traffic Committee is primarily a technical review committee, which is required to advise the Council on matters that relate to prescribed traffic control devices and traffic control facilities for which council has delegated authority from the Roads and Maritime Service.

Should Council not wish to accept any recommendation from the Local Traffic Committee or to proceed with amending a recommendation of the Local Traffic Committee, then Council must first advise the Roads and Maritime Service and the NSW Police representatives on the Committee in writing of its intention to reject or amend the recommendation of the Local Traffic Committee. The representatives of the Roads and Maritime Service and the NSW Police may then lodge an appeal to the Regional Traffic Committee. The appeal period is 14 days from the date of notification in writing during which time Council must not exercise any of the functions in relation to the proposal.

The secretary of the Regional Traffic Committee will notify all parties (including Council) if an appeal is lodged. In this case, it is important that Council does not act until further advice is received from the Chairperson, Regional Traffic Committee.

The Chairperson's decision may:

Uphold the appeal, ie not support the Council decision; or

Reject the appeal. Rejection of the appeal could either support the Council's decision unconditionally or apply conditions.

In cases where Council is not satisfied with the determination by the Chairman, Regional Traffic Committee, Council may further appeal to the Minister for Roads.

The Minister's decision may be:

Rejection of the Council appeal; or

Approval of the Council proposal either unconditionally or with conditions.

#### **Floodplain Management Committee**

To give advice and/or make recommendations on flood matters which may affect land or buildings the subject of a rezoning application, development application or construction certificate application.

Comprising the Mayor, two (2) Councillors, the General Manager or his nominee, the Director Infrastructure and Operations or his/her nominee, the Director Planning and Environment or his/her nominee, the Local Controller State Emergency Services or his/her nominee and District Manager, Department of Environment and Climate Change or his/her nominee.

#### **Geographical Names Ad Hoc Committee**

To review and determine, where necessary, all names to be given to suburbs, roads, streets and other geographical features within the Local Government Area.

Comprising the Mayor, three (3) Councillors, the General Manager, the Director Corporate Services, the Director Infrastructure and Operations, the Director Planning and Environment, the Land Information Services and E-Services Coordinator and the Director Community and Recreation or their nominee and one (1) representative from the Aboriginal Community.

#### **Dubbo Regional Council Conduct Committee**

To enquire into any alleged breaches of Council's Code of Conduct.

Following a public expression of interest process conducted by the Orana Region Of Councils on behalf of Dubbo Regional Council and the other member councils, the proposed panel of appointments to Council's Conduct Review Committee are O'Connell Workplace Relations, Wise Workplace, Nemesis Consultancy Group, Tress Cox Lawyers, Mediate Today, Centium, Sinc Solutions, Russell Kennedy Pty Ltd, Quadrant Management Systems Pty Ltd, PKF Forensic and Risk Services, MSM Loss Management, Australian Work Place Training and Investigation and O'Connor Marsden and Associates.

**Dubbo Community Awards and Events Committee**

Comprising the Mayor or his/her nominee and five community representatives to assist in the conducting of Civic events in Dubbo where required and to select recipients of awards including, but not limited to:

- Australia Day Awards
- Dubbo Day Awards
- Senior Citizen Award

**Wellington Community Awards and Events Committee**

Comprising the Mayor or his/her nominee and five community representatives to assist in the conducting of Civic events in Wellington where required and to select recipients of awards including, but not limited to:

- Australia Day Awards
- Wellington Community Service Awards
- Senior Citizen Award

**Rainbow Cottage Child Care Centre Committee**

To provide advice to the Director Community and Recreation on the management of the Rainbow Cottage Child Care Centre.

Comprising two (2) Councillors and twelve (12) parent representatives.

**Sister Cities Advisory Committee**

To provide advice to the Director Community and Recreation on Sister City matters and to foster national and international relationships between Dubbo, Wellington and other Cities to promote understanding and friendship; to promote peace and goodwill through mutual respect; to appreciate different cultures, customs and traditions through visitor exchange programmes; to foster economic development, tourism and trade relations and to participate in sporting, artistic and educational programmes.

Comprising the Mayor, four (4) Councillors, the Director Community and Recreation or his/her nominee, six (6) Community representatives and a representative from Charles Sturt University.

**Aquatic Leisure Centres Working Party**

To provide advice to the Director Community and Recreation on the management of the Dubbo Aquatic Leisure Centre and Wellington and Geurie Pools.

Comprising the Mayor, two (2) Councillors, the General Manager, the Director Community and Recreation, the Director Infrastructure and Operations or nominee, Director Corporate Services, the Dubbo Aquatic Leisure Centre Pool Manager and one (1) representative each from the registered swimming clubs at the Dubbo, Wellington and Geurie facilities.

**Rural Consultative Working Party**

Comprising the Mayor, three (3) Councillors, one (1) resident (+ 1 alternative) from each of the following villages/areas:

Ballimore	Wongarbon
Toongi	Rawsonville
Eumungerie	Brocklehurst
Euchareena	Mumbil
Elong Elong	Geurie
North Yeoval	Stuart Town

Plus two (2) persons to represent Rural Residents

With a quorum of four (4) members

*Note: The alternative delegate is only to attend meetings when the primary delegate is unable to attend.*

**Economic Development Advisory Committee**

To provide advice to the Director Economic Development and Business on Economic Development matters affecting the Dubbo Regional Council local government area.

Composition of this committee is to be determined following a workshop conducted with Councillors to determine the proposed composition.

**Heavy Vehicle Access Advisory Group (HVAAG)**

- To take a strategic approach to heavy vehicle access issues within the Dubbo Regional Council Local Government area focusing on investment, growth, jobs and economic efficiency.
- To identify for Council any existing constraints to truck operations within the Dubbo Regional Council Local Government area.
- To suggest ways that existing constraints may be overcome, and to act as a sounding board for Council on proposals developed by Council to overcome such constraints.
- To assist Council to source external funding to overcome constraints or implement other components of Council's Heavy Vehicle Access Strategy.

Comprising one (1) Councillor, three (3) representatives from Dubbo Regional Council (the Director Infrastructure and Operations, the Manager Infrastructure Strategy and the Senior Traffic Engineer), one (1) representative each from NatRoad, Regional Development Australia – Orana and Dubbo City Development Corporation, three (3) industry representatives, two (2) representatives from Trade and Investment NSW and three (3) representatives from Roads and Maritime Service.

**Airport/Airstrip Working Party**

To consider and make recommendations to the Economic Development, Business and Corporate Committee on policy matters affecting the Dubbo City Regional Airport and the Bodangora Airstrip.

Comprising the Mayor, four (4) Councillors, the General Manager, the Director Economic Development and Business, the Airport Operations Manager and a representative of each other Division.

**Cultural Facilities Committee**

To provide advice to the Director Community and Recreation on issues affecting Council's Cultural Facilities including the Western Plains Cultural Centre, Dubbo Regional Theatre and Convention Centre and Wellington Civic Centre.

Comprising the Mayor and three (3) Councillors, the Director Community and Recreation, the Director Corporate Services, the Manager Western Plains Cultural Centre, the Manager Dubbo Regional Theatre and Convention Centre, the Wellington Civic Centre Contract Manager, one (1) representative from Orana ARTS, one (1) representative from Dubbo Artz, one (1) representative from Wellington Artz, one (1) representative from Friends of Dubbo Regional Gallery, and two (2) Community Representative positions.

**Victoria Park Redevelopment Advisory Committee**

Council resolved, in part, at its meeting held on 28 August 2017:

That a Victoria Park Redevelopment Advisory Committee be formed and that the membership consist of:

- Mayor
- Two (2) Councillors
- General Manager
- Director Community and Recreation
- Manager Open Space and Recreation
- Sporting Assets Coordinator
- Recreation Coordinator
- President of the Dubbo Regional Sports Council
- Representative of Dubbo Cycle Club
- Representative of Dubbo District Cricket Association
- Representative of Dubbo Rugby Union
- Representative of Dubbo Junior Rugby Union
- Representative of Cycling NSW
- Representative of Cricket NSW
- Representative of Westside Rugby League Football Club.

This Advisory Committee was formed so that stakeholders may provide advice in regards to the development of infrastructure design and impacts of construction on the relevant sports during the Victoria Park Redevelopment.

**Tourism, Business and Visitor Experiences Committee**

To provide advice to the Director Economic Development and Business on issues affecting the Wellington Caves, Council's Caravan Parks and Old Dubbo Gaol including but not limited to matters such as marketing/promotions and asset management.

Composition of this committee is to be determined following a workshop conducted with Councillors to determine the proposed composition.

In forming these Committees/Working Parties, it is acknowledged that the following former Council Committees/Working Parties will **not** be reformed.

**Multi-cultural Festival Advisory Committee**

This Committee did not meet on a regular basis and the matter can be managed by the Manager Social Services interacting with appropriate members of the community, as required.

**Community Needs Survey Working Party**

This working party did not meet on a regular basis and the functions of this working party can be accommodated within the Infrastructure, Community and Recreation Committee.

**Strategic Landuse Working Party**

It is proposed that the functions of this working party can be accommodated by general Councillor workshops and the Planning, Development and Environment Committee as required.

**Barden Park Regional Athletics Centre Steering Committee**

The development of the Barden Park Regional Athletics Centre is complete and it is proposed that this committee not be reformed.

**Community Services Committee**

This Committee met on a quarterly basis and was often not attended by members resulting in the lack of a quorum and the meeting to be postponed. The functions of this committee can be accommodated within the Infrastructure, Community and Recreation Committee.

**Dubbo Public Art Committee**

The functions of this committee can be accommodated within the Infrastructure, Community and Recreation Committee.

**Community Facilities Committee**

The functions of this committee can be accommodated within the Infrastructure, Community and Recreation Committee. Major facilities will also be accommodated in the proposed Cultural Facilities Committee.

**Festival and Events Committee**

The functions of this committee can be accommodated within the Dubbo and Wellington Community Awards and Events Committees.



**Crime Prevention Committee**

The functions of this committee can be accommodated within the Infrastructure, Community and Recreation Committee.

**Australia Day Working Party**

The functions of this committee can be accommodated within the Dubbo and Wellington Community Awards and Events Committees.

**Wellington Bicentenary Committee**

As the Wellington Bicentenary is now complete, it is recommended that this committee not be reformed.

**Dubbo Regional Theatre and Convention Centre Working Party**

It is proposed that the functions of this working party be accommodated within the proposed Cultural Facilities Committee.

**Western Plains Cultural Centre Advisory Board**

It is proposed that the functions of this Advisory Board be accommodated within the proposed Cultural Facilities Committee.

**Fire Services and Emergency Response Working Party**

This Committee has not met in the past 5 years and accordingly is recommended not to be reformed.

**Waste Management Services Working Party**

This working party has rarely met in the past 5 years and the functions of this committee can be accommodated within the Infrastructure, Community and Recreation Committee.

**Water Supply and Sewerage Working Party**

This working party has rarely met in the past 5 years and the functions of this committee can be accommodated within the Infrastructure, Community and Recreation Committee.

**Companion Animals Advisory Committee**

It is proposed that the functions of this Committee can be accommodated by the Planning, Development and Environment Committee as required.

**Wongarbon Community Hall Committee**

It is proposed that the functions of this Committee can be accommodated by the Infrastructure, Community and Recreation Committee. It is noted that no other public hall in the local government area has a dedicated management committee.

It should be noted that this list of proposed committees/working parties can be reviewed at any time with new committees/working parties being formed as required by Council resolution. There also exists opportunities for matters to be discussed in informal Councillor workshops where required prior to consideration by Council.

**APPOINTMENT OF REPRESENTATION TO OTHER ORGANISATIONS**

Council representation to other organisations is proposed as follows as a result of consultation with each of these organisations.

Macquarie Regional Library Committee – Mayor and one (1) Councillor

Dubbo and District Police and Citizens Youth Club – One (1) Councillor or Manager Social Services

RMS Regional Consultative Committee – One (1) Councillor

Dubbo Aboriginal Community Working Party – One (1) Councillor being the Mayor

Rural Fire Services – Service Level Agreement Liaison Committee – One (1) Councillor

Dubbo Health Council – One (1) Councillor

Dubbo Project Community Consultation Committee - One (1) Councillor

Orana Support Service Committee (Formerly Sturt House and Orana Accommodation) - One (1) Councillor

Regional Rail Action NSW (RRA) – created through the merging of Rail Action Groups in southern NSW, the Central West and Southern Tablelands to discuss and lobby government over concerns raised with regard to Regional passenger rail services in NSW – One (1) Councillor

Lachlan Regional Transport Committee (LRTC) - The Lachlan Regional Transport Committee was established in 1983 comprising fifteen local government areas from Sydney through to Dubbo, Parkes and Cootamundra and the Port of Port Kembla. LRTC raised the concerns of regional people about the need to make optimum use of transport infrastructure and maintain standards of transport services – One (1) Councillor

The following organisations have indicated that Councillor representation on their boards/management committees is no longer requested.

Dubbo and District Pre-School Management Committee

Central West Regional Advisory Council of the Community Relations Commission for a Multicultural NSW

Dubbo Base Hospital Accommodation Project Committee

West Dubbo Pre-School Committee

Orana Arts

Tony McGrane Scholarship Fund Committee

Dubbo Neighbourhood Centre Management Committee – It should be noted that Council contributed \$165,000 during 2016/2017 to the Dubbo Neighbourhood Centre to assist with funding rent, operations and seniors' activities and have allocated \$165,000 in 2017/2018 for the same purposes.

Taronga Conservation Society Australia – Board – Mr John Walkom appointed to 30/12/2019. Taronga Conservation Society Australia have advised Council that they will contact Council at the appropriate time in the future to request a nominee for this appointment.

**DETERMINATION OF DATES AND TIMES OF MEETINGS**

It is proposed that ordinary meetings of the Council be held at 5.30pm on the fourth Monday of each month, excepting as follows: In January where there is no meeting; where the Monday is a Public Holiday; where the Monday clashes with the Annual Conference of the Local Government NSW and in December due to Christmas. It is further proposed that the Extraordinary meeting for the election of the Mayor in 2019 be held in future at 5.30pm on the second Thursday in September being 12 September 2019.

In the event that the Council desires this practice to continue, the meeting dates for the ensuing twenty four (24) months would be:

- Monday 23 October 2017
- Monday 27 November 2017
- Monday 18 December 2017 (Due to Christmas)
- No meeting in January 2018
- Monday 26 February 2018
- Tuesday 26 March 2018
- Tuesday 23 April 2018
- Monday 28 May 2018
- Monday 25 June 2018
- Monday 23 July 2018
- Monday 27 August 2018
- Monday 24 September 2018
- Monday 22 October 2018
- Monday 26 November 2018
- Monday 17 December 2018 (Due to Christmas)
- No meeting in January 2019
- Monday 25 February 2019
- Monday 25 March 2019
- Tuesday 23 April 2019 (Due to Easter)
- Monday 27 May 2019
- Monday 24 June 2019
- Monday 22 July 2019
- Monday 26 August 2019
- Thursday 12 September 2019 (Mayoral Election)
- Monday 23 September 2019

The dates and times of meetings of regular committee meetings be:

- (a) **Planning, Development and Environment Committee** on the Monday preceding the week of the Ordinary Council meeting at 5.30pm, as required;
- (b) **Infrastructure, Community and Recreation Committee** on the Monday preceding the week of the Ordinary Council meeting commencing immediately following the completion of the Planning, Development and Environment Committee noting that if there is no requirement to conduct a Planning, Development and Environment Committee it will be scheduled for 5.30pm on that day;
- (c) **Economic Development, Business and Corporate Committee** on the Monday preceding the week of the Ordinary Council meeting immediately following the completion of the Infrastructure, Community and Recreation Committee;
- (d) **Local Traffic Committee** on the second Friday commencing at 10.00am preceding the meeting of the Infrastructure, Community and Recreation Committee (Note: this Committee is a requirement under the Roads and Maritime Services Delegation to Councils for the Regulation of Traffic to enable Council to exercise its delegated functions. There is only one Council representative on this committee which is yet to be determined.

It is proposed that all Ordinary Council meetings, Extraordinary Council meetings and Standing Committee meetings be held at the Civic Administration Building, Dubbo. During the period of Administration, Ordinary Council meetings were shared between the Dubbo and Wellington Council Chambers. Attendance at meetings in Wellington by members of the public were very limited when compared to meetings in Dubbo.

*Mark Riley*  
General Manager

Appendices:

- 1 [↓](#) Office of Mayor Nomination and Acceptance of Nomination 2017
- 2 [↓](#) Office of Deputy Mayor Nomination and Acceptance of Nomination 2017

**DUBBO REGIONAL COUNCIL**

DUBBO

Date.....

The General Manager  
Dubbo Regional Council  
DUBBO

Dear Sir

**OFFICE OF MAYOR - NOMINATION PAPER**

I hereby nominate Councillor \_\_\_\_\_ for election to the Office of Mayor of Dubbo  
Regional Council for the ensuing term.

.....  
COUNCILLOR

.....  
COUNCILLOR

**ACCEPTANCE OF NOMINATION**

I hereby accept such nomination.

.....  
COUNCILLOR

**DUBBO REGIONAL COUNCIL**

DUBBO

Date .....

The General Manager  
Dubbo Regional Council  
DUBBO

Dear Sir

**OFFICE OF DEPUTY MAYOR - NOMINATION PAPER**

I hereby nominate Councillor \_\_\_\_\_ for election to the Office of Deputy  
Mayor of Dubbo Regional Council for the ensuing term.

.....  
COUNCILLOR

.....  
COUNCILLOR

**ACCEPTANCE OF NOMINATION**

I hereby accept such nomination.

.....  
COUNCILLOR



## REPORT: Councillor and Mayoral Fees

**AUTHOR:** General Manager  
**REPORT DATE:** 11 September 2017  
**TRIM REFERENCE:** ID17/1452

### EXECUTIVE SUMMARY

I advise that the Local Government Remuneration Tribunal has handed down its determinations for 2017/2018. For Regional Rural Councils, which includes Dubbo Regional Council, the Councillor Annual Fee is a minimum of \$8,750 and a maximum of \$19,310. The Mayoral additional fee is a minimum of \$18,630 and a maximum of \$42,120.

It is proposed that Council adopt the maximum fees as determined by the Local Government Remuneration Tribunal for 2017/2018 for Councillor and Mayoral Fees.

### ORGANISATIONAL VALUES

Customer Focused: By adopting the maximum fees, the Mayor and Councillors will receive appropriate remuneration for the services to the community in these roles.

Integrity: The proposed fees are in accordance with the requirements of the Local Government Act 1993 and within the determination of the Local Government Remuneration Tribunal.

One Team: Not applicable

### FINANCIAL IMPLICATIONS

The amounts included in the 2017/2018 Operational Plan and Budget for Councillor fees and the Mayoral fee will be sufficient to fund the maximum amounts currently determined by the Tribunal.

### POLICY IMPLICATIONS

There are no policy implications arising from this report.

**RECOMMENDATION**

1. That pursuant to the provisions of Section 248(2) of the Local Government Act 1993, the annual fee payable to Councillors for the period commencing 28 September 2017 be \$19,310.
2. That pursuant to the provisions of Section 249(3) of the Local Government Act 1993, the annual fee payable to the Mayor for the period commencing 28 September 2017 be \$42,120.

*Mark Riley*  
General Manager



**REPORT**

In accordance with section 248 of the Local Government Act 1993, Council is required to pay each Councillor an annual fee. It further states that Council may fix the annual fee, and if it does, the annual fee must be in accordance with the appropriate determination of the Local Government Remuneration Tribunal.

It should also be noted that the annual fee must be the same for each Councillor, acknowledging that the Mayor also receives a Mayoral Fee in addition to the Councillor Fee and that if Council does not fix the annual fee, the minimum fee determined by the Remuneration Tribunal must be paid.

The Local Government Remuneration Tribunal has handed down its determinations in regard to Councillor and Mayoral Fees. It is proposed that Council adopt the maximum fees for 2017/2018 for Councillor and Mayoral Fees.