



AGENDA

ORDINARY COUNCIL MEETING

26 NOVEMBER 2024

MEMBERSHIP: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

The meeting is scheduled to commence at 5:30 PM.

PRAYER:

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

ACKNOWLEDGEMENT OF COUNTRY:

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

Page

CCL24/289 LEAVE OF ABSENCE (ID24/2131)

CCL24/290 CONFLICTS OF INTEREST (ID24/2133)

In accordance with their Oath/Affirmation under the Act, and Council's Code of Conduct, Councillors must disclose the nature of any pecuniary or non-pecuniary interest which may arise during the meeting, and manage such interests accordingly.

CCL24/291 PUBLIC FORUM (ID24/2132)

CCL24/292 CONFIRMATION OF MINUTES (ID24/2135)

Confirmation of the minutes of the proceedings of the Ordinary Council meeting held on 24 October 2024 and the Extraordinary Council meeting held on 5 November 2024.

7

CCL24/293 NATIONAL LOCAL GOVERNMENT CUSTOMER SERVICE NETWORK AWARDS - PRESENTATION TO CUSTOMER EXPERIENCE (ID24/2148)

INFORMATION ONLY MATTERS:

- CCL24/294 MAYORAL APPOINTMENTS AND MEETINGS - MAYOR JOSH BLACK (ID24/2075)** 32
The Council had before it the report dated 6 November 2024 from the Chief Executive Officer regarding Mayoral Appointments and Meetings - Mayor Josh Black.
- CCL24/295 MAYORAL EXPENSES - OCTOBER 2024 (ID24/2153)** 38
The Council had before it the report dated 15 November 2024 from the Chief Executive Officer regarding Mayoral Expenses - October 2024.
- CCL24/296 BALLIMORE VILLAGE RESIDENTS PETITION (ID24/2008)** 40

MATTERS CONSIDERED BY COMMITTEES:

- CCL24/297 REPORT OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE - MEETING 21 OCTOBER 2024 (ID24/2161)** 46
The Council had before it the report of the Audit, Risk and Improvement Committee meeting held 21 October 2024.
- CCL24/298 REPORT OF THE INFRASTRUCTURE, PLANNING AND ENVIRONMENT COMMITTEE - MEETING 12 NOVEMBER 2024 (ID24/2162)** 49
The Council had before it the report of the Infrastructure, Planning and Environment Committee meeting held 12 November 2024.
- CCL24/299 REPORT OF THE CULTURE AND COMMUNITY COMMITTEE - MEETING 12 NOVEMBER 2024 (ID24/2163)** 55
The Council had before it the report of the Culture and Community Committee meeting held 12 November 2024.
- CCL24/300 REPORT OF THE CORPORATE SERVICES COMMITTEE - MEETING 12 NOVEMBER 2024 (ID24/2164)** 60
The Council had before it the report of the Corporate Services Committee meeting held 12 November 2024.

NOTICES OF MOTION:

- | | | |
|------------------|--|----|
| CCL24/301 | SIGNAGE BUDGET (ID24/2149)
Council had before it a Notice of Motion dated 15 November 2024 from Mayor J Black regarding the Signage Budget. | 67 |
| CCL24/302 | PUBLIC TOILET STRATEGY (ID24/2150)
Council had before it a Notice of Motion dated 15 November 2024 from Mayor J Black regarding the Public Toilet Strategy. | 69 |
| CCL24/303 | CONSIDERATION OF ROAD SAFETY OFFICER ROLE (ID24/2151)
Council had before it a Notice of Motion dated 15 November 2024 from Councillor P Toynton regarding the Consideration of Road Safety Officer Role. | 71 |
| CCL24/304 | FEASIBILITY STUDY FOR EUMUNGERIE SEWERAGE SYSTEM (ID24/2152)
Council had before it a Notice of Motion dated 15 November 2024 from Councillor P Toynton regarding the Feasibility Study for Eumungerie Sewerage System. | 73 |
| CCL24/305 | FITNESS EQUIPMENT - CAMERON PARK (ID24/2159)
Council had before it a Notice of Motion dated 15 November 2024 from Councillor L Butler regarding the Fitness Equipment - Cameron Park. | 75 |
| CCL24/306 | CONSIDERATION OF HEALTH AND WELLBEING OF WORKERS (ID24/2160)
Council had before it a Notice of Motion dated 15 November 2024 from Councillor L Butler regarding the Consideration of Health and Wellbeing of Workers. | 77 |
| CCL24/307 | REPORT ON POWER OF ATTORNEY USAGE (ID24/2157)
Council had before it a Notice of Motion dated 15 November 2024 from Councillor M Dickerson regarding the Report on Power of Attorney Usage. | 82 |

CCL24/308	RENEWABLE ENERGY PROJECTS (ID24/2154) Council had before it a Notice of Motion dated 15 November 2024 from Councillor R Ivey regarding the Renewable Energy Projects.	85
CCL24/309	STRATEGIC ECONOMIC DEVELOPMENT INITIATIVES (ID24/2158) Council had before it a Notice of Motion dated 15 November 2024 from Councillor S Chowdhury regarding the Strategic Economic Development Initiatives.	89
REPORTS FROM STAFF:		
CCL24/310	2024/2025 SPARC SUPPORT GRANT PROGRAM ROUND 1 (ID24/2084) The Council had before it the report dated 7 November 2024 from the Cultural Development Coordinator regarding 2024/2025 SPARC Support Grant Program Round 1.	92
CCL24/311	2025-2029 COMMUNITY SAFETY AND CRIME PREVENTION PLAN (ID24/2024) The Council had before it the report dated 11 November 2024 from the Manager Community Services regarding 2025-2029 Community Safety and Crime Prevention Plan.	97
CCL24/312	SEPTEMBER 2024 QUARTERLY BUDGET REVIEW STATEMENT (ID24/2066) The Council had before it the report dated 5 November 2024 from the Chief Financial Officer regarding September 2024 Quarterly Budget Review Statement.	124
CCL24/313	DRAFT COUNCIL POLICY - CODE OF MEETING PRACTICE (ID24/2140) The Council had before it the report dated 14 November 2024 from the Governance Team Leader regarding Draft Council Policy - Code of Meeting Practice.	161
CCL24/314	DRAFT COUNCIL POLICY - PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR THE MAYOR AND COUNCILLORS (ID24/2145) The Council had before it the report dated 14 November 2024 from the Governance Officer regarding Draft Council Policy - Payment of Expenses and Provision of Facilities for the Mayor and Councillors.	213

CCL24/315 COMMUNITY ENGAGEMENT GROUPS 2024-2028 (ID24/2064) 251
The Council had before it the report dated 4 November 2024 from the Director Strategy Partnerships and Engagement regarding Community Engagement Groups 2024-2028.

CCL24/316 PROPOSED VILLAGE ROADSHOW PROGRAM (ID24/2063) 309
The Council had before it the report dated 4 November 2024 from the Director Strategy Partnerships and Engagement regarding Proposed Village Roadshow Program.

CCL24/317 DRAFT COUNCIL POLICY - TECHNOLOGY PROVISIONS FOR COUNCILLORS (ID24/2137) 314
The Council had before it the report dated 13 November 2024 from the IS Project Delivery Partner regarding Draft Council Policy - Technology Provisions for Councillors.

CCL24/318 COMMENTS AND MATTERS OF URGENCY (ID24/2170)

CONFIDENTIAL

CCL24/319 AWARD OF MECHANICAL AND ELECTRICAL CONSTRUCTION TENDER - DUBBO NORTHERN BORE FIELD (ID24/2003)
The Council had before it the report dated 17 November 2024 from the Manager Strategy Water Supply and Sewerage regarding Award of Mechanical and Electrical Construction Tender - Dubbo Northern Bore Field.

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, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

CCL24/320 TAMWORTH/DARLING STREETS ROUNDABOUT RECONSTRUCTION ASPHALT WORKS-QUOTATION RECOMMENDATION (ID24/2072)
The Council had before it the report dated 6 November 2024 from the Project Engineer regarding Tamworth/Darling Streets Roundabout Reconstruction Asphalt Works-Quotation Recommendation.

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, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

**CCL24/321 MACQUARIE FORESHORE EVENTS PRECINCT AND OLD DUBBO
GAOL HERITAGE PLAZA - ADDITIONAL FUNDING REQUIREMENTS
(ID24/2142)**

The Council had before it the report dated 14 November 2024 from the Manager Building Assets regarding Macquarie Foreshore Events Precinct and Old Dubbo Gaol Heritage Plaza - Additional Funding Requirements.

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: commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the Council (Section 10A(2)(d)(ii)).

**CCL24/322 TENDER - SUPPLY OF PRINTERS AND MANAGED PRINT SERVICES
(ID24/2144)**

The Council had before it the report dated 14 November 2024 from the IT Infrastructure Team Leader regarding Tender - Supply of Printers and Managed Print Services.

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: commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the Council (Section 10A(2)(d)(ii)).



Confirmation of Minutes

Confirmation of the minutes of the proceedings of the Ordinary Council meeting held on 24 October 2024 and the Extraordinary Council meeting held on 5 November 2024.

RECOMMENDATION

That the minutes of the proceedings of the Dubbo Regional Council at the Ordinary Council meeting held on 24 October 2024 and the Extraordinary Council meeting held on 5 November (as attached) be taken as read, confirmed as correct minutes and signed by the Mayor and the Chief Executive Officer.

APPENDICES:

- 1 [↓](#) Minutes - Ordinary Council Meeting - 24/10/2024
- 2 [↓](#) Minutes - Ordinary Council Meeting - 05/11/2024 - Special



REPORT ORDINARY COUNCIL MEETING 24 OCTOBER 2024

PRESENT: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, P Toynton, K Richardson, A Ryan, and M Wright.

ALSO IN ATTENDANCE:

The Chief Executive Officer, the Director Organisational Performance, the Manager Corporate Governance, the Governance Team Leader, the Governance Officers, the Director Strategy, Partnerships and Engagement, the Director Development and Environment, the Acting Director Infrastructure, the Director Community, Culture and Places, the Communications Services Team Leader, the Manager Growth Planning, the Manager Regional Experiences, the IT Infrastructure Specialist, the IT Support Team Leader, the Chief Financial Officer, the Statutory Accountant and the Manager People, Culture and Safety.

Councillor J Black assumed the Chair of the meeting.

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

CCL24/243 LEAVE OF ABSENCE (ID24/1894)

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

Moved by Councillor R Ivey and seconded by Councillor S Chowdhury

MOTION

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

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

ORDINARY COUNCIL MEETING - 24 OCTOBER 2024
REPORT**CCL24/244 CONFLICTS OF INTEREST (ID24/1895)**

The following Conflicts of Interest were declared:

Councillor J Black - CCL24/296 – Pecuniary, Significant.

CCL24/245 PUBLIC FORUM (ID24/1896)

The Council reports having met with the following persons during Public Forum:

- Marcus Hanney -
CCL24/256 - Village Committee
CCL24/258 – Village Roadshow
CCL24/263 - Water Supply Stuart Town
- Melissa Cox - CCL24/271 – Historical Society request for operating location(s) for Wellington Museum.
- Anthony Yeates - CCL24/266 – Planning agreement VPA23-001

CCL24/246 CONFIRMATION OF MINUTES (ID24/1923)

Confirmation of the minutes of the proceedings of the Extraordinary Council meetings held on 5 September and 3 October 2024.

Moved by Councillor R Ivey and seconded by Councillor S Chowdhury

MOTION

That the minutes of the proceedings of the Dubbo Regional Council at the Extraordinary Council meetings held on 5 September 2024 and 3 October 2024 (as attached) be taken as read, confirmed as correct minutes and signed by the Mayor and the Chief Executive Officer.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

INFORMATION ONLY MATTERS:**CCL24/247 INVESTMENT UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT - AUGUST 2024 (ID24/1774)**

The Council had before it the report dated 2 September 2024 from the Revenue Accountant regarding Investment Under Section 625 of the Local Government Act - August 2024.

Moved by Councillor P Toynton and seconded by Councillor M Wright

ORDINARY COUNCIL MEETING - 24 OCTOBER 2024
REPORT**MOTION**

That the information contained within the Investment under Section 625 of the Local Government Act Report be noted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCL24/248 INVESTMENT UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT - SEPTEMBER 2024 (ID24/1875)

The Council had before it the report dated 3 October 2024 from the Revenue Accountant regarding Investment Under Section 625 of the Local Government Act - September 2024.

Moved by Councillor P Toynton and seconded by Councillor S Chowdhury

MOTION

That the information contained within the Investment under Section 625 of the Local Government Act Report be noted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCL24/249 2023/2024 ANNUAL REPORT - DUBBO REGIONAL COUNCIL (ID24/1842)

The Council had before it the report dated 23 September 2024 from the Director Strategy, Partnerships and Engagement regarding 2023/2024 Annual Report – Dubbo Regional Council.

Moved by Councillor J Cowley and seconded by Councillor P Toynton

MOTION

- 1. That the 2023/2024 Annual Report, provided under separate cover, be noted.**
- 2. That any minor corrections or typographical errors be corrected prior to the finalised document being published on Council's website and the Office of Local Government be notified no later than 30 November 2024.**
- 3. That a copy of the 2023/2024 Annual Report be printed and made available for reading at the Dubbo Civic Administration Building, Wellington Administration Building and Macquarie Regional Library (Dubbo and Wellington branches).**

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

**ORDINARY COUNCIL MEETING - 24 OCTOBER 2024
REPORT**

CCL24/250 STATE OF OUR REGION REPORT - DUBBO REGION 2021-2024 (ID24/1843)

The Council had before it the report dated 23 September 2024 from the Director Strategy, Partnerships and Engagement regarding State of Our Region Report – Dubbo Region 2021-2024.

Moved by Councillor J Cowley and seconded by Councillor K Richardson

MOTION

1. That the State of Our Region Report – Dubbo Region 2021-2024, attached at Appendix 1, be noted, and appended to the 2023/2024 Annual Report.
2. That any minor corrections or typographical errors be corrected prior to the finalised document being published on Council's website no later than 30 November 2024.
3. That a copy of the document be printed and made available for reading at the Dubbo Civic Administration Building, Wellington Administration Building and Macquarie Regional Library (Dubbo and Wellington branches).

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCL24/251 MONTHLY REPORTING SNAPSHOT FOR COUNCILLORS - SEPTEMBER 2024 (ID24/1888)

The Council had before it the report dated 23 September 2024 from the Corporate Strategy Performance Coordinator regarding Monthly Reporting Snapshot for Councillors – September 2024.

Moved by Councillor P Toynton and seconded by Councillor M Wright

MOTION

That the information contained within the report of the Corporate Strategy and Performance Coordinator, dated 8 October 2024, be noted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCL24/252 ANNUAL REPORT ON COMPLAINT STATISTICS UNDER COUNCIL'S CODE OF CONDUCT - 2023/2024 REPORTING PERIOD (ID24/1846)

The Council had before it the report dated 25 September 2024 from the Manager Corporate Governance regarding Annual Report on Complaint Statistics Under Council's Code of Conduct - 2023/2024 Reporting Period.

ORDINARY COUNCIL MEETING - 24 OCTOBER 2024
REPORT

Moved by Councillor S Chowdhury and seconded by Councillor R Ivey

MOTION

1. That the information contained within the report of the Manager Corporate Governance, dated 25 September 2024, be noted.
2. That that the annual Code of Conduct statistics be reported to the Office of Local Government in line with statutory requirements.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCL24/253 MAYORAL APPOINTMENTS AND MEETINGS - MAYOR MATHEW DICKERSON (ID24/1905)

The Council had before it the report dated 14 October 2024 from the Chief Executive Officer regarding Mayoral Appointments and Meetings - Mayor Mathew Dickerson.

Moved by Councillor S Chowdhury and seconded by Councillor M Wright

MOTION

That the information contained within the report be noted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCL24/254 MAYORAL APPOINTMENTS AND MEETINGS - MAYOR JOSH BLACK (ID24/1909)

The Council had before it the report dated 14 October 2024 from the Chief Executive Officer regarding Mayoral Appointments and Meetings - Mayor Josh Black.

Moved by Councillor A Ryan and seconded by Councillor J Cowley

MOTION

That the information contained within the report be noted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

ORDINARY COUNCIL MEETING - 24 OCTOBER 2024
REPORT**NOTICES OF MOTION:****CCL24/255 24 HOUR POLICE PRESENCE IN WELLINGTON (ID24/1920)**

Council had before it a Notice of Motion dated 17 October 2024 from Councillor L Butler regarding the 24 Hour Police Presence in Wellington.

Moved by Councillor L Butler and seconded by Councillor A Ryan

MOTION

1. That it be noted that the community of Wellington remains concerned about a lack of a 24 hour police station and a 24 hour police presence.
2. That the Superintendent Orana Midwestern Police District be invited to meet the elected body for a briefing on crime in Wellington, how the community is serviced by police and to hear of the community's concern.
3. That a representative of BOCSAR (the NSW Bureau of Crime Statistics & Research) be invited to present to a Councillor workshop on the latest crime statistics and trends for the Local Government Area.
4. That subject to the outcomes of the briefing and workshop, a further report be provided by the CEO detailing options for the next steps to obtain better policing in Wellington including consideration within the draft Community Safety and Crime Prevention Plan that is under development.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCL24/256 REINSTATEMENT OF THE VILLAGES COMMITTEE (ID24/1906)

Council had before it a Notice of Motion dated 14 October 2024 from Councillor J Cowley regarding the Reinstatement of the Villages Committee.

Moved by Councillor J Cowley and seconded by Councillor S Chowdhury

MOTION

That the CEO provide a report to Council in November 2024 on the reinstatement of the Villages Committee to ensure full and strategic representation for all Villages within our Local Government Area.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

ORDINARY COUNCIL MEETING - 24 OCTOBER 2024
REPORT**CCL24/257 175TH ANNIVERSARY OF DUBBO (ID24/1911)**

Council had before it a Notice of Motion dated 15 October 2024 from Councillor S Chowdhury regarding the 175th Anniversary of Dubbo.

Moved by Councillor S Chowdhury and seconded by Councillor K Richardson

MOTION

That Dubbo Regional Council include a celebration of 175th anniversary of Dubbo at the Dubbo Day event being held on 21 November 2024.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCL24/258 VILLAGE ROADSHOW PROGRAM (ID24/1899)

Council had before it a Notice of Motion dated 11 October 2024 from Councillor S Chowdhury regarding the Village Roadshow Program.

Moved by Councillor S Chowdhury and seconded by Councillor J Cowley

MOTION

That the CEO prepare a report for the November 2024 Council meeting, outlining a potential schedule and budget for a "Village Roadshow Program." This program will facilitate feedback opportunities and foster stronger relationships and dialogue among village residents, Councillors, and Executive staff.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCL24/259 COMMUNITY FUNDING (ID24/1913)

Council had before it a Notice of Motion dated 15 October 2024 from Councillor M Dickerson regarding the Community Funding.

Moved by Councillor M Dickerson and seconded by Councillor S Chowdhury

MOTION

- 1. Review all existing separate funding programs currently available to organisations and community groups, including but not limited to:**
 - a. Community Venue Hire Program;**
 - b. Corporate Sponsorship;**

ORDINARY COUNCIL MEETING - 24 OCTOBER 2024
REPORT

- c. SPARC Support Program;
- d. Community Services Fund;
- e. Community Events Fund;
- f. Destination Events Fund;
- g. Discretionary funds under the control of the Mayor and/or CEO.
2. Consider, as part of the review, the establishment of a single Community Fund with an annual budget allocation of \$250,000. This fund will support applications for financial assistance, requests for venue hire fee reductions, use of discretionary funds and other similar requests.
3. Ensure the review results in a streamlined, transparent, and user-friendly application process for community funding. This review should include:
 - a. Implementing four funding rounds annually (quarterly);
 - b. Allocating one-quarter of the total annual budget to each round;
 - c. Rolling over unallocated funds to the next funding round.
4. Develop and adopt guidelines for the proposed Community Fund, using previous eligibility criteria as a base, that ensure:
 - a. All applications are assessed against the total annual budget;
 - b. The process is transparent and easily understandable;
 - c. Funding decisions are made on merit and aligned with Council's strategic objectives.

CARRIED

For: Councillors L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, A Ryan, P Toynton and M Wright.

Against: Councillors J Black and K Richardson

CCL24/260 FINANCIAL REPORTING (ID24/1900)

Council had before it a Notice of Motion dated 11 October 2024 from Councillor M Dickerson regarding the Financial Reporting.

Moved by Councillor M Dickerson and seconded by Councillor M Wright.

MOTION

That Dubbo Regional Council resolves to:

1. Undertake a comprehensive review of the accounting practices and reporting requirements of all Council-operated business units.
2. Ensure the review delivers an accurate representation of the financial performance of each business unit to facilitate improved strategic decision-making and enhance long-term sustainability, while also adhering to the accounting standards outlined in the Local Government Act.
3. Include in the review, but not be limited to, the following elements:
 - a. Evaluate the internal overhead allocation methodology to ensure it accurately reflects the true cost of services provided;
 - b. Assess internal charges applied to Council-operated businesses, including rates, water and other fees, to determine consistency with external business practices;

ORDINARY COUNCIL MEETING - 24 OCTOBER 2024
REPORT

- c. Review the current fixed dividend structure, which currently mandates a set dollar figure to be returned to general revenue irrespective of individual business unit performance.
4. Implement any proposed changes as part of the 2025/2026 Draft Budget and Operational Plan process.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCL24/261 CONTINUATION OF MEMBERSHIP OF ASSOCIATED LG ORGANISATIONS (ID24/1902)

Council had before it a Notice of Motion dated 11 October 2024 from Councillor R Ivey regarding the Continuation of Membership of Associated LG Organisations.

Moved by Councillor R Ivey and seconded by Councillor S Chowdhury

MOTION

1. That Council maintain membership of and participation in the following umbrella organisations.
 - a. The Alliance of Western Councils
 - b. Regional Cities NSW
 - c. Regional Capitals Australia
 - d. Country Mayors
 - e. Local Government NSW
 - f. Regional Leaders Network
 - g. Mining and Energy Related Councils
2. That Council's ongoing membership of/participation in each of these organisations be reviewed and a report be brought to Council prior to the expiration of the current term of Council.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCL24/262 NEWELL HIGHWAY BYPASS DUBBO (ID24/1901)

Council had before it a Notice of Motion dated 11 October 2024 from Councillor R Ivey regarding the Newell Highway Bypass Dubbo.

Moved by Councillor R Ivey and seconded by Councillor S Chowdhury

MOTION

1. To facilitate Council's long-term planning, including land releases, that potential

ORDINARY COUNCIL MEETING - 24 OCTOBER 2024
REPORT

alignments for a Newell Highway bypass be identified

2. That the Chief Executive Officer prepare a report to the February 2025 Ordinary Council meeting that considers the following:
- costs of undertaking the body of work,
 - identify any impacts on existing work activities,
 - the relationship with the City-Wide Traffic Model being developed,
 - steps moving forward including timing for completion of the work.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

**CCL24/263 FEASIBILITY AND ESTIMATED COSTS OF EXTENDING TOWN WATER SUPPLY
MUMBIL TO STUART TOWN (ID24/1903)**

Council had before it a Notice of Motion dated 11 October 2024 from Councillor P Toynton regarding the Feasibility and Estimated Costs of Extending Town Water Supply Mumbil to Stuart Town.

Moved by Councillor P Toynton and seconded by Councillor S Chowdhury

MOTION

That as part of the 2025 – 2029 Four Year Delivery Plan and associated Operational Plans and budget, Council undertake the feasibility and options analysis in the 2025/2026 financial year for the provision of town water (potable water) to the Stuart Town village.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

REPORTS FROM STAFF:

**CCL24/264 PRESENTATION OF COUNCIL'S 2023/2024 FINANCIAL STATEMENTS
(ID24/1881)**

The Council had before it the report dated 4 October 2024 from the Chief Financial Officer regarding Presentation of Council's 2023/2024 Financial Statements.

Moved by Councillor A Ryan and seconded by Councillor R Ivey

MOTION

1. That the General Purpose Financial Statements and the Special Purpose Financial Statements for the year ended 30 June 2024 be accepted by Council.
2. That Council authorises the Mayor, the Deputy Mayor, the Chief Executive Officer and

ORDINARY COUNCIL MEETING - 24 OCTOBER 2024
REPORT

- the Responsible Accounting Officer to sign the General Purpose Financial Statements.
3. That Council authorises the Mayor, the Deputy Mayor, the Chief Executive Officer and the Responsible Accounting Officer to sign the Special Purpose Financial Statements.
 4. That Council authorises the display of the Annual Financial Statements and Auditor's Reports for the year ended 30 June 2024.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

Clr S Chowdhury left the meeting, the time being 07:00pm.

Clr S Chowdhury returned to the meeting, the time being 07:02 pm and was present for voting.

CCL24/265 PLANNING PROPOSAL R24-003 - COUNCIL-OWNED ROAD CLOSURE AS EXEMPT DEVELOPMENT - RESULTS OF PUBLIC EXHIBITION (ID24/1769)

The Council had before it the report dated 27 September 2024 from the Manager Growth Planning regarding Planning Proposal R24-003 - Council-Owned Road Closure as Exempt Development - Results of Public Exhibition.

Moved by Councillor M Wright and seconded by Councillor K Richardson

MOTION

1. That Council adopt the Planning Proposal (attached in Appendix 1) to amend the Dubbo Regional Local Environmental Plan 2022 and make the subdivision of a Council-owned road for the purposes of a road closure under the Roads Act 1993, Part 4, Division 3, as exempt development.
2. That Council prepare and submit the Planning Proposal Finalisation Package to the NSW Government Department of Planning, Housing and Infrastructure, who are the local-plan making authority.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCL24/266 DRAFT PLANNING AGREEMENT VPA23-001 - WELLINGTON SOUTH BATTERY ENERGY STORAGE SYSTEM - RESULTS OF EXHIBITION (ID24/1655)

The Council had before it the report dated 27 September 2024 from the Manager Growth Planning regarding Draft Planning Agreement VPA23-001 - Wellington South Battery Energy Storage System - Results of Exhibition.

Moved by Councillor R Ivey and seconded by Councillor S Chowdhury

MOTION

ORDINARY COUNCIL MEETING - 24 OCTOBER 2024
REPORT

1. That Council enter into a Planning Agreement (attached in Appendix 1) with The Trustee for WEBESS01 PROJECT TRUST or a Council approved associated entity.
2. That all documentation in relation to this matter be signed under the Common Seal of Council.
3. That Council note no submissions were received during the public exhibition period.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

**CCL24/267 HOUSING FOR OUR FUTURE - COMMUNITY ENGAGEMENT UPDATE
(ID24/1873)**

The Council had before it the report dated 27 September 2024 from the Manager Growth Planning regarding Housing for Our Future - Community Engagement Update.

Moved by Councillor J Cowley and seconded by Councillor S Chowdhury

MOTION

That the information contained within the report of the Manager Growth Planning dated 27 September 2024, be noted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCL24/268 DELEGATION OF AUTHORITY TO THE CHIEF EXECUTIVE OFFICER (ID24/1795)

The Council had before it the report dated 30 August 2024 from the Manager Corporate Governance regarding Delegation of Authority to the Chief Executive Officer.

Moved by Councillor M Dickerson and seconded by Councillor M Wright

MOTION

1. That the Delegation of Authority to the Chief Executive Officer, as attached at Appendix 2, with minor updates and typographical errors amended, of the Report of the Manager Corporate Governance be adopted.
2. That no Power of Attorney be provided for the Chief Executive Officer.
3. That Council note the use of extended delegations by Chief Executive Officer, Murray Wood, during the period of 14 September and 2 October 2024, when Electoral results were being determined.

LOST

For: Councillors S Chowdhury, J Cowley, M Dickerson, R Ivey, and M Wright.

ORDINARY COUNCIL MEETING - 24 OCTOBER 2024
REPORT

Against: Councillors K Richardson, J Black, P Toynton, A Ryan and L Butler.

Lost by Mayors casting vote.

CCL24/268 DELEGATION OF AUTHORITY TO THE CHIEF EXECUTIVE OFFICER

The Council had before it the report dated 30 August 2024 from the Manager Corporate Governance regarding Delegation of Authority to the Chief Executive Officer.

Moved by Councillor K Richardson and seconded by Councillor P Toynton

MOTION

1. That the Delegation of Authority to the Chief Executive Officer, as attached at Appendix 2, with minor updates and typographical errors amended, of the Report of the Manager Corporate Governance be adopted.
2. That Council note the use of extended delegations by Chief Executive Officer, Murray Wood, during the period of 14 September and 2 October 2024, when Electoral results were being determined.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

Moved by Councillor K Richardson and seconded by Councillor P Toynton

MOTION

That Power of Attorney, be provided for the Chief Executive Officer, Murray Alexander Wood.

CARRIED

For: Councillors J Black, L Butler, J Cowley, K Richardson, A Ryan, P Toynton.

Against: Councillors R Ivey, M Wright, M Dickerson, S Chowdhury,

Councillor J Black left the meeting.

Councillor P Toynton assumed Chair of the meeting.

**CCL24/269 REVIEW OF DETERMINATION - D22-122 PART 5 - 35 LOT SUBDIVISION - LOT 8
DP 1063425, 4L CAMP ROAD DUBBO
APPLICANT: SLR CONSULTING AUSTRALIA PTY LTD
OWNER: MR L BENDER (ID24/1893)**

The Council had before it the report dated 10 October 2024 from the Director Development and Environment regarding Review of Determination - D22-122 Part 5 - 35 Lot Subdivision -

**ORDINARY COUNCIL MEETING - 24 OCTOBER 2024
REPORT**

Lot 8 DP 1063425, 4L Camp Road Dubbo
Applicant: SLR Consulting Australia Pty Ltd
Owner: Mr L Bender.

Moved by Councillor M Dickerson and seconded by Councillor J Cowley

MOTION

1. **The Review of the Determination of the Application to Modify Development Consent D2022-122 (Part 5) has been undertaken.**
2. **That the Application to Modify Development Consent D2022-122 (Part 5) be approved to incorporate the following:**
 - (a) **Amend Condition 18 (as included in the body of the report)**
 - (b) **Relocate driveway of Lot 401.**

CARRIED

For: Councillors L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

Councillor J Black declared a pecuniary, significant interest in the matter now before the Council and left the room and was out of sight during the Council's consideration of this matter. The reason for such interest is that Councillor J Black owns property on Camp Road.

Councillor J Black returned to the meeting.

Councillor J Black resumed Chair of the meeting.

CCL24/270 FOOTPATHS IN DUBBO AND WELLINGTON (ID24/1802)

The Council had before it the report dated 8 September 2024 from the Director Infrastructure regarding Footpaths in Dubbo and Wellington.

Moved by Councillor S Chowdhury and seconded by Councillor P Toynton

MOTION

That the information contained within the report be noted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCL24/271 WELLINGTON HISTORICAL SOCIETY REQUEST FOR OPERATING LOCATION(S) FOR WELLINGTON MUSEUM. (ID24/1811)

The Council had before it the report dated 12 September 2024 from the Manager Regional Experiences regarding Wellington Historical Society request for operating location(s) for

ORDINARY COUNCIL MEETING - 24 OCTOBER 2024
REPORT

Wellington Museum.

Moved by Councillor M Dickerson and seconded by Councillor J Cowley

MOTION

1. That Council enter in to a peppercorn lease agreement of \$1 per annum for Lot 2, 5 Maughan Street between Dubbo Regional Council and the Wellington Historical Society for a five-year term with three five-year options.
2. That Council not enter into a lease for lot 8, 37 Warne Street or lot 9, 37 Warne Street (corner Warne and Percy Streets).
3. That Council assist the Wellington Historical Society find alternative accommodation to house their excess collection and that the Wellington Historical Society will not be required to move the collection before alternative accommodation is found.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCL24/272 DUBBO AQUATIC LEISURE CENTRE - REFURBISHMENT AND UPGRADE OF 50 METRE POOL AND WATER SLIDE PLANT ROOM (ID24/1880)

The Council had before it the report dated 3 October 2024 from the Manager Recreation and Open Spaces regarding Dubbo Aquatic Leisure Centre - Refurbishment and upgrade of 50 metre pool and Water Slide Plant Room.

Moved by Councillor K Richardson and seconded by Councillor L Butler

MOTION

1. That Council proceed with the issuing of a request for tender for Dubbo Aquatic Leisure Centre refurbishment and upgrade to the 50-metre pool and water slide plant room with the works being carried out during the period April to August 2025.
2. That the proposed cost of the project, \$1,100,1000 ex gst, be considered in the development of the Aquatic Leisure Centres 2025/2026 budget, with this being funded from the Asset renewal reserves.
3. That a further report be submitted to Council for consideration of engagement of a suitably qualified and experienced contractor to undertake the prescribed works.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCL24/273 FORMATION OF STANDING COMMITTEES AND DETERMINATION OF MEETING DATES AND TIMES (ID24/1558)

The Council had before it the report dated 29 July 2024 from the Governance Team Leader regarding Formation of Standing Committees and Determination of Meeting Dates and Times.

**ORDINARY COUNCIL MEETING - 24 OCTOBER 2024
REPORT**

Moved by Councillor M Dickerson and seconded by Councillor M Wright

MOTION

1. That Council form Standing Committees to be held consecutively on the same day commencing with Infrastructure Development and Environment, followed by Culture and Community Committee and Corporate Services Committee; and one Ordinary Council meeting in the same month, except for January and December.
2. That Council delegates to the three Standing Committees being Infrastructure, Planning and Environment Committee, Culture and Community Committee and Corporate Services Committee the authority to approve tenders.
3. That no other Delegations of Authority be granted to Council's Standing Committees.
4. That the Standing Committees to be held on the second Tuesday of the month, commencing at 5.30pm in the Council Chamber in Dubbo, unless stated otherwise.
5. That the Ordinary Council meeting to be held on the fourth Tuesday of the month, commencing at 5.30pm in the Council Chamber in Dubbo, unless stated otherwise.
6. That the Ordinary Council Meetings for February, May, August and November be held in the Council Chamber in Wellington.
7. That the dates for the Standing Committees and Ordinary Council meetings be as per below:

Standing Committees	Ordinary Council Meeting
12 November 2024	26 November 2024
No meeting	10 December 2024
No meeting	No meeting
11 February 2025	25 February 2025
11 March 2025	25 March 2025
8 April 2025	22 April 2025
13 May 2025	27 May 2025
10 June 2024	24 June 2025
8 July 2025	22 July 2025
12 August 2025	26 August 2025
9 September 2025	23 September 2025
14 October 2025	28 October 2025
11 November 2025	25 November 2025
No meeting	9 December 2025
No meeting	No meeting
10 February 2026	24 February 2026
10 March 2026	24 March 2026
14 April 2026	28 April 2026
12 May 2026	26 May 2026
9 June 2026	23 June 2026
14 July 2026	28 July 2026
11 August 2026	25 August 2026

CARRIED

For: Councillors L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, A Ryan and M Wright.

Against: Councillors J Black, P Toynton and K Richardson

ORDINARY COUNCIL MEETING - 24 OCTOBER 2024
REPORT**CCL24/274 CEO PERFORMANCE REVIEW COMMITTEE (ID24/1885)**

The Council had before it the report dated 7 October 2024 from the Manager People Culture and Safety regarding CEO Performance Review Committee.

Moved by Councillor M Dickerson and seconded by Councillor K Richardson

MOTION

That the CEO Performance Review Committee consist of the Mayor, Deputy Mayor and three Councillors who serve as Chairs of the Standing Committees.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCL24/275 DISCLOSURE OF INTEREST RETURNS (ID24/1557)

The Council had before it the report dated 27 September 2024 from the Manager Corporate Governance regarding Disclosure of Interest Returns.

Moved by Councillor S Chowdhury and seconded by Councillor M Wright

MOTION

- 1. That the information in the report of the Manager Corporate Governance dated 27 September 2024, be noted.**
- 2. That the tabling of the Disclosure of Interest Returns, as detailed in the report, be noted.**
- 3. That it be noted that as there were no failures to lodge Disclosure of Interest Returns for the return period, no advice is required to be provided to the Office of Local Government in this matter.**
- 4. That the lodged Disclosure of Interest Returns for Councillors and Designated Persons be placed on Council's website no later than 30 November 2024, noting that some private information will be redacted prior to publishing online.**

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCL24/276 LOCAL GOVERNMENT NSW - 2024 ANNUAL CONFERENCE (ID24/1801)

The Council had before it the report dated 3 September 2024 from the Manager Corporate Governance regarding Local Government NSW - 2024 Annual Conference.

Moved by Councillor M Dickerson and seconded by Councillor J Cowley

ORDINARY COUNCIL MEETING - 24 OCTOBER 2024
REPORT

MOTION

1. That Councillors J Black, L Butler, M Wright and K Richardson act as voting delegates at the upcoming Local Government NSW Annual Conference 2024.
2. That Council advise Local Government NSW who the voting delegates for motions and the board elections are, by no later than close of business Wednesday 6 November 2024.
3. That the nominated delegates represent Council at the Local Government NSW Annual Conference 2024.
4. That Councillors J Cowley, P Toynton, M Dickerson and A Ryan will be the non-voting attendees at the upcoming Local Government NSW Annual Conference 2024.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

**CCL24/283 CLASSIFICATION OF LAND UNDER THE LOCAL GOVERNMENT ACT 1993 - 74
WINGEWARRA STREET, DUBBO**

Moved by Councillor M Wright and seconded by Councillor R Ivey

MOTION

That item CCL24/283 – Classification of land under the Local Government Act 1993 – 74 Wingewarra Street, Dubbo be moved from Confidential session into Open Session of Council.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

**CCL24/283 CLASSIFICATION OF LAND UNDER THE LOCAL GOVERNMENT ACT 1993 - 74
WINGEWARRA STREET, DUBBO (ID24/1841)**

The Council had before it the report dated 20 September 2024 from the Property Services Officer regarding Classification of land under the Local Government Act 1993 - 74 Wingewarra Street, Dubbo.

Moved by Councillor S Chowdhury and seconded by Councillor M Wright

MOTION

1. That upon:
 - (a) acquisition; and
 - (b) completion of the public notification provisions under s34 of the *Local Government Act 1993*,

ORDINARY COUNCIL MEETING - 24 OCTOBER 2024
REPORT

the property situated at 74 Wingewarra Street, Dubbo, properly described as Lot 415 on DP754308, be classified as operational land in accordance with the *Local Government Act 1993*.

2. That the Chief Executive Officer be delegated to execute any documents giving effect to resolution no. 1.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCL24/277 QUESTION ON NOTICE - UPDATE ON THE PROPOSED RECYCLE OUTLETS IN DUBBO AND WELLINGTON (ID24/1907)

The Council had before it the report dated 14 October 2024 from the Councillor regarding Question on Notice - Update on the Proposed Recycle Outlets in Dubbo and Wellington.

Moved by Councillor J Cowley and seconded by Councillor S Chowdhury

MOTION

That the information contained within the report be noted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCL24/278 QUESTIONS ON NOTICE - AOD REHAB FACILITY (ID24/1915)

The Council had before it the report dated 15 October 2024 from the Councillor regarding Questions on Notice - AOD Rehab Facility.

Moved by Councillor M Dickerson and seconded by Councillor J Cowley

MOTION

That the information contained within the report be noted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCL24/279 QUESTIONS ON NOTICE - DUBBO REGIONAL LIVESTOCK MARKETS UPDATE (ID24/1918)

The Council had before it the report dated 17 October 2024 from the Councillor regarding Questions on Notice - Dubbo Regional Livestock Markets Update.

Moved by Councillor M Dickerson and seconded by Councillor J Cowley

ORDINARY COUNCIL MEETING - 24 OCTOBER 2024
REPORT**MOTION**

That the information contained within the report be noted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCL24/280 QUESTION ON NOTICE - MAYORAL EMPLOYMENT (ID24/1919)

The Council had before it the report dated 17 October 2024 from the Councillor regarding Question on Notice - Mayoral Employment.

Moved by Councillor M Dickerson and seconded by Councillor M Wright

MOTION

That the information contained within the report be noted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCL24/281 QUESTIONS ON NOTICE - DUKE OF WELLINGTON BRIDGE (ID24/1921)

The Council had before it the report dated 17 October 2024 from the Councillor regarding Questions on Notice - Duke of Wellington Bridge.

Moved by Councillor A Ryan and seconded by Councillor S Chowdhury

MOTION

That the information contained within the report be noted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

CCL24/282 COMMENTS AND MATTERS OF URGENCY (ID24/1898)

There were no matters recorded under this clause.

Councillor A Ryan left the meeting, the time being 09:04 pm.

Councillor A Ryan returned to the meeting, the time being 09:06 pm

ORDINARY COUNCIL MEETING - 24 OCTOBER 2024
REPORT**CONFIDENTIAL**

In accordance with Section 9(2A) Local Government Act 1993, in the opinion of the Chief Executive Officer, the following business is of a kind as referred to in Section 10A(2) of the Act, and should be dealt with in a Confidential Session of the Council meeting closed to the press and public.

The items listed come within the following provisions of the Act:

CCL24/284 – *People Culture and Safety Quarterly Metrics Report* - information that is related to personnel matters concerning particular individuals (other than Councillors) (Section 10A(2)(a)).

There were no submissions as to whether the meeting should be closed for this item.

At this juncture it was moved by Councillor S Chowdhury and seconded by Councillor M Wright that the Council resolves into closed session, the time being 9:15pm.

The open session resumed at 9:22 pm.

The Resolutions of the Closed session of Council were displayed on the screen on recommencement of live stream.

CCL24/284 PEOPLE CULTURE AND SAFETY QUARTERLY METRICS REPORT (ID24/1884)

The Council had before it the report dated 7 October 2024 from the Manager People Culture and Safety regarding People Culture and Safety Quarterly Metrics Report.

Moved by Councillor S Chowdhury and seconded by Councillor M Wright

MOTION

The Council recommends that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned personnel matters concerning particular individuals (other than Councillors) (Section 10A(2)(a)).

CARRIED

Moved by Councillor R Ivey and seconded by Councillor L Butler

MOTION

1. That the information contained within the report of the Manager People Culture and Safety dated 7 October 2024 be noted.
2. That this report be provided quarterly to the relevant ordinary meeting of Council.
3. That all documentation in relation to this matter remain confidential to Council.

ORDINARY COUNCIL MEETING - 24 OCTOBER 2024
REPORT

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, K Richardson, A Ryan, P Toynton and M Wright.

Against: Nil

The meeting closed at 9:23pm.

.....
CHAIRPERSON



REPORT EXTRAORDINARY COUNCIL MEETING 5 NOVEMBER 2024

PRESENT: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, P Toynton, K Richardson, A Ryan, and P Wells.

ALSO IN ATTENDANCE:

The Chief Executive Officer, the Director Organisational Performance, the Governance Team Leader, the Governance Officer, the Director Strategy, Partnerships and Engagement, the Communication Services Team Leader, the IT Infrastructure Specialist, the Director Development and Environment, the Director Infrastructure and the Director Community, Culture and Places.

Councillor J Black assumed the Chair of the meeting.

The proceedings of the meeting commenced at 5:03 PM at the Dubbo Civic Administration Building, Council Chamber, with a prayer for Divine Guidance to the Council in its deliberations and activities. The acknowledgement of country was also read by Councillor P Wells.

CCL24/285 LEAVE OF ABSENCE (ID24/2026)

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

Moved by Councillor J Cowley and seconded by Councillor S Chowdhury

MOTION

That such request for leave of absence be accepted and Councillor M Wright be granted leave of absence from this meeting.

Councillors M Dickerson and R Ivey attended via audio visual link.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, P Toynton, K Richardson, A Ryan and P Wells.

Against: Nil

EXTRAORDINARY COUNCIL MEETING - 5 NOVEMBER 2024
REPORT

CCL24/286 CONFLICTS OF INTEREST (ID24/2027)

There were no conflicts of interest declared.

CCL24/287 PUBLIC FORUM (ID24/2028)

There were no speakers during Public Forum.

REPORTS FROM STAFF:

CCL24/288 LOCAL GOVERNMENT NSW - 2024 ANNUAL CONFERENCE - CHANGE OF VOTING DELEGATE (ID24/2025)

The Council had before it the report dated 31 October 2024 from the Manager Corporate Governance regarding Local Government NSW - 2024 Annual Conference - Change of Voting delegate.

Moved by Councillor S Chowdhury and seconded by Councillor P Wells

MOTION

1. That it be noted that Councillor K Richardson is unable to attend the Local Government NSW Annual Conference 2024 as a voting delegate.
2. That Councillor J Cowley attend the Local Government NSW Annual Conference 2024 as a voting delegate.
3. That council advise LGNSW of the four voting delegates by close of business Wednesday 6 November 2024.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, M Dickerson, R Ivey, P Toynton, K Richardson, A Ryan and P Wells.

Against: Nil

The meeting closed at 5:07pm .

.....
CHAIRPERSON



DUBBO REGIONAL
COUNCIL

REPORT: Mayoral Appointments and Meetings - Mayor Josh Black

DIVISION: Chief Executive Officer
REPORT DATE: 6 November 2024
TRIM REFERENCE: ID24/2075

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none">Provide review or update	
Issue	<ul style="list-style-type: none">Details of Mayoral appointments and meetings for the period 12 October 2024 through to 10 November 2024.	
Reasoning	<ul style="list-style-type: none">To ensure transparency of Mayoral appointments and meetings.	
Financial Implications	Budget Area	There are no financial implications arising from this report.
Policy Implications	Policy Title	There are no policy implications arising from this report.

STRATEGIC DIRECTION

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

Theme: 4 Leadership

CSP Objective: 4.1 Council provides transparent, fair and accountable leadership and governance

Delivery Program Strategy: 4.1.2 Council's decision-making processes are open, transparent and accountable

RECOMMENDATION

That the information contained within the report be noted.

MW
Chief Executive Officer

REPORT

Consultation

Details follow in the body of the report regarding all meetings and appointments of the Mayor for the given period. These meetings and appointments are representative of community, business, political and Council consultation.

Resourcing Implications

Nil

For the information of Councillors, the following details of mayoral appointments and attendances are provided:

Saturday, 12 October 2024

- Attended the Little Wings, Raise the Wings Fundraising Dinner.

Monday, 14 October 2024

- Attended radio interview with Zoo FM.
- Attended the over 60s Cricket Championships to perform the coin toss.
- Attended a meeting with the United States Consul General, Christine Elder.

Tuesday, 15 October 2024

- Attended along with Council's Chief Executive Officer, Murray Wood a meeting with SES Deputy Zone Commander – Mid West Command, Annabelle Watson and Chief Superintendent Brigid Rice.
- Attended the Orana Mid-Western Police District Awards Presentation Ceremony.
- Attended a meeting with Nathan Shooter, Ron O'Brien and Brittany Sultana from Dubbo Business Chamber.

Wednesday, 16 October 2024

- Attended Councillor Induction – Strategic Public Leaders with Alicia McKay – Day One.

Thursday, 17 October 2024

- Attended Councillor Induction – Strategic Public Leaders with Alicia McKay – Day Two.

Friday, 18 October 2024

- Attended radio interview with 2DU.

- Attended a meeting with Council's Chief Executive Officer, Murray Wood.
- Attended along with Council's Chief Executive Officer, Murray Wood a meeting with the Member for Parkes, The Hon. Mark Coulton, MP, the Shadow Minister for Trade and Tourism, The Hon. Kevin Hogan, MP and Nationals Candidate for Parkes, Mr Jamie Chaffey.
- Attended the Housing Supply Reference Group – Housing Strategy Discussion.
- Attended a meeting with the Minister for Agriculture, Minister for Regional NSW and Minister for Western NSW, the Hon. Tara Moriarty, MLC

Saturday, 19 October 2024

- Attended the Nature NSW – Dubbo Picnic for Nature event.
- Attended the Cross-Cultural Carnivale.

Sunday, 20 October 2024

- Attended the University of Sydney Dubbo Medical Students Society, Charity Cricket Match to perform the coin toss.

Monday, 21 October 2024

- Attended radio interview with 2BS.
- Attended a meeting with Director Development and Environment, Steven Jennings.
- Attended the Audit, Risk and Improvement Committee Meeting.

Tuesday, 22 October 2024

- Attended the Central West Orana REZ CRG meeting via video conference.

Wednesday, 23 October 2024

- Attended the Dubbo Regional Council Community Conversations pop-up stall in Talbragar Street.

Thursday, 24 October 2024

- Attended the Rotary Club of Dubbo South RYDA program at the Dubbo Showground.
- Recorded a video message for the Sister City Minokamo Anniversary.
- Attended Council Meeting Briefing.
- Attended Ordinary Council Meeting.

Friday, 25 October 2024

- Attended radio interview with 2DU.
- Attended radio interview with DC FM.

- Attended the Dubbo Australia Day Committee Meeting.
- Attended Dubbo Regional Airport to welcome the Minokamo Mayoral Delegation.

- Attended the Dubbo Business Chamber Rhino Awards event.

Saturday, 26 October 2024

- Attended along with Council's Chief Executive Officer, Murray Wood a Tea Ceremony with the Minokamo Mayoral Delegation.
- Attended the 35th Minokamo Sister City Anniversary Dinner.

Sunday, 27 October 2024

- Attended along with Council's Chief Executive Officer, Murray Wood a Tea Ceremony with the Consul General of Japan Mr Osamu Yamanaka and Consul Mr Yuta Sekiyama.
- Attended the Macquarie Conservatorium Open Day.
- Attended Dubbo Regional Airport to wave off the Minokamo Mayoral Delegation.

Monday, 28 October 2024

- Attended radio interview with Zoo FM.
- Attended a meeting with Lester Stump from the PCYC.
- Attended a meeting with Jonathan Malota from NRMA.
- Attended along with Council's Chief Executive Officer, Murray Wood a meeting with Rod Towney.
- Attended a meeting with the Director Community, Culture and Places, Craig Arms.

Tuesday, 29 October 2024

- Attended a meeting with the Director Development and Environment, Steven Jennings and the Manager Growth Planning, Tim Howlett.
- Attended a meeting with Leon Hadchiti.
- Attended an interview with Meg Claridge from WIN News.
- Attended the Alliance of Western Councils for Central West and Orana Strategic Regional Integrated Transport Plan Workshop.
- Attended the Wellington Australia Day Committee Meeting.
- Attended a meeting with Craig and Margaret Mathison in Wellington.

Wednesday, 30 October 2024

- Attended radio interview with 2DU.
- Attended a Citizenship Ceremony.
- Attended the Orana Transport Roundtable at the Exchange.
- Attended the Official Opening of the new Benolong Bridge.
- Attended radio interview with Triple M.
- Attended the Mayoral Developers Forum.

Friday, 1 November 2024

- Attended radio interview with 2DU.
- Attended a part of the Australian Strategic Materials (ASM) Dubbo Project Update.
- Attended a meeting with Kevin Sinclair from the Dubbo Men's Shed.

Saturday, 2 November 2024

- Attended along with Council's Chief Executive Officer, Murray Wood the Orana Arts and the Wellington Local Aboriginal Land Council, Official Opening of the First Families Exhibition at the Maliyan Cultural Centre in Wellington.
- Attended along with Council's Chief Executive Officer, Murray Wood the Appreciation and Launch Event – Geurie, hosted by Buckenbah Collective.

Sunday, 3 November 2024

- Attended the Diwali and Annakut Celebrations.

Monday, 4 November 2024

- Attended radio interview with 2BS.
- Attended the Local Traffic Committee Meeting.
- Attended a meeting with the Manager Corporate Governance, Abbey Rouse and Executive Assistant Mayor, Sonia Fernando.
- Attended a meeting with Matt Rendell, Tom Warren, Wayne Gilbert and Paul Cross.

Tuesday, 5 November 2024

- Attended a tour of the NSW Police Force - Western Region Training Facility.
- Attended a meeting with Cath Norberry.
- Attended the Create NSW Art and Cultural Funding Program information session.
- Attended a phone meeting with Caroline Sidoti.
- Attended a meeting via videoconference with Zoe Pike from the Royal Far West.
- Attended the Extraordinary Council Meeting.
- Attended a Councillor Workshop

Wednesday, 6 November 2024

- Attended the RDA Orana Youth Forum.
- Attended the Wildlife Rehabilitation Review Roundtable.
- Attended the Women in Construction Workshop.
- Attended a meeting with Dr Roger Chatoor at the Cardiac Clinic.

Thursday, 7 November 2024

- Attended the NSW Rural Fire Service Operational Officer, Level 1 Induction Graduation Ceremony.
- Attended a phone meeting with John Ryan.
- Attended a phone meeting with Peter Rothwell.
- Attended a meeting with Executive Assistance Mayor, Sonia Fernando and Events and Partnerships Co-ordinator, Lana Willetts to discuss Remembrance Day Event.
- Attended an interview with Hamish Southwell from Prime 7 News.
- Attended a meeting with the Director Organisational Performance, Jane Basingthwaite.
- Attended the Dubbo Public School Twilight Fair.
- Attended the Alliance of Western Councils Dinner.

Friday, 8 November 2024

- Attended radio interview with 2DU.
- Attended radio interview with ABC at the Old Dubbo Gaol.
- Attended the Alliance of Western Councils Meeting.
- Attended a meeting with Vicki Canalese and Leonie Ward.
- Attended a photo opportunity by Dubbo Photo News - cover photo to celebrate the Old Dubbo Gaol's 50th Anniversary as a tourist attraction.
- Attended the Old Dubbo Gaol's 50th Anniversary as a tourist attraction Dinner.

Saturday, 9 November 2024

- Attended the St Johns under 13 Rugby League Football Game.
- Attended the Senior Campus year 12 formal event in Victoria Park.



DUBBO REGIONAL
COUNCIL

REPORT: Mayoral Expenses - October 2024

DIVISION: Chief Executive Officer
REPORT DATE: 15 November 2024
TRIM REFERENCE: ID24/2153

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none">Provide review or update	
Issue	<ul style="list-style-type: none">Details of Mayoral expenses for the period 3 October 2024 through to 31 October 2024.	
Reasoning	<ul style="list-style-type: none">To ensure transparency of Mayoral expenditure.	
Financial Implications	Budget Area	Corporate Governance
	Funding Source	Members Expenses
Policy Implications	Policy Title	Payment of Expenses and Provision of Facilities for the Mayor and Councillors.

STRATEGIC DIRECTION

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

Theme: 4 Leadership

CSP Objective: 4.1 Council provides transparent, fair and accountable leadership and governance

Delivery Program Strategy: 4.1.2 Council's decision-making processes are open, transparent and accountable

RECOMMENDATION

That the information contained within the report be noted.

Jane Bassingthwaighte
Director Organisational Performance

MW
Chief Executive Officer

BACKGROUND

The Payment of Expenses and Provision of Facilities for the Mayor and Councillors policy is prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government Regulation (General) Regulation 2021* (The Regulation) and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities for the Mayor and Councillors in NSW.

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties. It ensures accountability and transparency.

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

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

REPORT

The Payment of Expenses and Provision of Facilities for the Mayor and Councillors was last adopted by council on 21 September 2022.

Council will report the mayor's expenditure monthly for notation. Below is the expenditure for the month of October 2024.

Councillor Josh Black - Monthly Expenditure Report 2024-2025					
Account Description	Annual Allocation for Elected body	Oct-24	Nov-24	Dec-24	2024 YTD
Travel and Subsistence (NSW)	\$20,800	\$450.53			\$450.53
Travel and Subsistence (Interstate)	\$10,400	0			
Conferences	\$15,462	0			
Private Vehicle Use (reimbursement)	\$56,298	0			
Professional Development	\$31,200	0			
Fleet Vehicle Hire Charges (Mayoral Car)	Budget Adjustment Required				
	Total				\$450.53

Note (1) all amounts shown are GST exclusive.
Note (2) General expenses are reported in the month in which they occur.
Note (3) Events and conferences are reported in the month in which the event or conference takes place.
Note (4) all expenses are reported as available in the financial systems at the date of publishing (ie: expenses not allocate on the day of reporting will appear under the next month reporting period).



DUBBO REGIONAL
COUNCIL

INFORMATION ONLY MATTERS: Ballimore Village Residents Petition

DIVISION: Organisational Performance
REPORT DATE: 30 October 2024
TRIM REFERENCE: ID24/2008

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none">For Notation	
Issue	<ul style="list-style-type: none">Petition lodge with Council with regard to Ballimore Village	
Reasoning	<ul style="list-style-type: none">Residents of Ballimore Village raising concerns in relation to ongoing drainage issues in the village.Residents requesting council to investigate the engineering options with a view to undertake appropriate works to mitigate the draining issues within the village of Ballimore.	
Financial Implications	Budget Area	Not Applicable
	Funding Source	Not Applicable
	Proposed Cost	Not Applicable
	Ongoing Costs	Not Applicable
Policy Implications	Policy Title	Not Applicable
	Impact on Policy	Not Applicable

RECOMMENDATION

That the petition from the Residents of Ballimore Village be noted.

SW
Governance Team Leader

APPENDICES:

1↓ Petition - Residents of Ballimore Village

PETITION

To the Councillors of Dubbo Regional Council

The Petition of the residents of Ballimore Village

Brings to the attention of the Council our concerns in relation to ongoing drainage issues in the Village. (Note; these drainage issues specifically relate to rainfall runoff, as opposed to riverine flooding from the Talbragar River or its tributaries). Properties affected by rainfall runoff include those in Federation, Bomen, Nardoo and Zealand Streets in particular. Currently, the only drainage infrastructure in the Village is an open drain along Bunyip Street with culverts at the Bomen and Nardoo Street intersections. The water that collects in low areas of the village is supplemented by runoff from the Golden Highway which is directed through culverts under the railway line, impacting Zealand Street. Once at the northern end of Zealand Street, the water has nowhere to go.

The undersigned petitioners ask the Council to investigate the engineering options with a view to undertaking appropriate works to mitigate the draining issues within the village of Ballimore.

Lodged by; Anne McAlpine Secretary . Ballimore Progress Association.
Contact Phone: 0448387441

Address; 25 Bomen Street, Ballimore, NSW 2830

Email; anniemc525@hotmail.com

Name	Address	Signature
Dianne Cass	21 Nardoo st, Ballimore	D. Cass
Robyn Tozer	247L Dundoo Rd Ballimore	R. Tozer
Jesse Tozer	247L Dundoo Rd Ballimore	J. Tozer
Greg Spora	28L Ballimore Rd Ballimore	G. Spora
RAE CRAFT	BALLIMORE PUB.	Rae Craft
Chris Pigram	Federation St Ballimore	C. Pigram
Olivia Sporn	28L Ballimore Road	O. Sporn
Regi Kelleher	Nardoo St Ballimore	R. Kelleher
Deleigh Damm	10 Federation St Ballimore	D. Damm
Cecilia Sporn	28L Ballimore Road	Cecilia Sporn

John

PETITION

To the Councillors of Dubbo Regional Council

The undersigned petitioners ask the Council to investigate the engineering options with a view to undertaking appropriate works to mitigate the draining issues within the village of Ballimore.

Name	Address	Signature
Peter Darlington	1198 Ballimore Rd	Peter Darlington
Kel Barnett	107th Lot 22 Land St Ballimore	Barnett
Wyatt Durr	10 Federation Ballimore	Wyatt Durr
Tiffany Buckler	107 79/80 Florence Street Ballimore	Tiffany Buckler
Matthew Buckler	107 79/80 Florence Street Ballimore	Matthew Buckler
Josua Fleming	11705/8 HARBOUR RD HAMILTON 4007	Josua Fleming
IAN MORRISON	DINNER PLAIN 4/19 HORSESHOE CIRC	Ian Morrison
Lyn Morrison	DINNER PLAIN 4/19 HORSESHOE CIRC ✓	Lyn Morrison
Luke O'Leary	2630 COLLAN RD, COLLAN	Luke O'Leary
Bridgette Steavy	" "	Bridgette Steavy
Dan Orr	NARDOO ST, BALLIMORE	Dan Orr
ANNE DIGGELMAN	17 NARDOO ST BALLIMORE	Anne Diggelman
ALLAN DIGGELMAN	" " "	Allan Diggelman
John O'Leary	A'Counts Rd Ballimore	John O'Leary
ROBERT MUNRO	4080 SAKA RD COLLAN	Robert Munro
Harold Knight	13 Bomen ST Ballimore	Harold Knight
Craig O'Leary	26 Federation st Ballimore	Craig O'Leary
Jack Cameron	14 Bomen ST Ballimore	Jack Cameron
Christina Cameron	14 Bomen ST Ballimore	Christina Cameron
LINDSAY JONES	3022 DUNDAS RD BALLIMORE	Lindsay Jones
Harley Darlington	26 Nardoo St Ballimore	Harley Darlington
SCOTT PARWASY	24 Federation ST Ballimore	Scott Parwasy

PETITION

To the Councillors of Dubbo Regional Council

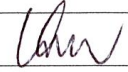




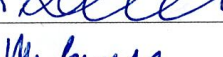
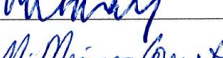
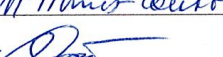
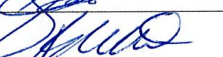
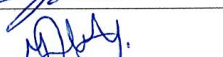

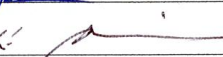
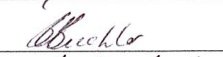

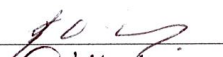

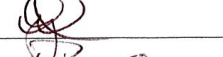
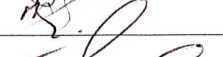
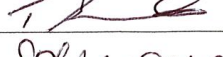
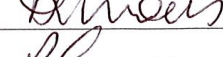


The undersigned petitioners ask the Council to investigate the engineering options with a view to undertaking appropriate works to mitigate the draining issues within the village of Ballimore.

Name	Address	Signature
Joe RIEHLE	BALLIMORE 23 Bomenstreet	J. Riehle
G.H. RIEHLE	23 Bomenstreet	[Signature]
Anne McAlpine	25 Bomen St Ballimore	Anne McAlpine
GAIL TAYLOR	9 NARDOO ST BALLIMORE	[Signature]
J. McInnes	20 Bomen St Ballimore.	[Signature]
Peter GARRINGTON	143 VICTORIA ST TENDRA NSW Ballimore	[Signature]
A. McNEES	191 Mitchells CR RD	[Signature]
M. Kay	2152 - Saxe Rd Comstock	[Signature]
BRYAN McFARLAN	19 NARDOO ST BALLIMORE	[Signature]
S. DUFFUS	191 Mitchells Creek Ballimore	[Signature]
Laura Carr	10 Sunset Street	[Signature]
Dave Wald	8 Sunset Street	[Signature]
Simon Wainwright	1442 GARD CREEK RD	[Signature]
Scott Davis	10 Bomen St Ballimore	[Signature]
melissa Cass	21 NARDOO ST BALLIMORE	means.
Ben Whillack	150 Winstella Rd Kerrie	[Signature]
John Cass	21 Nardoo St Ballimore	[Signature]
Kiarra Westwood	81 Lascelles St, Braichwood	[Signature]
Josh Darlington	6 Reclamation street Ballimore	[Signature]
Tony Ross	5403 Golden Hwy Ballimore	[Signature]
MATHEW HILLSLET	17 BOMEN ST	[Signature]
GERALD NEGA	16 BOMEN ST	[Signature]
Kieran Simpson	433 BINGIBUR ROAD GOLLAN	[Signature]

PETITION

To the Councillors of Dubbo Regional Council

The undersigned petitioners ask the Council to investigate the engineering options with a view to undertaking appropriate works to mitigate the draining issues within the village of Ballimore.

Name	Address	Signature
Wyatt Dunn	10 federation	
Debbie Kidd	11 Nardoo St.	
David Kidd	11 Nardoo St.	
Jamie-lee Dorrington	26 Nardoo St Ballimore	
Harley Dorrington	26 Nardoo St	
Lauren French	35 Barbrigel St. Wongahilly	
Mark Gray	" "	
Naeville Mines-Court	Killwood Ballimore	
GREG COURT	245R GARDENTHURST BALLIMORE	
JAMES CRAFF	29 FEDERATION ST BALLIMORE	
Natasha Dolerty	23 Hampden St Dubbo	
BEN GIBBS	25 Nardoo St Ballimore	
NICK NIXON	27-29 BOMEN ST BALLIMORE	
Rhonda Buckler	15L Finlays Rd Ballimore	
Michelle Mills	'Riverleigh' Ballimore	
Jillian O'heary	10L ALBERTS Rd Ballimore	
Wendie KILBY	28 Federation St Ballimore	
Gail Murphy	Bunyip St Ballimore	
R M Murphy	" " "	
Trent Simmons	8 Bomen St Ballimore	
Jessica Simmons	8 Bomen St Ballimore	
P Simmons	8 Bomen St Ballimore	



**DUBBO REGIONAL
COUNCIL**

Report of the Audit, Risk and Improvement Committee - meeting 21 October 2024

AUTHOR: Governance Officer
REPORT DATE: 18 November 2024

The Council had before it the report of the Audit, Risk and Improvement Committee meeting held 21 October 2024.

RECOMMENDATION

That the report of the Audit, Risk and Improvement Committee meeting held on 21 October 2024, be noted.



**REPORT
AUDIT, RISK AND IMPROVEMENT
COMMITTEE
21 OCTOBER 2024**

PRESENT: Councillors J Black, P Toynton, R Ivey and M Wright, T Breen (Independent Member), G Matthews (Independent Member), J Walkom (Independent Member).

ALSO IN ATTENDANCE:

The Manager Corporate Governance, the Chief Financial Officer, the Statutory Accountant, Nicky Rajani (NSW Audit Office) and Monique Bartley (NSW Audit Office).

John Walkom assumed the Chair of the meeting.

The proceedings of the meeting commenced at 4:00 PM.

ARIC24/49 LEAVE OF ABSENCE (ID24/1514)

Requests for leave of absence were received from the Chief Executive Officer and the Director Organisational Performance were absent from the meeting due to personal reasons.

That such request for Leave of Absence be accepted and Chief Executive Officer and the Director Organisational Performance be granted leave of absence from this meeting.

CARRIED

Councillors R Ivey and M Wright and Nicky Rajani (NSW Audit Office) and Monique Bartley (NSW Audit Office) attended via audio visual link.

ARIC24/50 CONFLICTS OF INTEREST (ID24/1515)

There were no conflicts of interest was declared.

ARIC24/51 FINANCIAL STATEMENT AUDIT CLOSING REPORT (ID24/1876)

The Committee had before it the report dated 14 October 2024 from the Chief Financial Officer regarding Financial Statement Audit Closing Report.

Moved by J Walkom and seconded by G Matthews.

RECOMMENDATION

- 1. That the General Purpose Financial Statements and the Special Purpose Financial Statements for the year ended 30 June 2024 be endorsed by the Audit and Risk Committee.**
- 2. That the Engagement Closing Report from the New South Wales Audit Office be noted as received by the Audit and Risk Committee.**
- 3. That the final Audited General Purpose Financial Statements and the final Audited Special Purpose Financial Statements be presented to the Ordinary Meeting of Council to be held on 24 October 2024.**

CARRIED

The meeting closed at 4:56pm.

.....
CHAIRPERSON



**DUBBO REGIONAL
COUNCIL**

Report of the Infrastructure, Planning and Environment Committee - meeting 12 November 2024

AUTHOR: Governance Officer
REPORT DATE: 18 November 2024

The Council had before it the report of the Infrastructure, Planning and Environment Committee meeting held 12 November 2024.

RECOMMENDATION

That the report of the Infrastructure, Planning and Environment Committee meeting held on 12 November 2024, be adopted.



**REPORT
INFRASTRUCTURE, PLANNING AND
ENVIRONMENT COMMITTEE
12 NOVEMBER 2024**

PRESENT: Councillors J Black, L Butler, S Chowdhury, J Cowley, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

ALSO IN ATTENDANCE: The Chief Executive Officer, the Director Organisational Performance, the Manager Corporate Governance, the Governance Team Leader, the Governance Officers, the Property and Land Developer, the Director Strategy, Partnerships and Engagement, the Communications Partner, the IT Infrastructure Specialist, the IT Support Officer, the Director Development and Environment, the Manager Building and Development Services, the Director Infrastructure, the Manager Infrastructure and Design, the Director Community, Culture and Places, the Manager Recreation and Open Space and the Events and Partnerships Co-ordinator.

Councillor J Black assumed the chair of the meeting.

The proceedings of the meeting commenced at 5:30 pm at the Dubbo Civic Administration Building, Council Chamber. The Acknowledgement of Country was also read by Councillor P Wells.

At this juncture item IPEC24/49 was dealt with.

IPEC24/49 LEAVE OF ABSENCE (ID24/2004)

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

Moved by Councillor S Chowdhury and seconded by Councillor M Wright

MOTION

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

Councillors R Ivey and A Ryan attended via audio visual link.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

IPEC24/48 ELECTION OF CHAIRPERSON (ID24/2019)

At this juncture, the Chief Executive Officer invited nominations for the election of Chairperson Infrastructure, Planning and Environment Committee for the Mayoral term with the following nominations received:

Councillor M Wright nominated by Councillor S Chowdhury.
Councillor M Wright accepted the nomination.

Councillor L Butler nominated by Councillor P Toynton.
Councillor L Butler accepted the nomination.

FOR COUNCILLOR M WRIGHT	FOR COUNCILLOR L BUTLER
Clr S Chowdhury	Clr J Black
Clr J Cowley	Clr L Butler
Clr R Ivey	Clr K Richardson
Clr M Wright	Clr A Ryan
	Clr P Toynton
	Clr P Wells
Total: 4	Total: 6

The Chief Executive Officer advised that that Councillor L Butler be duly elected as the position of the Chairperson of Infrastructure, Planning and Environment Committee for the Mayoral term.

At this juncture Councillor L Butler assumed the position of Chair for the meeting.

IPEC24/50 CONFLICTS OF INTEREST (ID24/2005)

There were no conflicts of interest.

IPEC24/51 DEVELOPMENT ACTIVITY SUMMARY (ID24/1809)

The Committee had before it the report dated 24 October 2024 from the Manager Building and Development Services regarding Development Activity Summary.

Moved by Councillor M Wright and seconded by Councillor J Black

MOTION

That the report of the Manager Building and Development Services dated 24 October 2024 be noted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

IPEC24/52 2025 NSW TOUCH FOOTBALL JUNIOR STATE CUP DUBBO (ID24/2012)

The Committee had before it the report dated 30 October 2024 from the Traffic Engineer regarding 2025 NSW Touch Football Junior State Cup Dubbo.

Moved by Councillor J Cowley and seconded by Councillor K Richardson

MOTION

That Council approval be granted for the implementation of the following temporary road closures to facilitate the 2025 NSW Touch Football Junior State Cup, to be held along the Macquarie River Sporting Precinct from 7 pm Thursday, 20 February to 7 pm Sunday, 23 February 2025, in accordance with Council's Traffic Guidance Scheme TM7603 as attached as Appendix 1 to the report:

- a. **Bligh Street from Bultje Street to Macquarie Street;**
- b. **South Street from Bligh Street to Tamworth Street;**
- c. **Tamworth Street from Macquarie Street west to its conclusion;**
- d. **Tamworth Street between Macquarie Street and Brisbane Street; and**
- e. **Sandy Beach Road and Ian Drake Drive (authorised access only).**

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

**IPEC24/53 DUBBO TRIATHLON CLUB 2024/2025 SUMMER TRIATHLON SERIES
(ID24/2013)**

The Committee had before it the report dated 30 October 2024 from the Senior Traffic and Transport Engineer regarding Dubbo Triathlon Club 2024/2025 Summer Triathlon Series.

Moved by Councillor J Cowley and seconded by Councillor P Toynton

MOTION

That the application of the dubbo triathlon club be approved for the 2024/2025 season as conditioned by the NSW police service and the following conditions of dubbo regional council:

1. **Approval shall be for the use of Bligh street, from ollie robins oval south to Macquarie street, Macquarie street from Bligh street to Hennessy drive, old dubbo road from Hennessy drive south to the 4.5 and 9 kilometres turnaround locations and return on the nominated days, generally between 7 am to 1 pm, and at selected times for specific events in accordance with the racing schedule on 3 November 2024, 8 December 2024, 15 December 2024, 16 December 2024, 23 December 2024, 6 April 2024 (inter-club series race).**

2. submission of a traffic management plan to council for approval to be submitted a minimum of three weeks prior to the first event. all traffic control measures contained in the plan are to be in accordance with Australian standard as 1742.3 and the roads and maritime services and NSW guidelines for bicycle road races and the guide to traffic control at worksites, prepared by an accredited person.
3. all traffic control, including the placement and removal of barricades and/or regulation of traffic, is to be carried out by traffic controllers appropriately trained in accordance with the requirements of Australian standard as 1742.3 and the roads and maritime services accreditation requirements for traffic control planners or controllers as required.
4. all competitors shall comply with the Australian road rules for the cycle route.
5. all traffic advisory signs shall be placed in accordance with the approved traffic control plan.
6. the NSW police's consent and conditions for bicycle races permit under the NSW roads transport act 2013, section 115.
7. council's manager corporate governance must sight a copy of the public liability insurance policy for a minimum amount of \$20 million on which dubbo regional council and NSW police is specifically noted to be indemnified against any action resulting from the triathlon races.
8. the applicant is to submit to council all the appropriate documentation required, accepting the above terms and conditions before a final approval is granted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

**IPEC24/54 DUBBO TRANSPORTATION STRATEGY - PROGRESS AND UPDATE REPORT
(ID24/2017)**

The Committee had before it the report dated 31 October 2024 from the Manager Infrastructure Strategy and Design regarding Dubbo Transportation Strategy - Progress and Update Report.

Moved by Councillor M Wright and seconded by Councillor J Black

MOTION

That the report of the Manager Infrastructure Strategy and Design be noted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

IPEC24/55 NAMING OF THOROUGHFARE ASSOCIATED WITH DEVELOPMENT APPLICATION D2017-460 - TENANDRA AND BARBIGAL STREETS, WONGARBAN (ID24/1936)

The Committee had before it the report dated 23 October 2024 from the LIS and E-Services Coordinator regarding Naming of Thoroughfare associated with Development Application D2017-460 - Tenandra and Barbical Streets, Wongarban.

Moved by Councillor P Toynton and seconded by Councillor K Richardson

MOTION

1. That the road name as proposed, being Bragg Street be approved by Council as per the road layout plan.
2. That the proposed road name be notified on Council's website for a period of 14 days and provided to Government Authorities in accordance with Section 162 of the Roads Act 1993 and Part 2, Division 1 of the Roads Regulation 2018.
3. If no objections are received, the proposed road name of Bragg Street be provided to the NSW Geographical Names Board.
4. If Council receives any objections to the proposed road name, a further report be provided to Council for consideration.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

The meeting closed at 6:06pm.

.....
CHAIRPERSON



**DUBBO REGIONAL
COUNCIL**

Report of the Culture and Community Committee - meeting 12 November 2024

AUTHOR: Governance Officer
REPORT DATE: 18 November 2024

The Council had before it the report of the Culture and Community Committee meeting held 12 November 2024.

RECOMMENDATION

That the report of the Culture and Community Committee meeting held on 12 November 2024, be adopted.



REPORT
CULTURE AND COMMUNITY COMMITTEE
12 NOVEMBER 2024

PRESENT: Councillors J Black, L Butler, S Chowdhury, J Cowley, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

ALSO IN ATTENDANCE: The Chief Executive Officer, the Director Organisational Performance, the Manager Corporate Governance, the Governance Team Leader, the Governance Officers, the Property and Land Developer, the Director Strategy, Partnerships and Engagement, the Communications Partner, the IT Infrastructure Specialist, the IT Support Officer, the Director Development and Environment, the Manager Building and Development Services, the Director Infrastructure, the Manager Infrastructure and Design, the Director Community, Culture and Places, the Manager Recreation and Open Space and the Events and Partnerships Co-ordinator.

Councillor J Black assumed the chair of the meeting.

The proceedings of the meeting commenced at 6:06pm.

CCC24/40 ELECTION OF CHAIRPERSON (ID24/2021)

At this juncture, the Chief Executive Officer invited nominations for the election of Chairperson Culture and Community Committee for the Mayoral term with the following nomination received:

Councillor P Wells nominated by Councillor J Black.

Councillor P Wells accepted the nomination.

FOR COUNCILLOR P WELLS

Clr J Black	Clr K Richardson
Clr L Butler	Clr A Ryan
Clr S Chowdhury	Clr P Toynton
Clr J Cowley	Clr P Wells
Clr R Ivey	Clr M Wright

TOTAL: 10

The Chief Executive Officer advised that Councillor P Wells be duly elected Chair of Culture and Community Committee for the Mayoral term.

At this juncture Councillor P Wells assumed the position of Chair for the meeting.

CCC24/41 LEAVE OF ABSENCE (ID24/2051)

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

Moved by Councillor S Chowdhury and seconded by Councillor M Wright

MOTION

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

Councillors R Ivey and A Ryan attended via audio visual link.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

CCC24/42 CONFLICTS OF INTEREST (ID24/2052)

There were no conflicts of interest declared.

CCC24/43 DESTINATION EVENTS FUND - STREAM 2 - FESTIVAL OF FOOTBALL (6 TO 9 FEBRUARY 2025) (ID24/2055)

The Committee had before it the report dated 1 November 2024 from the Events and Partnerships Team Leader regarding Destination Events Fund - Stream 2 - Festival of Football (6 to 9 February 2025).

Moved by Councillor K Richardson and seconded by Councillor S Chowdhury

MOTION

- 1. That Council support the Dubbo Festival of Football (6-9 February 2025) with funding of \$8,800.**
- 2. The CEO recommend to NSW Indigenous Football that should they wish to apply for funding in the future, they make application under Council's Destination Events Fund – Stream 2 via SmartyGrants.**

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, R Ivey, K Richardson, A Ryan, P Toynton and P Wells.

Against: Councillor M Wright.

**CCC24/44 WELLINGTON GOLF CLUB (1) LEASE OF THE GOLF COURSE PREMISES (2)
SUBLEASE OF THE CLUBHOUSE PREMISES. (ID24/2010)**

The Committee had before it the report dated 30 October 2024 from the Manager Recreation and Open Spaces regarding Wellington Golf Club (1) Lease of the Golf Course premises (2) Sublease of the Clubhouse premises.

Moved by Councillor P Toynton and seconded by Councillor J Cowley

MOTION

1. That Council approve a sub-lease for Lot 315 DP 756920 (“Club house”) and a lease for Lot 333 DP728718 (“Golf Course”) to the Wellington Soldiers Memorial Club Limited for a period of 10 years:
 - a) Annual rental increases be applied for years one through five of the lease, as outlined in this report.
 - b) A 3% annual rental increase be applied for years six through ten of the lease, as outlined in this report.
2. That Council delegate authority to Chief Executive Officer to negotiate the other terms of the Licence Agreement, including the amount of rent which may be the subject of a grant for financial assistance under s356 of the *Local Government Act 1993*.
3. That all necessary documentation relating to this matter be executed under the Common Seal of Council.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

**CCC24/45 DEFER CEMETERY AMENITY CAPITAL WORKS ALLOCATION FROM 2024/2025
TO 2025/2026 FINANCIAL YEAR (ID24/1939)**

The Committee had before it the report dated 25 October 2024 from the Executive Officer Community, Culture and Places regarding Defer Cemetery Amenity Capital Works Allocation from 2024/2025 to 2025/2026 Financial Year.

Moved by Councillor M Wright and seconded by Councillor J Cowley

MOTION

That funding allocated for toilet facilities at New Dubbo and Wellington Lawn cemeteries be deferred from year 1 and 2 of the adopted 2024/2025 four-year budget to year 2, to allow for the development of a masterplan for both the New Dubbo and Wellington Lawn cemeteries in the current financial year (year 1).

Moved by Councillor L Butler and seconded by Councillor J Cowley

AMENDMENT

1. That funding allocated for toilet facilities at New Dubbo and Wellington Lawn cemeteries be deferred from year 1 and 2 of the adopted 2024/2025 four-year budget to year 2, to allow for the development of a masterplan for both the New Dubbo and Wellington Lawn cemeteries in the current financial year (year 1).
2. That Council allocate funding to provide a portable toilet facility at the Wellington Lawn Cemetery During Services and special event days (for example Mother’s Day, Father’s day, Easter and Christmas) until permanent toilet facilities are completed.

The amendment on being put to the meeting was carried.

CARRIED

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

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, R Ivey, K Richardson, A Ryan, P Wells and M Wright.

Against: Councillor P Toynton

Councillor K Richardson left the meeting, the time being 6:39 pm.

Councillor K Richardson returned to the meeting, the time being 06:40 pm.

The meeting closed at 6:46pm.

.....
CHAIRPERSON



**DUBBO REGIONAL
COUNCIL**

Report of the Corporate Services Committee - meeting 12 November 2024

**AUTHOR: Governance Officer
REPORT DATE: 18 November 2024**

The Council had before it the report of the Corporate Services Committee meeting held 12 November 2024.

RECOMMENDATION

That the report of the Corporate Services Committee meeting held on 12 November 2024, be adopted.



REPORT
CORPORATE SERVICES COMMITTEE
12 NOVEMBER 2024

PRESENT: Councillors J Black, L Butler, S Chowdhury, J Cowley, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

ALSO IN ATTENDANCE: The Chief Executive Officer, the Director Organisational Performance, the Manager Corporate Governance, the Governance Team Leader, the Governance Officers, the Property and Land Developer, the Director Strategy, Partnerships and Engagement, the Communications Partner, the IT Infrastructure Specialist, the IT Support Officer, the Director Development and Environment, the Manager Building and Development Services, the Director Infrastructure, the Manager Infrastructure and Design, the Director Community, Culture and Places, the Manager Recreation and Open Space and the Events and Partnerships Co-ordinator.

Councillor J Black assumed the chair of the meeting.

The proceedings of the meeting commenced at 6:46 pm.

CSC24/42 ELECTION OF CHAIRPERSON (ID24/2022)

At this juncture, the Chief Executive Officer invited nominations for the election of Chairperson Corporate Services Committee for the Mayoral term with the following nominations received.

Councillor K Richardson nominated by Councillor P Toynton.
Councillor K Richardson accepted the nomination.

Councillor S Chowdhury nominated by Councillor M Wight.
Councillor S Chowdhury declined the nomination.

FOR COUNCILLOR K RICHARDSON

Clr J Black	Clr K Richardson
Clr L Butler	Clr A Ryan
Clr S Chowdhury	Clr P Toynton
Clr J Cowley	Clr P Wells
Clr R Ivey	Clr M Wright

TOTAL: 10

The Chief Executive Officer advised that as only one nomination was received for the position of the Chairperson of the Corporate Services Committee that Councillor K Richardson be duly

elected for the Mayoral term.

At this juncture Councillor K Richardson assumed the position of chair of the meeting.

CSC24/43 LEAVE OF ABSENCE (ID24/2053)

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

Moved by Councillor S Chowdhury and seconded by Councillor M Wright

MOTION

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

Councillors R Ivey and A Ryan attended via audio visual link.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

CSC24/44 CONFLICTS OF INTEREST (ID24/2054)

The following conflicts of interest were declared:

Councillor J Cowley – CSC24/48 – Non pecuniary, less than significant.

CSC24/45 MONTHLY REPORTING SNAPSHOT FOR COUNCILLORS - OCTOBER 2024 (ID24/2071)

The Committee had before it the report dated 5 November 2024 from the Corporate Strategy Performance Coordinator regarding Monthly Reporting Snapshot for Councillors - October 2024.

Moved by Councillor L Butler and seconded by Councillor P Toynton

MOTION

That the information contained within the report of the Corporate Strategy and Performance Coordinator, dated 5 November 2024, be noted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

**CSC24/46 INVESTMENT UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT -
OCTOBER 2024 (ID24/1944)**

The Committee had before it the report dated 1 November 2024 from the Chief Financial Officer regarding Investment Under Section 625 of the Local Government Act - October 2024.

Moved by Councillor M Wright and seconded by Councillor L Butler

MOTION

That the information contained within the Investment under Section 625 of the Local Government Act Report be noted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

CSC24/47 CUSTOMER EXPERIENCE PERFORMANCE MEASURES (ID24/1645)

The Committee had before it the report dated 4 November 2024 from the Manager Customer Experience and Engagement regarding Customer Experience Performance Measures.

Moved by Councillor P Toynton and seconded by Councillor J Cowley

MOTION

That the information contained within the report of the Manager Customer Experience and Engagement, dated 4 November 2024, be noted.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

CSC24/48 DUBBO AUSTRALIA DAY 2025 - CHANGE OF LOCATION (ID24/2016)

The Committee had before it the report dated 31 October 2024 from the Manager Corporate Governance regarding Dubbo Australia Day 2025 - Change of Location.

The committee reports having met with Mr B Greenwood regarding this item.

Moved by Councillor S Chowdhury and seconded by Councillor J Black

MOTION

1. That the Australia Day Event in Dubbo on 26 January 2025 be held at the Dubbo Regional Theatre and Convention Centre.
2. That no other changes be made to the Australia Day Event for Dubbo.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

Councillor J Cowley declared a non-pecuniary, less than significant interest in the matter now before the Committee and remained in the room and was out of sight during the Committee's consideration of this matter. The reason for such interest is that Councillor J Cowley is a volunteer with Rotary Club of Dubbo, which usually cooks the Australia Day barbeque.

CSC24/49 FUTURE USE OF 74 WINGEWARRA STREET (THE GREENS) (ID24/2018)

The Committee had before it the report dated 31 October 2024 from the Director Organisational Performance regarding Future Use of 74 Wingewarra Street (The Greens).

The committee reports having met with Erifili Davis and Kellie Jennar regarding this item.

Moved by Councillor S Chowdhury and seconded by Councillor P Wells

MOTION

1. That Council undertakes an Expression of Interest process for a two-year Lease of The Greens.
2. That a report be provided to Council on the outcome and final endorsement.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

CSC24/50 OFFICE OF LOCAL GOVERNMENT REFORM PROPOSAL FOR CODE OF CONDUCT AND MEETING PRACTICES (ID24/2009)

The Committee had before it the report dated 30 October 2024 from the Chief Executive Officer regarding Office of Local Government Reform Proposal for Code of Conduct and Meeting Practices.

Moved by Councillor L Butler and seconded by Councillor M Wright

MOTION

That Council note the Chief Executive Officer will make a submission to the Office of Local Government by 15 November 2024, based on the information contained in this report and any additional points raised on the floor of this Corporate Services Committee meeting.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

CONFIDENTIAL

In accordance with Section 9(2A) Local Government Act 1993, in the opinion of the Chief Executive Officer, the following business is of a kind as referred to in Section 10A(2) of the Act, and should be dealt with in a confidential session of the Committee meeting closed to the press and public.

The item listed comes within the following provisions of the Act:

- *CSC24/51 - Macquarie Foreshore Events Precinct And Old Dubbo Gaol Heritage Plaza - Additional Funding Requirements - (Section 10A(2)(d)(ii))* - information that would, if disclosed, confer a commercial advantage on a competitor of the Council.

There were no submissions as to whether the meeting should be closed for these items.

At this juncture it was moved by Councillor M Wright and seconded by Councillor L Butler that the Committee resolves into Closed Session, the time being 7:49pm.

Councillor S Chowdhury left the meeting, the time being 07:48 pm

Councillor S Chowdhury returned to the meeting, the time being 07:49 pm

Councillor P Wells left the meeting, the time being 07:49 pm

Councillor P Wells returned to the meeting, the time being 07:51 pm

At this juncture it was moved by Councillor L Butler and seconded by Councillor P Toynton that the Council resolves into open session, the time being 8:00 pm.

The open session resumed at 8:00 pm.

The resolution made in the closed session was displayed on screen.

CSC24/51 MACQUARIE FORESHORE EVENTS PRECINCT AND OLD DUBBO GAOL HERITAGE PLAZA - ADDITIONAL FUNDING REQUIREMENTS (ID24/2047)

The Committee had before it the report dated 31 October 2024 from the Manager Building Assets regarding Macquarie Foreshore Events Precinct and Old Dubbo Gaol Heritage Plaza - Additional Funding Requirements.

Moved by Councillor M Wright and seconded by Councillor L Butler

MOTION

That members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the Council (Section 10A(2)(d)(ii)).

CARRIED

Moved by Councillor J Black and seconded by Councillor P Toynton

MOTION

That the matter be deferred to the November Ordinary Meeting of Council to enable the CEO to seek further advice from Infrastructure NSW for Council's consideration.

CARRIED

For: Councillors J Black, L Butler, S Chowdhury, J Cowley, R Ivey, K Richardson, A Ryan, P Toynton, P Wells and M Wright.

Against: Nil

The meeting closed at 8:02 pm.

.....
CHAIRPERSON



NOTICE OF MOTION: Signage Budget

REPORT DATE: 15 November 2024

FILE: ID24/2149

Council had before it a Notice of Motion dated 15 November 2024 from Mayor J Black regarding the Signage Budget as follows:

That the \$100,000 per year budget allocated for Signage in years 2, 3 and 4 of the 2024/2025 Budget be reallocated to the Urban Heavy Patching budget for those years as part of the 2025/2026 Budget process.

RECOMMENDATION

That the \$100,000 per year budget allocated for Signage in years 2, 3 and 4 of the 2024/2025 Budget be reallocated to the Urban Heavy Patching budget for those years as part of the 2025/2026 Budget process.

JB
Mayor

APPENDICES:

[1](#) Notice of Motion - Clr J Black - Signage Budget - 15 November 2024

Councillor Josh Black
PO Box 81
DUBBO NSW 2830

15 November 2024

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

Dear Murray

NOTICE OF MOTION – SIGNANGE BUDGET

I would like to place the following notice of motion on the agenda for the 26 November 2024 Ordinary meeting of Council.

That the \$100,000 per year budget allocated for Signage in years 2, 3 and 4 of the 2024/2025 Budget be reallocated to the Urban Heavy Patching budget for those years as part of the 2025/2026 Budget process.

Yours faithfully


Josh Black
Councillor



NOTICE OF MOTION: Public Toilet Strategy

REPORT DATE: 15 November 2024

FILE: ID24/2150

Council had before it a Notice of Motion dated 15 November 2024 from Mayor J Black regarding the Public Toilet Strategy as follows:

- 1. In support of the draft Community Safety and Crime Prevention Plan, Dubbo Regional Council develop a Public Toilet Strategy, focusing on the provision of accessible, sustainable, safe and clean public toilet network that meets the current and future needs of the community.*
- 2. That, to reduce the cost of developing a policy/strategy, the CEO (or nominee) approach other councils that have an adopted public toilet policy/strategy and ask to be allowed to use parts of their document as a template for a Dubbo policy/strategy.*

RECOMMENDATION

- 1. In support of the draft Community Safety and Crime Prevention Plan, Dubbo Regional Council develop a Public Toilet Strategy, focusing on the provision of accessible, sustainable, safe and clean public toilet network that meets the current and future needs of the community.**
- 2. That, to reduce the cost of developing a policy/strategy, the CEO (or nominee) approach other councils that have an adopted public toilet policy/strategy and ask to be allowed to use parts of their document as a template for a Dubbo policy/strategy.**

JB
Mayor

APPENDICES:

- [1](#) Notice of Motion - Clr J Black - Public Toilet Strategy - 15 November 2024

Councillor Josh Black

PO Box 81
DUBBO NSW 2830

15 November 2024

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

Dear Murray

NOTICE OF MOTION – PUBLIC TOILET STRATEGY

I would like to place the following notice of motion on the agenda for the 26 November 2024 Ordinary meeting of Council.

- 1. In support of the draft Community Safety and Crime Prevention Plan, Dubbo Regional Council develop a Public Toilet Strategy, focusing on the provision of accessible, sustainable, safe and clean public toilet network that meets the current and future needs of the community.*
- 2. That, to reduce the cost of developing a policy/strategy, the CEO (or nominee) approach other councils that have an adopted public toilet policy/strategy and ask to be allowed to use parts of their document as a template for a Dubbo policy/strategy.*

Yours faithfully


Josh Black
Councillor



DUBBO REGIONAL
COUNCIL

NOTICE OF MOTION: Consideration of Road Safety Officer Role

REPORT DATE: 15 November 2024

FILE: ID24/2151

Council had before it a Notice of Motion dated 15 November 2024 from Councillor P Toynton regarding the Consideration of Road Safety Officer Role as follows:

That the Director of Infrastructure consider the inclusion of a Road Safety Officer role under the 2024-2025 budget amongst other strategic priorities, taking into account potential external sources of funds for this role and priority outcomes of the Division.

RECOMMENDATION

That the Director of Infrastructure consider the inclusion of a Road Safety Officer role under the 2024-2025 budget amongst other strategic priorities, taking into account potential external sources of funds for this role and priority outcomes of the Division.

PT
Councillor

APPENDICES:

- [1](#) Notice of Motion - Clr P Toynton - Consideration of Road Safety Officer Role - 14 November 2024 - Signed

Councillor Phillip Toynton
PO Box 81
DUBBO NSW 2830

14 November 2024

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

Dear Murray

NOTICE OF MOTION – CONSIDERATION OF ROAD SAFETY OFFICER ROLE

I would like to place the following notice of motion on the agenda for the 26 November 2024 Ordinary meeting of Council.

1. *That the Director of Infrastructure consider the inclusion of a Road Safety Officer role under the 2024-2025 budget amongst other strategic priorities, taking into account potential external sources of funds for this role and priority outcomes of the Division.*

Yours faithfully



Phillip Toynton
Councillor



DUBBO REGIONAL
COUNCIL

NOTICE OF MOTION: Feasibility Study for Eumungerie Sewerage System

REPORT DATE: 15 November 2024

FILE: ID24/2152

Council had before it a Notice of Motion dated 15 November 2024 from Councillor P Toynton regarding the Feasibility Study for Eumungerie Sewerage System as follows:

That a feasibility study for construction of a sewerage system for Eumungerie be considered in the development of the four-year draft Delivery Program and Operation Plan, amongst the other strategic and capital work priorities for the water and sewer utility services.

RECOMMENDATION

That a feasibility study for construction of a sewerage system for Eumungerie be considered in the development of the four-year draft Delivery Program and Operation Plan, amongst the other strategic and capital work priorities for the water and sewer utility services.

PT
Councillor

APPENDICES:

- [1](#) Notice of Motion - Clr P Toynton - Feasibility Study For Eumungerie Sewerage System - 14 November 2024 - Signed

Councillor Phillip Toynton
PO Box 81
DUBBO NSW 2830

14 November 2024

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

Dear Murray

NOTICE OF MOTION – FEASIBILITY STUDY FOR EUMUNGERIE SEWERAGE SYSTEM

I would like to place the following notice of motion on the agenda for the 26 November 2024 Ordinary meeting of Council.

1. *That a feasibility study for construction of a sewerage system for Eumungerie be considered in the development of the four-year draft Delivery Program and Operation Plan, amongst the other strategic and capital work priorities for the water and sewer utility services.*

Yours faithfully



Phillip Toynton
Councillor



DUBBO REGIONAL
COUNCIL

NOTICE OF MOTION: Fitness Equipment - Cameron Park

REPORT DATE: 15 November 2024

FILE: ID24/2159

Council had before it a Notice of Motion dated 15 November 2024 from Councillor L Butler regarding the Fitness Equipment - Cameron Park as follows:

That as part of the 2025-2029- Four Year Delivery Plan and associated Operations Plans and budget, consider as part of the community consultation, the installation of outdoor fitness equipment in Cameron Park Wellington for the 2025/2026 financial year.

RECOMMENDATION

That as part of the 2025-2029- Four Year Delivery Plan and associated Operations Plans and budget, consider as part of the community consultation, the installation of outdoor fitness equipment in Cameron Park Wellington for the 2025/2026 financial year.

LB
Councillor

APPENDICES:

- [1](#) Notice of Motion - Clr L Butler - Fitness Equipment Cameron Park - 13 November 2024

Councillor Lukas Butler

PO Box 81
DUBBO NSW 2830

13 November 2024

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

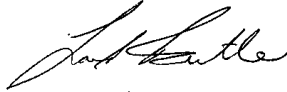
Dear Murray

NOTICE OF MOTION – FITNESS EQUIPMENT – CAMERON PARK

I would like to place the following notice of motion on the agenda for the 26 November Ordinary meeting of Council.

That Council as part of the 2025 – 2029 Four Year Delivery Plan and associated Operational Plans and budget, consider as part of the community consultation, the installation of outdoor fitness equipment in Cameron Park Wellington for the 2025/2026 financial year.

Yours faithfully



Lukas Butler
Councillor



DUBBO REGIONAL
COUNCIL

NOTICE OF MOTION: Consideration of Health and Wellbeing of Workers

REPORT DATE: 15 November 2024

FILE: ID24/2160

Council had before it a Notice of Motion dated 15 November 2024 from Councillor L Butler regarding the Consideration of Health and Wellbeing of Workers as follows:

1. *That the CEO provide a policy regarding staff, contractors, councillors and others working with Dubbo Regional Council to the February Ordinary Council meeting which:*
 - a. *Addresses exemptions for mandatory medical interventions, for example vaccination requirements.*
 - b. *Provides opportunities for re-deployment, a period of paid leave, and support to those excluded from performing their role or the workplace by a health order.*
 - c. *Addresses impacts of any exclusion on seniority and/or advancement in the organisation.*
2. *That Council notes correspondence from the Town of Port Hedland in regards to its resolution on Covid-19 vaccines.*
3. *That Council forward on the correspondence to NSW Public Health.*

RECOMMENDATION

1. **That the CEO provide a policy regarding staff, contractors, councillors and others working with Dubbo Regional Council to the February Ordinary Council meeting which:**
 - a. **Addresses exemptions for mandatory medical interventions, for example vaccination requirements.**
 - b. **Provides opportunities for re-deployment, a period of paid leave, and support to those excluded from performing their role or the workplace by a health order.**
 - c. **Addresses impacts of any exclusion on seniority and/or advancement in the organisation.**
2. **That Council notes correspondence from the Town of Port Hedland in regards to its resolution on Covid-19 vaccines.**
3. **That Council forward on the correspondence to NSW Public Health.**

LB
Councillor

APPENDICES:

- 1 [↕](#) Notice of Motion - Clr L Butler - Consideration of Health and Wellbeing of Workers
15 November 2024

Councillor Lukas Butler

PO Box 81
DUBBO NSW 2830

15 November 2024

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

Dear Murray

NOTICE OF MOTION – CONSIDERATION OF HEALTH AND WELLBEING OF WORKERS

I would like to place the following notice of motion on the agenda for the 26 November 2024 Ordinary meeting of Council.

1. *That the CEO provide a policy regarding staff, contractors, councillors and others working with Dubbo Regional Council to the February Ordinary Council meeting which:
 - a. *Addresses exemptions for mandatory medical interventions, for example vaccination requirements.*
 - b. *Provides opportunities for re-deployment, a period of paid leave, and support to those excluded from performing their role or the workplace by a health order.*
 - c. *Addresses impacts of any exclusion on seniority and/or advancement in the organisation.**
2. *That Council notes correspondence from the Town of Port Hedland in regards to its resolution on Covid-19 vaccines.*
3. *That Council forward on the correspondence to NSW Public Health.*

Yours faithfully



Lukas Butler
Councillor

To: Clr Lukas Butler
Subject: Port hedland

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

23 October 2024

Dear Australian Mayors, Deputy Mayors, and Councillors

Port Hedland Council Motion to immediately suspend Moderna and Pfizer modRNA Covid vaccines pending a thorough investigation into the evidence of excessive levels of synthetic DNA contamination

My name is Camilo Blanco, and I write to you as a proud native of the Town of Port Hedland, where I was raised since the age of 4, and established my family. As a successful automotive repairs business owner, a currently serving Councillor, and the former Mayor of our great town, I care deeply about the well-being of Australians. I wish to bring to your attention a matter of urgent importance.

On 11 October 2024, the Town of Port Hedland Council held a **Special Meeting** during which we passed a motion to inform all Local Government Councils and Shires in Australia of the significant findings contained in the DNA contamination **report by the Canadian molecular virologist Dr. David Speicher**, who analysed Australian vials of the Pfizer and Moderna Covid vaccines. The motion was passed to ensure that all Councils and Shires receive this information as promptly as possible so that they may give it due consideration.

The motion also called for the immediate suspension of the Pfizer and Moderna COVID-19 vaccines pending a thorough investigation into Dr. Speicher's alarming discovery of excessive levels of synthetic DNA contamination in these products.

These findings have been shared with the Prime Minister by the Honorable Russell Broadbent MP in his **letters dated 20 and 25 September 2024**. They have profound ramifications for the health and safety of all Australians, as was explained to Port Hedland Council in **video testimony** from renowned British oncologist Professor Angus Dalglish, which was both confronting and compelling.

I am taking this step to inform you directly as, by an unfortunate oversight, Order 2(C) of our Motion only requires the following generic form of letter (below) to be delivered to all Australian Local Government Councils and Shire *Administrations*.

In my private capacity I formed the view that *all Councillors* across our nation deserve to receive this material and have the opportunity to review it thoroughly, before your Administrations receive the same, given its potential implications.

I do not need to tell you about the duty of care we each carry on our shoulders re the health and safety of our constituents. Waiting for the bureaucratic process to run its course and thereby allowing our fellow Australians to potentially be subjected to more harm, is not something that sits lightly on my conscience.

Recent **denials** from the Therapeutic Goods Administration (TGA) regarding the findings of synthetic DNA contamination in the Pfizer and Moderna vaccines have been met with widespread condemnation, ridicule and anger from many of the world's leading scientists. Details in the Science Summary shared by Russell Broadbent MP with the Prime Minister in his **letter** of 25 September 2024 remain unchallenged.

I

The TGA's reliance on outdated testing methodologies and its refusal to be transparent and share evidence it claims supports their claims does nothing to allay concerns about the significant risks these products potentially pose, including genomic integration and heightened cancer risk. There has never been a more urgent need for updated testing, and transparency in the scientific method, to confirm or disprove the new revelations of DNA contamination, to ensure the safety of all Australians.

I trust that you and your fellow Elected Members will examine this information as extensively and as thoroughly as did our own Council at the Town of Port Hedland, and act by Notice of Motion or Special Council meeting to consider the findings of Dr Speicher and request of the Prime Minister the same as we have – an immediate suspension of the products and a thorough investigation.

If you have any questions or require further information, I encourage you to reach out.

Warmest regards,
Camilo Blanco

camilo@camiloblanco.com.au | PO Box 780, Port Hedland, WA 6721

Annexure 3

Town of Port Hedland

[Date]

To all Mayors, Deputy Mayors, and Councillors,

Australian Local Government Councils and Shires

By email: [to be inserted]

Dear Mayors, Deputy Mayors, and Councillors,

Re: Urgent Information Regarding DNA Contamination in COVID-19 Vaccines

I write on behalf of the Town of Port Hedland Council to bring to your immediate attention **a report** by Dr. David Speicher PhD, which presents disturbing findings of synthetic DNA contamination in Pfizer and Moderna COVID-19 vaccines.

Dr. Speicher's testing revealed that the contamination levels in these vaccines exceed Australia's Therapeutic Goods Administration (TGA) safety limit by up to 145 times. Furthermore, the Pfizer vaccines contain SV40 promoter-sequences, which are well known for facilitating genomic integration and amplifying cancer risk.

The Town of Port Hedland acknowledges **the letters** from the Honorable Russell Broadbent MP, dated 20 September and 25 September 2024, which were co-signed by over fifty of the world's leading Doctors, Professors, Scientists and Legal Experts from Europe, North America and Australia. We extend our gratitude to Mr. Broadbent for raising awareness of Dr. Speicher's critical findings.

Moreover, after reviewing the Science Summary attached to Mr. Broadbent's **letter** dated 25 September 2024, we are gravely concerned about the potential health risks posed by synthetic DNA contamination, including the dangers of genomic integration, cancer, hereditary defects and immune system disruption. The Town of Port Hedland therefore joins Mr. Broadbent in calling for the immediate suspension of Pfizer and Moderna COVID-19 vaccines, and for an urgent investigation into how this contamination has gone undetected by our regulatory agencies.

We have also taken steps to inform all Australian Local Government Councils of Dr. Speicher's findings, and have communicated with health practitioners in the Port Hedland area to ensure that patients are provided with the necessary information to warrant legally valid informed consent.

I

In the attached letter to the Prime Minister, we have highlighted serious concerns regarding the apparent failures of the Therapeutic Goods Administration (TGA) in properly or adequately testing for synthetic DNA contamination in the Pfizer and Moderna vaccines. Despite having been clearly alerted to the inadequacy of certain testing methods and the risks posed to human health by this drug platform, the TGA has relied on insufficient methodologies. We urge you to carefully review these findings, as they reveal grave risks and shortcomings that could have a significant impact on the safety of all Australians.

We strongly encourage you to share this information with your local health practitioners and medical clinics.

We reiterate the urgent need for action to ensure the safety of all Australians. We respectfully request that your Council also seek urgent answers from the Prime Minister and join us in calling for the immediate suspension of these products and a thorough investigation into the contamination.

Yours sincerely,
[Name]
CEO, Town of Port Hedland



DUBBO REGIONAL
COUNCIL

NOTICE OF MOTION: Report on Power of Attorney Usage

REPORT DATE: 15 November 2024

FILE: ID24/2157

Council had before it a Notice of Motion dated 15 November 2024 from Councillor M Dickerson regarding the Report on Power of Attorney Usage as follows:

That Dubbo Regional Council resolves to:

1. *Report on Power of Attorney Usage at Each Ordinary Council Meeting: Council will add to the agenda for each Ordinary Meeting of Council a report outlining all instances of Power of Attorney usage. This report will cover all instances since the last such report presented at a previous Ordinary Meeting of Council.*
2. *Details to Be Included in the Report: For each instance where the Power of Attorney has been exercised, the report will specify:*
 - *Date of Usage: The exact date the Power of Attorney was exercised.*
 - *Purpose and Nature of the Document: A brief description of the item, contract, or document for which the Power of Attorney was applied.*
 - *Resolution Date: The date of the applicable Council resolution.*
 - *Financial Commitment: The monetary value associated with the item.*

RECOMMENDATION

That Dubbo Regional Council resolves to:

1. **Report on Power of Attorney Usage at Each Ordinary Council Meeting: Council will add to the agenda for each Ordinary Meeting of Council a report outlining all instances of Power of Attorney usage. This report will cover all instances since the last such report presented at a previous Ordinary Meeting of Council.**
2. **Details to Be Included in the Report: For each instance where the Power of Attorney has been exercised, the report will specify:**
 - **Date of Usage: The exact date the Power of Attorney was exercised.**
 - **Purpose and Nature of the Document: A brief description of the item, contract, or document for which the Power of Attorney was applied.**
 - **Resolution Date: The date of the applicable Council resolution.**
 - **Financial Commitment: The monetary value associated with the item.**

MD
Councillor

APPENDICES:

- [1↓](#) Notice of Motion - Power of Attorney Reporting - Clr M Dickerson 15 Nov 2024

14 October 2024

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

Please place the following Notice of Motion on the agenda for the November 2024 Ordinary Meeting of Council.

NOTICE OF MOTION: REPORT ON POWER OF ATTORNEY USAGE

That Dubbo Regional Council resolves to:

1. **Report on Power of Attorney Usage at Each Ordinary Council Meeting:** Council will add to the agenda for each Ordinary Meeting of Council a report outlining all instances of Power of Attorney usage. This report will cover all instances since the last such report presented at a previous Ordinary Meeting of Council.
2. **Details to Be Included in the Report:** For each instance where the Power of Attorney has been exercised, the report will specify:
 - o **Date of Usage:** The exact date the Power of Attorney was exercised.
 - o **Purpose and Nature of the Document:** A brief description of the item, contract, or document for which the Power of Attorney was applied.
 - o **Resolution Date:** The date of the applicable Council resolution.
 - o **Financial Commitment:** The monetary value associated with the item.

Background and Rationale:

In the 152-year history of Council in Dubbo, there has only been a 3-year and 8-month period where the CEO has held a Power of Attorney to act independently in executing legally binding Council documents. During that timeframe, the Power of Attorney was used 291 times, averaging one transaction every 4.6 days, often involving significant legal or financial commitments and sometimes relating to resolutions from a decade or more before the usage of the Power of Attorney. Typically, the Mayor provided oversight for such actions; however, in the October 2024 Council meeting, Mayoral oversight was removed through a casting vote by the current Mayor.

Council Representation and Accountability:

Given these changes to oversight responsibility, it is imperative for Councillors to maintain, at a minimum, retrospective oversight of the CEO's use of Power of Attorney to ensure transparent, accountable, and informed governance on behalf of the broader community.



Councillor Mathew Dickerson



DUBBO REGIONAL
COUNCIL

NOTICE OF MOTION: Renewable Energy Projects

REPORT DATE: 15 November 2024

FILE: ID24/2154

Council had before it a Notice of Motion dated 15 November 2024 from Councillor R Ivey regarding the Renewable Energy Projects as follows:

1. That the Chief Executive Officer prepare a report for the December 2024 Council meeting including an up to date table of all renewable energy projects, which are classified as State Significant Development in the Dubbo Regional Local Government Area.
2. That the table referred to in item 1 include the following information:
 - (a) Name of project
 - (b) Name of Proponent
 - (c) General project location
 - (d) Project type
 - (e) Capital Investment Value
 - (f) Project capacity in Mega Watts
 - (g) Current project status
 - (h) Anticipated development timeline (if known)
 - (i) Details of any Voluntary Planning Agreements including;
 - (I) Whether a Voluntary Planning Agreement is in place;
 - (ii) Where a Voluntary Planning Agreement isn't in place, any relevant update on the status of Voluntary Planning Agreement negotiations;
 - (iii) The anticipated quantum of funding from executed and Council endorsed Voluntary Planning Agreements;
 - (iv) Details of Guidelines and/or requirements for the expenditure of funds; and
 - (v) Any updated information on when funding may be available from executed Voluntary Planning Agreements.
3. That the table of renewable energy projects be provided to Council for notation on a quarterly basis.

RECOMMENDATION

1. That the Chief Executive Officer prepare a report for the December 2024 Council

meeting including an up to date table of all renewable energy projects, which are classified as State Significant Development in the Dubbo Regional Local Government Area.

2. That the table referred to in item 1 include the following information:

- a. Name of project
- b. Name of Proponent
- c. General project location
- d. Project type
- e. Capital Investment Value
- f. Project capacity in Mega Watts
- g. Current project status
- h. Anticipated development timeline (if known)
- i. Details of any Voluntary Planning Agreements including;
 - (i) Whether a Voluntary Planning Agreement is in place;
 - (ii) Where a Voluntary Planning Agreement isn't in place, any relevant update on the status of Voluntary Planning Agreement negotiations;
 - (iii) The anticipated quantum of funding from executed and Council endorsed Voluntary Planning Agreements;
 - (iv) Details of Guidelines and/or requirements for the expenditure of funds; and
 - (v) Any updated information on when funding may be available from executed Voluntary Planning Agreements.

3. That the table of renewable energy projects be provided to Council for notation on a quarterly basis.

RI
Councillor

APPENDICES:

[1](#) Notice of Motion - Clr R Ivey - Renewable Energy Projects - 15 November 2024

Councillor Richard Ivey

PO Box 81
DUBBO NSW 2830

15 November 2024

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

Dear Murray

NOTICE OF MOTION – RENEWABLE ENERGY PROJECTS

I would like to place the following notice of motion on the agenda for the 26 November 2024 Ordinary meeting of Council.

1. *That the Chief Executive Officer prepare a report for the December 2024 Council meeting including an up to date table of all renewable energy projects, which are classified as State Significant Development in the Dubbo Regional Local Government Area.*
2. *That the table referred to in item 1 include the following information:*
 - (a) *Name of project*
 - (b) *Name of Proponent*
 - (c) *General project location*
 - (d) *Project type*
 - (e) *Capital Investment Value*
 - (f) *Project capacity in Mega Watts*
 - (g) *Current project status*
 - (h) *Anticipated development timeline (if known)*
 - (i) *Details of any Voluntary Planning Agreements including;*
 - (i) *Whether a Voluntary Planning Agreement is in place;*
 - (ii) *Where a Voluntary Planning Agreement isn't in place, any relevant update on the status of Voluntary Planning Agreement negotiations;*
 - (iii) *The anticipated quantum of funding from executed and Council endorsed Voluntary Planning Agreements;*
 - (iv) *Details of Guidelines and/or requirements for the expenditure of funds;*
and
 - (v) *Any updated information on when funding may be available from executed Voluntary Planning Agreements.*

-
3. *That the table of renewable energy projects be provided to Council for notation on a quarterly basis.*

Yours faithfully



Richard Ivey
Councillor



DUBBO REGIONAL
COUNCIL

NOTICE OF MOTION: Strategic Economic Development Initiatives

REPORT DATE: 15 November 2024

FILE: ID24/2158

Council had before it a Notice of Motion dated 15 November 2024 from Councillor S Chowdhury regarding the Strategic Economic Development Initiatives as follows:

That Dubbo Regional Council resolves to:

- 1. Reaffirm Its Commitment to Economic Development: Acknowledge the critical importance of fostering economic growth by attracting investment, supporting local businesses, and promoting tourism across the Dubbo Region.*
- 2. Focus on Economic Diversification: Prioritise initiatives aimed at diversifying the local economy, particularly in areas that have historically relied on agriculture or meat processing, to ensure long-term sustainability and resilience.*
- 3. Support Innovation and Job Creation: Develop and enhance programs that encourage innovation, create job opportunities, and support emerging industries, aligning with the evolving needs of the local and regional economy.*
- 4. Enable Workforce Training: Advocate for and implement workforce training programs to upskill the local population, particularly young people, with a view to retaining talent and reducing migration to urban centres for employment opportunities.*

RECOMMENDATION

That Dubbo Regional Council resolves to:

- 1. Reaffirm Its Commitment to Economic Development: Acknowledge the critical importance of fostering economic growth by attracting investment, supporting local businesses, and promoting tourism across the Dubbo Region.**
- 2. Focus on Economic Diversification: Prioritise initiatives aimed at diversifying the local economy, particularly in areas that have historically relied on agriculture or meat processing, to ensure long-term sustainability and resilience.**
- 3. Support Innovation and Job Creation: Develop and enhance programs that encourage innovation, create job opportunities, and support emerging industries, aligning with the evolving needs of the local and regional economy.**
- 4. Enable Workforce Training: Advocate for and implement workforce training programs to upskill the local population, particularly young people, with a view to retaining talent and reducing migration to urban centres for employment opportunities.**

SC
Councillor

APPENDICES:

- 1 [↓](#) Notice of Motion - Clr S Chowdhury - Strategic Economic Development Initiatives -
15 November 2024

14 October 2024

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

Place the following on the agenda for the November 2024 Ordinary Meeting of Council.

NOTICE OF MOTION: STRATEGIC ECONOMIC DEVELOPMENT INITIATIVES

That Dubbo Regional Council resolves to:

1. **Reaffirm Its Commitment to Economic Development:** Acknowledge the critical importance of fostering economic growth by attracting investment, supporting local businesses, and promoting tourism across the Dubbo Region.
2. **Focus on Economic Diversification:** Prioritise initiatives aimed at diversifying the local economy, particularly in areas that have historically relied on agriculture or meat processing, to ensure long-term sustainability and resilience.
3. **Support Innovation and Job Creation:** Develop and enhance programs that encourage innovation, create job opportunities, and support emerging industries, aligning with the evolving needs of the local and regional economy.
4. **Enable Workforce Training:** Advocate for and implement workforce training programs to upskill the local population, particularly young people, with a view to retaining talent and reducing migration to urban centres for employment opportunities.



Councillor Shibli Chowdhury



DUBBO REGIONAL
COUNCIL

REPORT: 2024/2025 SPARC Support Grant Program Round 1

DIVISION: Community, Culture and Places
REPORT DATE: 7 November 2024
TRIM REFERENCE: ID24/2084

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none"> For Endorsement 	
Issue	<ul style="list-style-type: none"> Provide Council with the determination of funding based on applications received under the 2024/2025 SPARC Support Grant Program – Round 1 	
Reasoning	<ul style="list-style-type: none"> All applications were assessed individually by members of the assessment panel and in line with the Program guidelines. 	
Financial Implications	Budget Area	Regional Experiences
	Funding Source	Operational Budget
	Proposed Cost	\$10,000.00
	Ongoing Costs	As per the Financial Assistance Policy and Annual Regional Events Funding Budget.
Policy Implications	Policy Title	Financial Assistance Policy
	Impact on Policy	Alignment
Consultation	Regional Experiences	Broad and targeted communications to community of opportunity to apply for funding

STRATEGIC DIRECTION

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

Theme: 5 Liveability

CSP Objective: 5.6 The diversity of our heritage, cultural services and facilities are maintained and promoted

Delivery Program Strategy: 5.6.1 Our community participates in and celebrates the high quality of cultural services and facilities available

RECOMMENDATION

That Council allocate \$10,000 to the community-based organisations in accordance with Section 356 of The *Local Government Act 1993* and notification to be sent to each recommended applicant:

- **ORISCON Dubbo -** **\$2,000**
- **Jack Randell -** **\$2,000**
- **Nolan Furnell -** **\$1,000**
- **Camilla Ward -** **\$1,500**
- **Dubbo and District Family History Society -** **\$1,500**
- **Erifili Davis -** **\$2,000**

Craig Arms
Director Community, Culture and Places

JM
Cultural Development
Coordinator

BACKGROUND

With the adoption of the SPARC Cultural Plan (Supporting Plans to Advance Regional Culture), Dubbo Regional Council developed a Partnership Program to provide financial support for creative and cultural programs that help enact actions in the 2020-2025 Cultural Plan.

Funding is capped at \$10,000 per round. Applicants may apply for up to the full \$10,000, however funding will be distributed based on the quality and viability of the application, so successful applications may not be funded to the full requested amount.

REPORT

This report provides for the consideration of Council, funding allocations for the first round of funding for the 2024/2025 financial year. The biannual SPARC Fund is aimed at supporting cultural organisations and individuals to initiate and develop projects that support regional creative diversity, innovation, and growth. The support fund is founded on the values, goals and actions of the 2020-25 Dubbo Regional Council Cultural Plan (SPARC). This financial year, \$20,000 was allocated which translates to two rounds each year of \$10,000 each round.

To be eligible for funding the event needs to be not-for-profit, be held in or directly benefit the community of the LGA and held within the next 12 months.

Round 1 applications opened on 23 September 2024 and closed 28 October 2024. Council received six applications with a total amount requested of \$22,916.

Assessment

An assessment panel comprised of Council's Cultural Development Officer, Events and Partnership Co-ordinator and Community, Culture and Places Finance Partner, assessed each application in line with the terms, conditions, and guidelines of the program.

Council uses 'SmartyGrants'* to manage applications and assessments.

**SmartyGrants is a hosted grants management web site that seeks to simplify the process of receiving, assessing, managing, and communicating about grant applications, automates tasks, and allows grant makers to track, report on and visualise the flow of data and grantee outcomes.*

The outcome of the assessment is as follows:

2024/2025 SPARC Support Grant Program – Round 1				
Organisation	Request	Project	Eligibility	Recommended
ORISCON - Dubbo	\$7,500	Garba Festival of Dance: Dance event ‘promoting unity and understanding’	Funding for Creative Practitioners. (musicians)	\$2,000
Dubbo and Districts Family History - Dubbo	\$1,916	Dubbo and Districts Family History Society: Revision and reprint of early pioneers of Dubbo pre-1882	Part printing support	\$1,500
Nolan Furnell	\$3,000	Whisperfest: Heavy Metal music program professional development and presentation	Project support	\$1,000
Camilla Ward	\$3,000	Echoes of Memory: Theatre program that encourages sharing of communities’ histories and memories as a form of therapy.	50% of Musical Programming of songs for show-rehearsal-accompanist for preview show	\$1,500
Jack Randell	\$6,000	Bin Chicken Mural: Public Art Mural on private building in Bultje Street, below Macquarie Street.	Artist’s fee	\$2,000
Erifili Davis	\$3,000	Crafting Aunty Kate: Story Development and Taster Performance of Dubbo’s infamous Queen: Development of original Musical show	Payment to creative practitioners - workshops	\$2,000
Awais	Ineligible – Application commenced but was not completed.			
Sunil Bhandari	Ineligible – Application commenced but was not completed.			
Total Requested	\$22,916	Total Funded		\$10,000

Consultation

- Invitations were invited over six weeks and communicated via email newsletter, social media and print advertising.
- Council’s Cultural Development Co-Ordinator is available to meet with community to give specific overview and introduction to the grant and its application requirements.

Resourcing Implications

Total funding of \$20,000 is available under Council’s 2024/2025 Cultural Development Operational Budget. This is separated into two rounds:

- Round One October 2024 - \$10,000 (current)
- Round Two February 2025 - \$10,000 (following)

Total Financial Implications	Current year (\$)	Current year + 1 (\$)	Current year + 2 (\$)	Current year + 3 (\$)	Current year + 4 (\$)	Ongoing (\$)
a. Operating revenue	0	0	0	0	0	0
b. Operating expenses	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	0
c. Operating budget impact (a – b)	- \$20,000	- \$20,000	- \$20,000	- \$20,000	- \$20,000	0
d. Capital Expenditure	0	0	0	0	0	0
e. Total net impact (c – d)	- \$20,000	- \$20,000	- \$20,000	- \$20,000	- \$20,000	0
Does the proposal require ongoing funding?	Yes					
What is the source of this funding?	General Rates and Revenue					

Table 1. Ongoing Financial Implications

Planned Communications

- Each applicant will be contacted via email and advised of the outcome of their application.
- All applicants will be provided with the opportunity to seek feedback on their applications.

Timeframe

Key Date	Explanation
November 2025	Following adoption of the Council Report, Applicants are advised on the outcome of their applications
December	Cheque Presentation and all funding agreements executed, and funding provided to applicants



REPORT: 2025-2029 Community Safety and Crime Prevention Plan

DIVISION: Community, Culture and Places
REPORT DATE: 11 November 2024
TRIM REFERENCE: ID24/2024

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none"> Seek endorsement Addressing Council resolution Strategic Project Update 	<ul style="list-style-type: none"> Provide review or update
Issue	<ul style="list-style-type: none"> The report provides an overview of the work undertaken to date to develop the draft 2025-2029 Community Safety and Crime Prevention Plan. The report includes a summary of the engagement activities undertaken that have informed the document and the action plan, key findings, and the role of Council. The report also seeks to establish a Community Safety and Crime Prevention Reference Group. 	
Reasoning	<ul style="list-style-type: none"> The document requires public exhibition, an activity that must be resolved by Council. 	
Financial Implications	Budget Area	Community Services
	Funding Source	Internal budget
	Proposed Cost	\$10,000
	Ongoing Costs	\$10,000
Policy Implications	Policy Title	Collective Impact for Social Change Policy
	Impact on Policy	No Impact
Consultation		

STRATEGIC DIRECTION

The Towards 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes six principal themes and a number of objectives and strategies. This report is aligned to:

Theme: 5 Liveability
 CSP Objective: 5.1 The health and safety of the community is improved
 Delivery Program Strategy: 5.1.3 There is an appropriate level of policing in our region

Theme: 5 Liveability
 CSP Objective: 5.3 The lifestyle and social needs of the community are

	supported
Delivery Program Strategy:	5.3.1 The social service issues and requirements of our community are identified and met
Theme:	5 Liveability
CSP Objective:	5.5 Our community has access to a diverse range of recreational opportunities
Delivery Program Strategy:	5.5.1 Passive and active open space is located to maximise access and use by the community

RECOMMENDATION

- 1. That Council endorse the draft 2025–2029 Community Safety and Crime Prevention Plan, for the purpose of public exhibition, commencing in February 2025.**
- 2. That Council provide a report detailing the results of the public exhibition period to the March 2025 Ordinary Meeting of Council.**
- 3. That Council establish a Community Safety and Crime Prevention Reference Group, in line with the recommendations of ID24/2064 Community Engagement Groups 2024 - 2028.**

Craig Arms
Director Community, Culture and Places

CW
Manager Community
Services

BACKGROUND

Previous Resolutions of Council

CCL23/125 25 May 2023	<i>That Council, through its Social Justice and Youth Committees, work with government agencies, non-government organisations and other stakeholders, to develop a Community Safety Strategy and associated Action Plan. The foreshadowed motion on being put to the meeting became the motion.</i>
CCC24/13 7 March 2024	<ol style="list-style-type: none">1. <i>That the progress report provided by Director Community, Culture and Places be noted.</i>2. <i>That it be noted that the Community Safety Plan will encompass 'Crime Prevention Priorities' and associated action plans.</i>3. <i>That the Chief Executive Officer develop a 'Youth Strategy' in collaboration with the Youth Council and other key stakeholders.</i>

REPORT

This report provides an overview of the work undertaken to date to develop the draft 2025-2029 Community Safety and Crime Prevention Plan. The report includes a summary of the engagement activities undertaken that have informed the document, action plan, key findings, and the role of Council.

The report also seeks to establish a Community Safety and Crime Prevention Reference Group. Council will consider this matter in Business Paper item ID24/2064 which outlines fit-for-purpose contributions to ongoing community engagement and consultation groups.

The draft Community Safety and Crime Prevention Plan is attached at **Appendix 1**. The Plan has been developed following a significant body of work including research, stakeholder consultation and gathering of public insights, to ensure that the community's concerns and aspirations regarding safety and crime prevention are directly reflected in the Plan.

a) Summary of engagement

Over the past year, Council staff have organised targeted workshops with Councillors, Community Committees and community and business stakeholders, as well as facilitated a comprehensive Community Safety and Crime Prevention Engagement survey. The objective of these initiatives was to gain insights into community values and desired outcomes related to enhanced community safety.

An internal project group was established to advance the development of the Plan. The group comprised of the Director Community Culture and Places, the Community Services Manager, members of the Community Services team, and the Community Engagement Team with support from Marketing and Communications and Urban Design Planner.

Integral to the engagement process is the project's 'YourSay' page; [Community Safety and Crime Prevention Plan | YourSay](#). Interactive tools on the page, such as the survey and pin-drop map have closed however, the page remains active to keep community informed about the development of the Plan and a record of the engagement activity undertaken in developing the plan.

An overview of the active consultation period is appended to the report at **Appendix 2**.

Further, the 2024 Community Insights Survey* (March-April) indicated there is a need to address public issues such as community safety, crime, homelessness, and a desire for more Police over the next ten years.

**The Community Insights Survey is a tool Council uses to measure the community's overall satisfaction with Council's performance by delivering a survey every two years. The survey provides an opportunity to understand the community's priorities, explore experiences when dealing with Council across the many facilities and services and measure the overall satisfaction with Council's performance.*

The Community Safety and Crime Prevention Community Engagement Survey 2024 had 419 contributions.

Targeted groups included:

- Internal staff,
- Community Committees,
- Non-government service providers,
- CBD businesses,
- State Government agencies,
- Inter-state agencies and other Councils.

Engagement activities included:

- Face to face and TEAM meetings,
- Phone calls,
- Social media,
- literature review and Councillor workshops,
- Community engagement,
- Internal Divisional meetings,
- Community surveys.

b) Key findings and insights

A useful element of the Community Safety survey was the 'drop-pin mapping tool'. This gave individuals the opportunity to identify specific public locations around the LGA that they consider having safety related issues. There were 217 locations identified across the LGA. Of those, 201 were in Dubbo. The Dubbo locations are focused on the CBD and the majority of those are centred on nine points:

- Macquarie Regional Library Car Park
- Talbragar Post Office Crossing
- Riverdale Crossing
- Church Street Rotunda
- Church Street Car Park
- Wingewarra / Macquarie Street (Commonwealth Bank and Newcastle Permanent)
- Dubbo Square Crossing
- Holls Avenue Car Park
- Coles Car Park

Nine locations were identified in Wellington, mostly centred around the Town Centre. Locations at Brocklehurst, Wongarbon, Geurie, and Mumbil complete the total.

The top three safety concerns were:

1. Antisocial behaviour
2. After dark feels unsafe
3. Feeling vulnerable as a female resident

These concerns prevent community from:

- Parking their car
- Shopping
- Walking/running or exercise.

There is an expectation from community that the Community Safety and Crime Prevention Plan will:

- Be monitored and visible against safety measures.
- Enhance safety across public spaces and infrastructure.
- Assist groups and stakeholders that deliver projects into the community.
- Be a cornerstone to other plans policies and strategies.

The top interventions identified through the survey to improve community concerns were:

- CCTV
- Lighting
- Maintenance and upkeep

It was through more than 12 months of holistic community and stakeholder consultation, that a diverse range of information was collected and has set the direction of the Plan, with three distinct focus areas.

These focus areas have been identified with supporting objectives, actions, and outcomes.

Focus Area 1

- a) Reduce opportunities for crime and antisocial behaviour through urban and environmental design and placemaking in public spaces.
- b) Investigate opportunities to improve crime deterrents.

Focus Area 2

- a) Increase safety awareness and participation with vulnerable people.
- b) Maintain and strengthen relationships with key stakeholders, state agencies and authorities.
- c) Facilitate and coordinate networks to support strategic action for the region.

Focus Area 3

- a) Encourage neighbourhood and community connectivity.
- b) Encourage community engagement and capacity through information sharing.

c) The role of Council

An important part of the engagement and consultation activities was communicating the jurisdiction of a Local Government entity (Council) in addressing matters of community safety and crime. In better understanding the needs of our community, Council can affect positive outcomes for community safety and crime prevention through the following roles:

Council Role	Description
Provider	Deliver the services and programs to meet the needs of the community.
Leader	Act as leaders and identify key community issues that stakeholders should respond to.
Collaborator	Support and work in partnership with stakeholders to deliver benefits to the community.
Advocator	We ensure major priorities for the community are known and promoted to other decision-making organisations.

The plan adopts a mentality of *'we get what we invite'* in the development of the action plan, seeking to address community concerns at a root cause. In being able to achieve this the Plan acknowledges that some matters will require further investigation to develop best-fit solutions and approaches.

d) Community Safety and Crime Prevention Reference Group

One action within the plan that is facilitated by Council and strengthens community ownership and connection is the 'Establishment of a Community Safety and Crime Prevention Reference Group'. It is proposed that this group chaired by Councillor representatives and will seek to play a pivotal role in keeping the Community Safety and Crime Prevention action relevant to local community needs.

The intent of this group is to share information, coordinate activities, support initiatives and to an extent, hold each organisation accountable for commitments made within their sphere of influence.

The participation on the Reference Group should be via targeted invitation, but also have some relevant community representation. It is important that the Group meet during business hours to facilitate government and non-government organisation participation.

The Youth Action Plan

The development of the Youth Action Plan is following a similar path to that of the Community Safety Crime Prevention Plan. The two are separate documents but are intertwined in many respects. The same working group established to progress the 'safety plan' is working on the Youth Action Plan, with additional guidance and contribution from the DRC Youth Council members. Currently, community engagement is live on Council's 'Your Say' platform with steady contributions coming in from the community. This engagement window will remain open until at least 15 December 2024. A draft plan is expected to be presented to Council within the first quarter of the 2025 calendar year.

Resourcing Implications

A 2024/2025 budget allocation of \$10,000 has funded community engagement and consultation activities undertaken to develop the draft Community Safety and Crime Prevention Plan.

Graphic design services to design the document has been resourced internally though the operating budget.

Costs associated with individual actions in the draft action plan are not yet detailed. It is proposed that many of the actions would be resourced through the operating budget and that budget requests may be required for more significant actions, particularly those ongoing actions that require dedicated staffing or resources.

Total Financial Implications	Current year (\$)	Current year + 1 (\$)	Current year + 2 (\$)	Current year + 3 (\$)	Current year + 4 (\$)	Ongoing (\$)
a. Operating revenue	10,000	0	0	0	0	0
b. Operating expenses	0	0	0	0	0	0
c. Operating budget impact (a – b)	10,000	0	0	0	0	0
d. Capital Expenditure	0	0	0	0	0	0
e. Total net impact (c – d)	10,000	0	0	0	0	0
Does the proposal require ongoing funding?			Yes			
What is the source of this funding?			Community Services			

Table 1. Ongoing Financial Implications <Only Governance may delete>

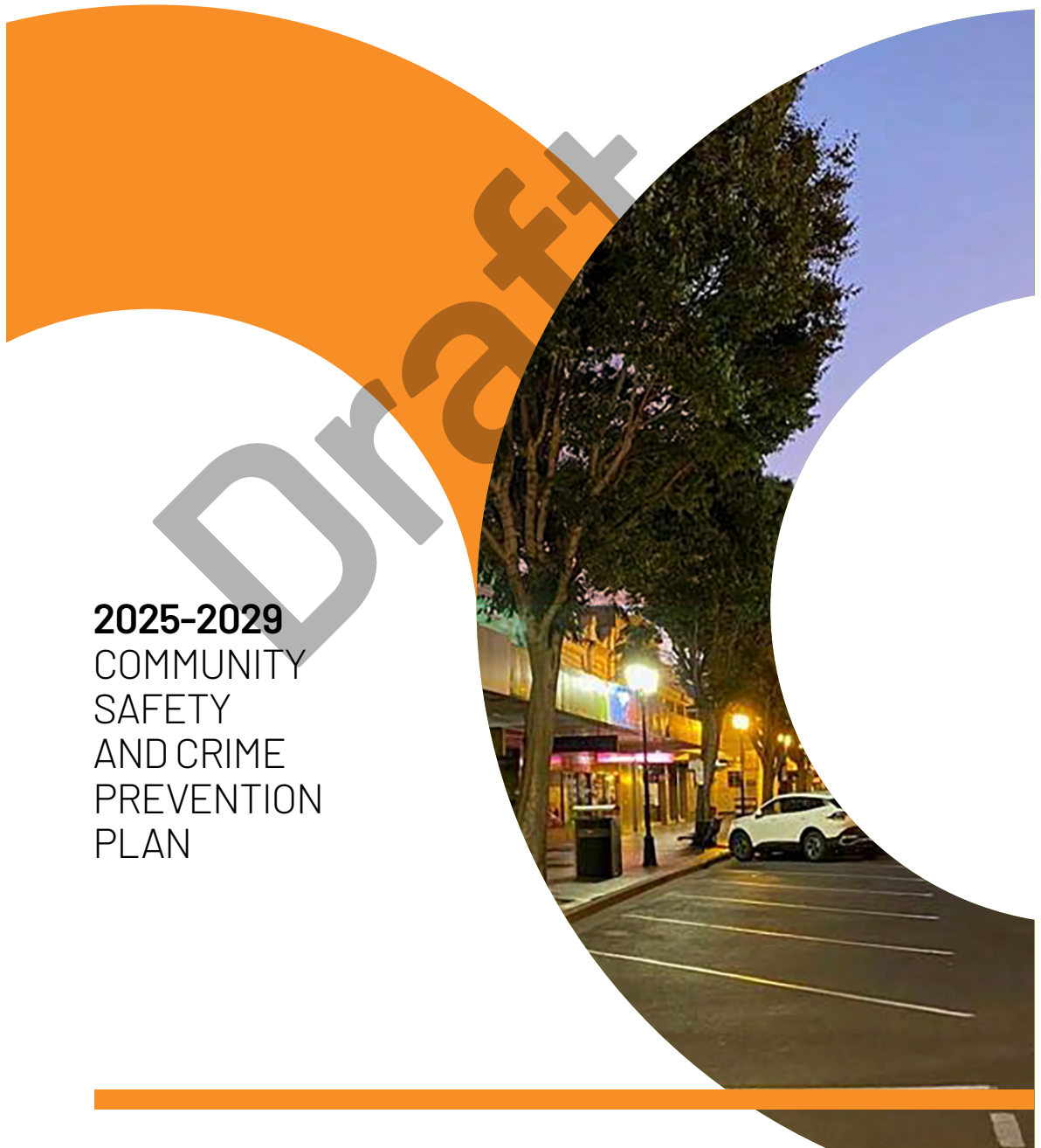
Timeframe

Key Date	Explanation
February 2025	<ul style="list-style-type: none"> Public Exhibition period opens (<i>This avoids the Christmas holiday period when community engagement is least effective</i>). Communications plan enacted advising that the draft plan is on public exhibition and open for feedback.
March 2025	<ul style="list-style-type: none"> Report to the Ordinary Council Meeting detailing the results of the public exhibition period and seeking adoption of the draft Plan.
Post-adoption	<ul style="list-style-type: none"> Implementation of the plan commenced.
August 2026	<ul style="list-style-type: none"> Report on the progress of the plan provided to Council including review of the action plan.

APPENDICES:

[1](#) Community Safety and Crime Prevention Plan - Updated Draft Nov 2024

[2](#) Community Safety & Crime Prevention Survey Snap Shot



2025-2029
COMMUNITY
SAFETY
AND CRIME
PREVENTION
PLAN

How the Community Safety and Crime Prevention Plan connects with our other strategic plans

The 2025-2029 Community Safety and Crime Prevention Plan will be embedded into our integrated planning and reporting framework to ensure what is planned is delivered through robust planning and resource allocations.

At the centre of the framework is the Towards 2040 Community Strategic Plan – it describes the community's vision and aspirations. The Community Safety and Crime Prevention Plan is a key document providing specific strategic direction and sits alongside a range of other plans, strategies and policies as shown in the diagram below.



The design of the Plan has a whole-of-community approach, to be used by everyone in the region, in delivering improved community safety and crime prevention outcomes.

Strategic context

Towards Community Strategic Plan: Theme 5 Liveability

Goal	We are a diverse, vibrant, safe and healthy region that includes a variety of public spaces and amenities
Objectives	5.1 The health and safety of the community is improved
Strategies	5.1.3 There is an appropriate level of policing in our region
Actions	5.0.3.1 Implement the adopted Community Safety and Crime Prevention Plan

For more information on Council's plans visit:
dubbo.nsw.gov.au/About-Council
(A-Z Plans and Strategies)



or scan the QR code

Disclaimer statement

The information is current at time of completing this plan and some information may change during the lifetime of the 2025-2029 Community Safety and Crime Prevention Plan. Community members are advised to contact relevant service providers, organisers, authorities, and Dubbo Regional Council Customer Experience Team if they have any questions.



Acknowledgement of Country

We acknowledge the Wiradjuri people who are the traditional custodians of the land on which we live, work and play. We recognise their continued care of the land water and sky.

We pay our respect to Elders past and present of the Wiradjuri Nation and extend that respect to other Indigenous Australians.

Contents

Our vision	4	Actions table	14
Our commitment	4	Focus Area: Creating safe public spaces and places	14
The Dubbo Region's profile	5	Focus Area: Building partnerships and participation	15
What BOC SAR data tells us	6	Focus Area: Community education and awareness	16
What is community safety?	7	Measuring progress	16
What is crime prevention?	7	How we developed this plan	17
What is a community safety and crime prevention plan?	7		
Guiding principles	7		
A whole-of-community approach	8		
What our community told us	9		
Community said "I want..."	10		
Community said "We need..."	11		
Community expects the Plan to...	12		
Community expects Council staff to...	12		
Focus areas	12		
Activating the plan	13		

Our vision

To create a liveable, well-planned, safe region that is welcoming and where people can engage with others to live, work and socialise.

We want to grow opportunities for people in our region to feel safe as they use and enjoy public spaces.



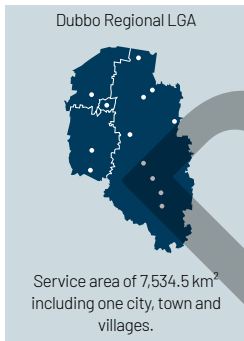
Our commitment

- Advancing the wellbeing and prosperity of the community.
- Working with our community, service providers, organisations, and local business to contribute to the building of a safe and resilient community with reduced attraction for crime.
- Enhancing community health and safety is at the forefront of our efforts.
- Community lifestyle and social needs are supported.
- Considering the unique characteristics of the community, responding to feedback and collecting information from various sources to provide a clear direction for actions needed to enhance community safety.

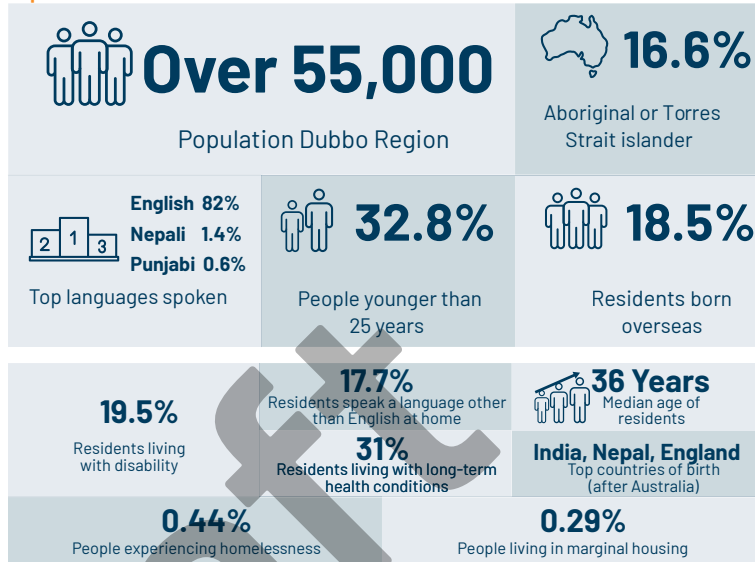
The Dubbo Region's profile

The Dubbo Region is home to a growing and diverse population with broad skills and experiences providing richness to culture, health, and wellbeing. Diversity brings strength to a community.

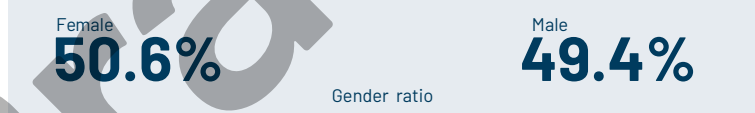
Our region is growing and becoming more culturally diverse. Our youth (0 - 25 years) make up 32.3% of our community and brings with them their energy and the potential for future economic growth and a stronger, more resilient community. The richness of our community is further strengthened by 17.7% of residents older than 65 years who can contribute their valuable knowledge and experience.



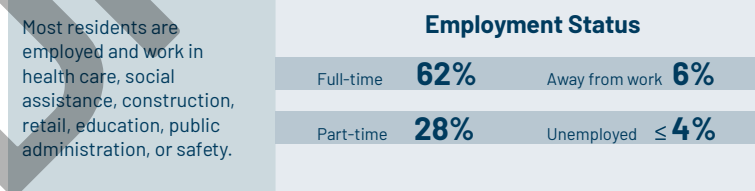
Population



Gender Ratio



Employment



Our challenges and opportunities

When people feel more comfortable while they are out and about in public places, they tend to engage in activities and behaviours that support their wellbeing through increased connection with other people. Public places that feel safe encourage people to go there more often and stay there longer to participate in joyful activities which benefit their social, physical, and mental health, which enhance greater community cohesion.

The Dubbo Region is a thriving and dynamic region. As a growing regional Local Government Area, the Dubbo Region includes a diverse population which has access to health, social, law and justice services, public recreational parks and sporting places.

There is a need though for better coordination and collaboration between service providers, government, and non-government agencies to enhance community safety to reduce attraction for crime potential.

What BOCSAR data tell us

While the Dubbo Region is generally a safe place, like all Council areas, some level of criminal activity is experienced. Understanding the crime profile for our region allows Dubbo Regional Council (Council) and our partners to evaluate the types of crime and the associated patterns of crime activity to better differentiate between actual crime and community perceptions. The NSW Bureau of Crime Statistics and Research (BOCSAR) provides quarterly reports on insights into crime trends, issues, and concerns. These crime statistics provide information on crime activity that had occurred, and which had been reported to authorities. It does not provide the full picture of the underlying causes and triggers that have led to reported crime, nor does it provide information on future crime activity.

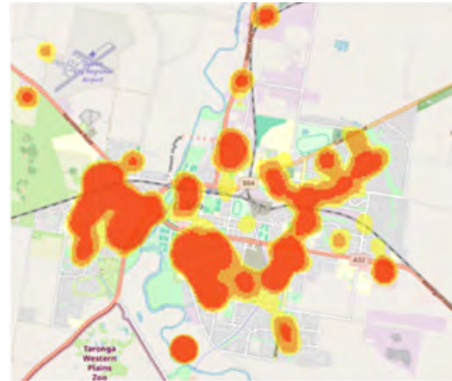
In developing this plan Council referred to BOCSAR reports available at the time and sought deeper insights into the Dubbo Region's crime profile through a workshop presented by a Senior Analyst from BOCSAR. Future BOCSAR reports will be consulted to ensure that the Community Safety and Crime Prevention Plan remains current.

The top five types of offences for the Dubbo Local Government Area reported by the Bureau of Crime Statistics and Research (BOCSAR) are:

1. Motor vehicle theft
2. Break and enter non-dwelling
3. Non-domestic related assault
4. Malicious damage to property
5. Disorderly conduct



Incidents of Assault (Non-domestic assault)
from January 2023 to December 2023



Incidents of Theft (Motor vehicle theft)
from January 2023 to December 2023

Anyone can access BOCSAR data by following
this link: www.bocsar.nsw.gov.au



or scan the QR code

What is community safety?

Safe communities can be described as places where people can live without fear and enjoy positive health and wellbeing influences on their daily lives. Community safety relies on social connection supported by efforts from all community members and key external stakeholders.

Community safety is complex and includes issues that extend beyond crime and the perception of crime. The policing of criminal activity has its place in enhancing community safety, but other factors such as housing, public transport, employment, health and social services, and well-maintained public amenities must be taken into account.

Community safety is achievable through shared responsibility and collaboration to provide meaningful solutions to create safe environments where people can live, work, play, and go about their daily lives without actual or perceived threats to their safety.

Several agencies play a role in preserving community safety, such as the NSW Police for the prevention, detection, and investigation of crime, as well as NSW Communities and Justice, NSW Health, NSW Education and Social Housing providers, all who deliver services that impact the health, wellbeing, and safety of the community.

Creating a sense of cohesive community is further strengthened by the actions and activities of local government and non-government organisations, such as Council, businesses, sporting clubs, community groups, and community members.

What is crime prevention?

Crime prevention can be described as those activities by an individual or group, public or private, that attempt to eliminate crime before it occurs or before any additional criminal activity results.

Crime prevention requires well-planned interventions that promote community safety and contribute to the sustainable development of vibrant communities.

Crime prevention can reduce the long-term costs for the criminal justice system as well as the economic and social costs of crime. It can achieve a significant return on investment in terms of savings in justice, welfare, health care, and the protection of social and human capital.

Furthermore, a safe and secure society provides an important foundation for the delivery of community directed services, is a prerequisite for sound economic growth through continuing business investment and to facilitate community well-being and cohesion.

What is a community safety and crime prevention plan?

A community safety and crime prevention plan is a guide that is developed in response to the unique characteristics and needs of its community. Actions from the plan will seek to enhance community safety and reduce the opportunity for criminal activity. A community safety and crime prevention plan considers the perceptions of the community, environmental design principles, and reported crime statistics to develop actions that have the capacity to initiate and affect positive outcomes for the community and every individual within it.

Guiding principles

When developing strategic documents, three guiding principles ensure that Council remains connected to and representative of community needs and voices. The principles detailed below steer the Community Safety and Crime Prevention Plan:



A whole-of-community approach

Community safety is everyone's business, and no single level of government, community service provider, or individual can be held responsible for, nor be capable of achieving overall positive outcomes to reduce the drivers and root causes of crime in regional and rural NSW. Building a cohesive community that is safe and where community members relate to each other relies on the active participation of multiple stakeholders with diverse insights and strengths.

Positive community safety and crime prevention outcomes require coordination and collaboration between service providers, funding, and legislative agencies during the designing, implementation and delivery of programs and services, as well as diligent accountability by service providers for their respective program delivery outcomes.

The role of Council Local Government is well placed to lead community crime prevention initiatives and address issues that affect local amenity and quality of life.	The role of the community The actions of community members can affect positive change to address local safety and crime issues. Everyone's contributions include:
Provider <i>Deliver services and programs to meet the needs of the community where Council has a direct influence.</i>	Know your neighbours <i>Neighbours can be each other's security allies. They can keep an eye on property and report suspicious behaviour.</i>
Leader <i>Act as leader and identify key community safety issues that stakeholders should respond to.</i>	Know your community <i>Watching out for, support or assist vulnerable members in the community when needed.</i>
Collaborator <i>Support and work in partnership with stakeholders to deliver benefits to the community that improve the sense of wellbeing in the Dubbo Region.</i>	Know when to report <i>If you witness a crime or suspicious activity, take the time to report it to the appropriate authority.</i>
Advocator <i>Ensure major priorities from the community are known and promoted to other decision-making bodies, including Federal Government, State Government, local agencies, and organisations.</i>	Get informed <i>There are many online resources available to help you improve your safety, security and to prevent injury. Be on the look-out for workshops in your area.</i>
	Use your voice <i>Report any public maintenance issues such as lighting faults and graffiti. The look and feel of an area can impact perceptions of safety.</i>

Visit [DRC&ME](https://eservice.dubbo.nsw.gov.au) to report lighting faults and graffiti: eservice.dubbo.nsw.gov.au



or scan the QR code

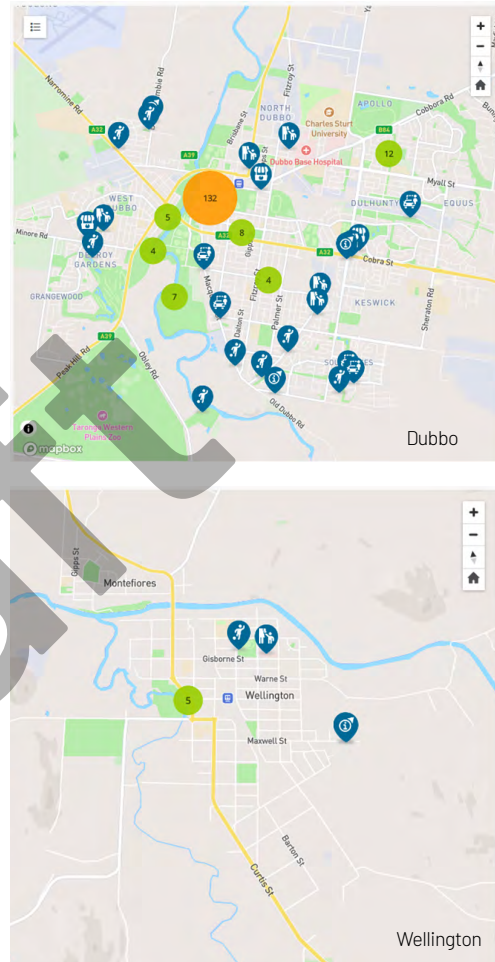
What our community told us

In 2024, Council gained valuable insights from the community through various engagement activities, including the Community Insights and Input surveys and the Community Safety and Crime Prevention consultations. These activities helped shape the focus areas for this plan.

Our community told Council that key public issues, such as community safety, crime prevention, homelessness, and the need for increased police presence were the top priorities for the next decade. Through this plan, we acknowledge the need to enhance perceptions of our Local Government Area as a safe place to live, work, and play, as well as to foster a sense of harmony, cohesion, and inclusivity across our community.

Community members participating in the Community Safety and Crime Prevention survey's pin drop mapping activity identified a total of 217 locations in the Local Government Area. The majority of the locations were identified in Dubbo (201), primarily within the Central Business District. In Wellington nine locations were identified and the remaining across our Villages.

The community responses to the pin drop mapping activity indicated that they viewed Closed Circuit Television (CCTV) and lighting interventions as major deterrents in addressing their concerns about their safety, especially after dark. Perceiving public spaces as well-maintained would improve visibility, make places more accessible and more attractive locations to visit and enjoy. Concerns about anti-social behaviour and feelings of vulnerability as female residents were also highlighted by pin drop respondents. Additional vision statements by community members informed Council about the perceptions and thoughts of the community regarding community safety and crime prevention.



	<p>Safety concerns from areas identified on the pin drop map activity included:</p> <ul style="list-style-type: none"> • Anti-social behaviour • After dark feels unsafe • Feeling vulnerable as a female resident
	<p>The concerns prevent me from:</p> <ul style="list-style-type: none"> • Parking my car • Shopping • Walking/running or exercise
	<p>Interventions identified to improve these concerns included:</p> <ul style="list-style-type: none"> • CCTV • Lighting • Maintenance and upkeep

Community said "I want..."

“
To feel safe as a female in
the community
”

“
A sense of trust and support
among neighbours
”

“
To shop, live and enjoy leisure without
fear of anti-social behaviour
”

“
To be able to walk freely and safely
in any area without fear
”

“
To feel safe to walk down
the main street
”

“
To exercise at night with the benefit of
well-lit exercise areas
”

“
To know I can park my car safely
on a street
”

“
To access public spaces and feeling safe
outside my home after dark
”

“
To be proud to welcome tourists
to my region
”

“
To walk during the day and early evening/
morning with confidence for my safety
”

“
I am an older person. I should be able to
go to Macquarie Street without the
fear of being knocked over
”

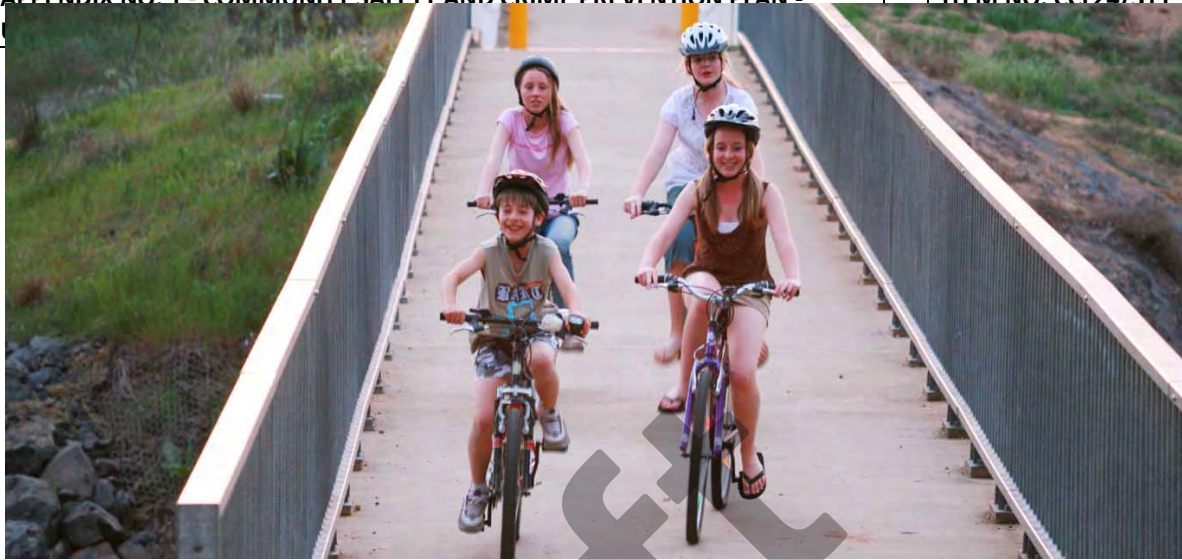
“
To feel safe in our homes, in our streets,
while shopping and
accessing local facilities
”

“
A safe community where all
socio-economic , ethnic, disabled and
gender groups face minimal risk to their
person, family, and property
”

“
A safe community where everyone feels
secure, respected and protected
”

“
A safe and connected community that is
like a woven tapestry - individual
threads coming together to
create something beautiful
”

“
To be able to go for a walk around my
neighbourhood without feeling unsafe
”



Community said "We need..."

“ CCTV in a variety of places ”

“ Perpetrators of repeated violent offences not to be granted bail ”

“ A youth drop-in facility with mentors, counsellors, sports, activities and links to services, a place to be ”

“ Public spaces that are accessible and well cared for ”

“ A safe community requires engagement of citizens, Council and police to work collaboratively ”

“ Brighter street lighting ”

“ Town CBDs that are bright and clean ”

“ Local criminal justice system, local government, regional health services and for at-risk groups to work together ”

“ More police presence and patrols at night 2-6am ”

“ A larger police presence in the CBD and carparks at nighttime ”

“ Transport, especially after dark ”

“ Camps to be removed from river- I don't like walking down there anymore by myself ”

“ Public spaces that are well lit ”

“ A place for troubled youth to go to feel safe ”

“ More streetlights so I can run on a well-lit street early in the morning ”

“ Youth to be held accountable for vandalism ”

“ A bigger police presence ”

“ Playgrounds that are free of needles and broken glass ”

Community expects the Plan to...

“ Be monitored and visible against safety measures ”

“ Have clear action descriptions ”

“ Update community on action implementation via the webpage ”

“ Enhance safety across public spaces and infrastructure through considered planning and maintenance with community safety front of mind ”

“ Assist groups and stakeholders that deliver projects into the community ”

“ Advocate on behalf of vulnerable people and collaborate with service providers to assist in finding solutions ”

“ Be a cornerstone to other plans policies and strategies ”

Community expects Council staff to...

Implement and lead actions that will address reported community concerns and which will lead to positive outcomes for their perceptions of safety in public spaces and places.

Focus areas

It was through 12 months of holistic community and stakeholder consultation, that a diverse range of information was collected which set the direction of the Plan, with three distinct focus areas.

These focus areas have been identified with supporting objectives, actions and outcomes.

Focus Area 1:
 Creating safe public spaces and places

- Reduce opportunities for crime and antisocial behaviour through urban and environmental design and placemaking in public spaces
- Investigate opportunities to improve crime deterrents

Focus Area 2:
 Building partnerships and participation

- Increase safety awareness and participation with vulnerable people
- Maintain and strengthen relationships with key stakeholders, state agencies and authorities
- Facilitate and coordinate networks to support strategic action for the region

Focus Area 3:
 Community education and awareness

- Encourage neighbourhood and community connectivity
- Encourage community engagement and capacity through information sharing



Activating the plan

As a local government body, Council commits to playing a leadership role within the community it represents and can therefore advocate and collaborate to influence service providers and agencies active in the region.

Council can also ensure that the care of its public spaces follows a well-considered design and implementation program to promote community safety and to reduce the opportunity for criminal activity to occur.

Council's active roles as a **Provider, Leader, Collaborator** and **Advocate** are applied through various pathways that will ensure positive outcomes for community safety and crime prevention.

As a **Provider** and **Leader** Council has direct influence over urban planning and maintenance, provision and management of infrastructure and well-designed open public spaces. Carefully designed and well cared for streets and public spaces contribute to a sense of wellbeing and safety for people using them, facilitate opportunities for social connection between people and reduce the likelihood of crime occurring.

Council can enhance actual and perceived safety through:

- Applying situational crime prevention strategies when developing and managing public spaces.
- Ensuring compliance with legislation is adhered to in areas such as planning, traffic management, and responsible ownership of animals.
- Installing and maintaining effective lighting and CCTV networks, well designed and maintained parks, roads, and footpaths, and appropriate management of waste and graffiti.
- Contributing to positive community safety and health outcomes by establishing alcohol and smoke free zones.
- Sensitive and thoughtful open space infrastructure placement and provision that reflects community needs and best practice principles.

As a **Collaborator**, Council can:

- Support and partner with key stakeholders to deliver positive benefits for community safety and crime prevention in the region to promote growth and prosperity of the community it represents.
- Collaborate with local Police to create and disseminate awareness information on crime prevention and community safety.
- Increase community awareness of services available to them with the goal of providing better support, connections and outcomes for people experiencing vulnerable circumstances.
- Maintain and promote effective communication between Council and community members via established Council communication channels such as Customer Experience contact, YourSay, DRC&ME, Council's website, and social media channels.

As an **Advocate**, Council can ensure that major priority community concerns are known and communicated to the relevant bodies, such as the judicial system, NSW State Government, and Australian Federal Government.

Actions table

Focus Area: Creating safe public spaces and places

Key: CCP: Community Culture and Places SPE: Strategy Partnerships and Engagement IN: Infrastructure

Action	Responsible Division	Role of Council	2025/2026	2026/2027	2027/2028	2028/2029
Develop a management framework for the Dubbo CBD and Wellington Town Centre identifying current locational boundaries, key asset ownership and responsibilities.	SPE	Leader	●			
Undertake a street furniture audit of the Dubbo CBD and Wellington Town Centre. Review the audit findings, in consultation with asset owners and service providers, to develop recommendations that reduce opportunities for anti-social behaviours and pedestrian harassment. The review will consider alignment with other Council Plans such as the Disability and Inclusion Action Plan and Economic Development Action Plan.	CCP	Provider	●			
Undertake a survey of the current lighting operations of the open space network and key identified areas, which provides a high-level summary of the lighting status, regime and identified planned/future works/scheduled maintenance.	CCP	Provider	●			
Undertake a survey of the current lighting levels in the Dubbo CBD and identified areas* of safety concern, which provides a high-level summary of the lighting status, ownership and identified planned/future works/scheduled maintenance.	IN	Provider		●		
Council managed public amenities are assessed against safety by design standards and best practice principles with a finalised report to identify improvement areas, estimated costs, and prioritised recommendations.	CCP	Provider	●			
Council managed open space areas are assessed in line with Transport for NSW Safer Cities Program standard and best practice principles with a finalised report to identified improvement areas, estimated costs and prioritised recommendations.	CCP	Provider		●		
Actions and objectives of the Cultural Plan 2025 are considered alongside Council's other plans to ensure that activation of public spaces in the Dubbo CBD and Wellington Town Centre are strategically aligned.	CCP	Leader		●	●	●
Undertake a feasibility study for the provision of public phone charging stations in suitable public spaces and locations.	CCP	Provider		●		
Undertake a review of the CCTV Management Policy and develop a strategic program which considers future expansion of the CCTV network in line with other plans and strategies.	CCP	Provider	●		●	
Identify and map Council owned and managed car parks in Dubbo and Wellington, and undertake a safety audit. The finalised report must provide recommendations to address matters identified in the safety audit.	CCP		●			

Action	Responsible Division	Role of Council	2025/2026	2026/2027	2027/2028	2028/2029
Undertake a survey on compliance, directional and behavioural signage within the Dubbo CBD and Wellington Town Centre to identify discretionary and non-discretionary signage. Align non-discretionary signage with other plans and strategies to ensure consistent messaging.	CCP	Provider			●	
Develop and roll-out Child Safe Standard Policy and Child Safe Standard Code of Conduct eLearning for all Council employees, which includes a refresher program.	CCP	Leader	●	●	●	●
Develop a protocol for responding to homelessness and antisocial behaviour in spaces and places that are owned by Council.	CCP	Leader		●		
Develop a Graffiti Response Management Policy.	CCP	Leader			●	
As part of ongoing monitoring and evaluation of the Plan: individual geographic points of safety concern from the 'drop-pin' exercise are surveyed annually to report on the action/s taken to address safety concerns. (*Identified areas)	CCP	Leader		●	●	



Focus Area: Building partnerships and participation

Key: CCP: Community Culture and Places SPE: Strategy Partnerships and Engagement IN: Infrastructure

Action	Responsible Division	Role of Council	2025/2026	2026/2027	2027/2028	2028/2029
Establish a Community Safety and Crime Prevention Reference Group, including a charter and appropriate reporting mechanisms.	CCP	Leader	●			
Develop a resource document for business owners in relation to community safety and crime prevention which identifies the role of Council and channels to share insights.	SPE	Leader	●			
Develop and implement a Youth Action Plan.	CCP	Leader	●			
Investigate opportunities to improve perceptions of public safety in shopping centres and business venues through collaboration with key stakeholders.	SPE	Advocate	●			
Work with Transport for NSW and local Taxi service providers to identify and investigate feasibility and suitability of community safety matters in the Dubbo CBD specifically after-hours popular collection points.	CCP	Collaborator			●	

Action	Responsible Division	Role of Council	2025/2026	2026/2027	2027/2028	2028/2029
Undertake targeted user group consultation to inform the development of a Nocturnal Exercise Strategy. The strategy should respond to community needs and consider sustainable networks of illuminated routes/locations for nocturnal exercise.	CCP	Leader	●			
Public spaces and places are designed with the application of Transport for NSW Safer Cities Program, which has a focus on helping improve perceptions of safety by women, girls and gender diverse people.	CCP	Leader	●	●	●	●
Targeted communications are undertaken with property owners of vacant places that are known to accommodate and attract homeless and/or antisocial behaviours, and to advocate for appropriate actions to minimise undesired use.	CCP	Collaborator	●		●	



Focus Area: Community education and awareness

Key: CCP: Community Culture and Places SPE: Strategy Partnerships and Engagement IN: Infrastructure

Action	Responsible Division	Role of Council	2025/2026	2026/2027	2027/2028	2028/2029
Develop and implement a program of 'evergreen messaging' regarding community safety matters that are relevant and applicable to the Local Government Area. Partner with Government and Non-government stakeholders to reinforce messages of local priority.	CCP	Collaborator	●	●	●	●
Collaborate with sharing service operators in adhering to the Public Spaces (Unattended Property) Act 2021 (and associated regulations). Primary focus on efficient collection of shopping trolleys from public streets.	SPE	Collaborator		●		
Explore feasible options to disseminate a services register to assist community members in finding local service providers.	CCP	Collaborator	●			

Measuring progress

Measuring and reporting on the action plan helps everyone understand how the region is progressing in delivering improved community safety and crime prevention outcomes. In addition to internal quarterly updates, an annual report will be developed and provided to community. These reports will track progress, inform future bodies of work and will support evidence-based decision making.

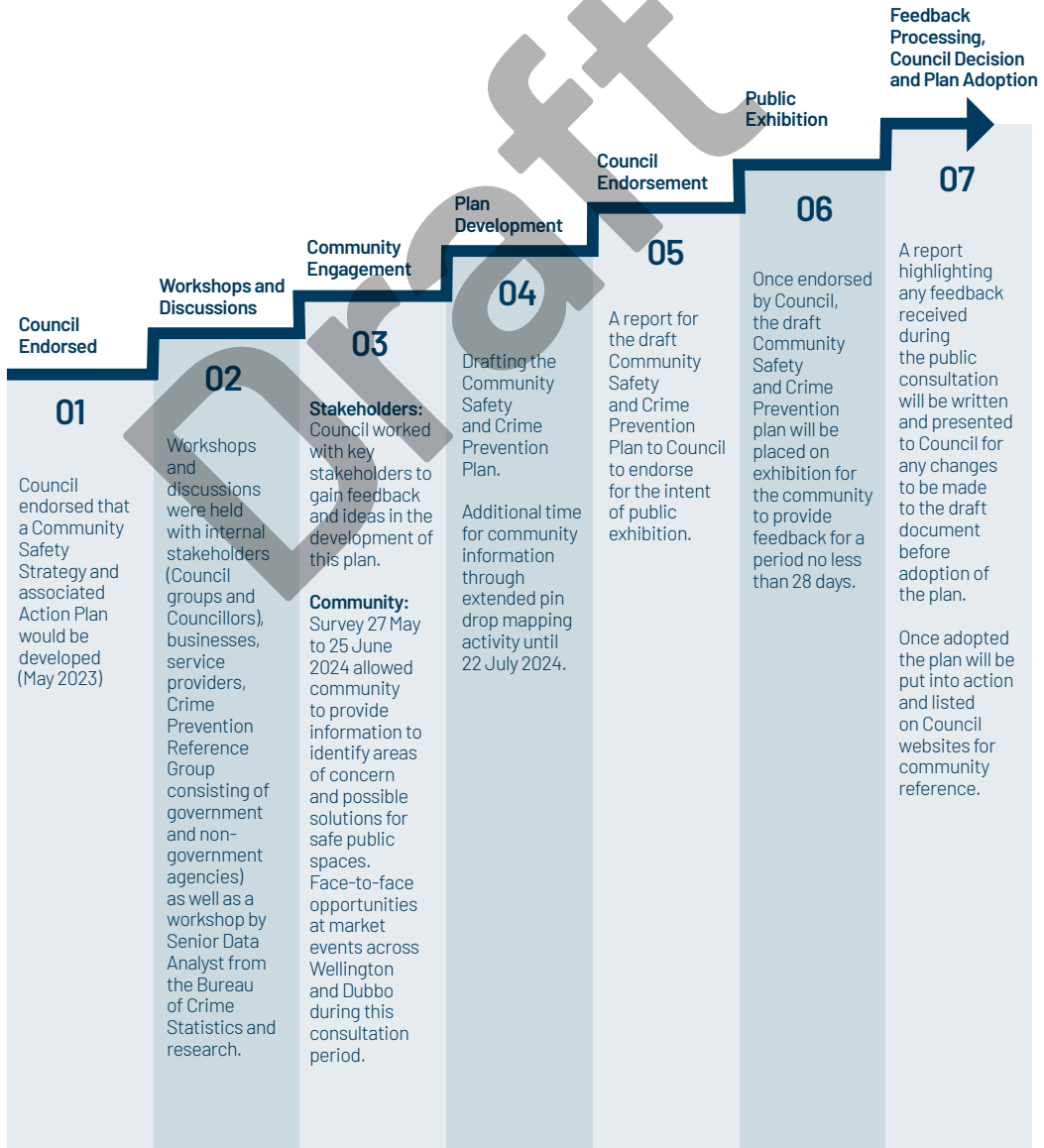
The Community Insights biennial survey provides quantifiable community insights on Council's services and living within the Dubbo Region. These figures are analysed and assessed against Council's corporate measures in a broader regional and environmental context to inform our priorities and actions.

The LGA is a safe place to live, work and play.	2024 37%	2022 70%	2019 78%
--	--------------------	--------------------	--------------------

How we developed this plan

Dubbo Regional Council developed this plan through a process of research and community consultation. To seek an understanding of our region's crime profile, we analysed regional crime statistics via the NSW Bureau of Crime Statistics and Research (BOCSAR), as well as consulted government law enforcement and justice agencies.

Workshops were held with internal stakeholders (Council staff and Councillors), as well as with external stakeholders (e.g., businesses) to gain insights into what a desirable community looks like in terms of community safety and crime prevention. This was followed by public community consultation through the Community Insights and Input Survey, as well as the Community Safety and Crime Prevention Community Engagement surveys conducted during 2024. These surveys collected information from community members through online opportunities (YourSay page, Dubbo Regional Council website), phone, and in-person or face-to-face opportunities at pop-up stalls during the community consultation periods. Additional conversations with members representing service provider agencies, social community groups, and sporting community groups assisted in building a broader understanding of the views, concerns, and suggestions to help inform the development of this plan.



Draft

Cnr Church and Darling streets, Dubbo
Cnr Nanima Crescent and Warne Street, Wellington
Ph: (02) 6801 4000
dubbo.nsw.gov.au



Appendix 2 – Community Safety & Crime Prevention Plan Survey – Snap shot



40 days of engagement
 • 15 May - 24 June 2024



Digital engagement

- 23 social media posts & stories
 - 10,201 impressions
 - 155 engagements
- 8 targeted advertisements across 3 campaigns
 - 179,573 reach
 - 222,190 engagements



Impressions: the number of times a post appears
 Engagements: the number of times a post was interacted with - which can be likes, shares, comments etc)



Direct stakeholder engagement

- 3 Reference group forums held
- 5 Interagency presentations/consultations
- 7 Meetings with stakeholders across Orana Mid-Western Police, justice and social agencies.
- 5 Community Committee Meetings consultation sessions
 - Disability and Inclusion Advisory Committee
 - Social Justice Committee
 - Youth Council
 - Wellington Town Committee
 - Multicultural Advisory Committee



2,871 visits to YourSay page

- 419 total contributions
 - 217 contributions to the Mapping pin drop activity
 - 124 contributions to the Visions activity
 - 244 upvotes for contributions
 - 70 contributions to the Approach survey
 - 8 members requested to keep updated
- 62 Followers of the page



Traditional media

- 1 media releases distributed
 - 2 mentions on Prime TV
- Radio promotions across 6 radio stations
 - 2DU - 111 mentions
 - 2BS - 1 mentions
 - Triple M - 107 mentions
 - Binjang
 - DCFM
 - ABC Western Plains
- 7 newspaper advertisements in the Daily Liberal, Dubbo Photo News and Wellington District Leader
- Articles published in the Daily Liberal and Dubbo Photo News reached an audience of 28.4K



Community events and activities

- 4 Face-to-face targeted Pop-up Community Conversation events
- 1 targeted Business information session



REPORT: September 2024 Quarterly Budget Review Statement

DIVISION: Organisational Performance
REPORT DATE: 5 November 2024
TRIM REFERENCE: ID24/2066

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none"> Seek endorsement Adopt funding Provide review or update Fulfil legislated requirement/Compliance 	
Issue	<ul style="list-style-type: none"> The quarterly review for the period ending 30 September 2024 of Council’s 2024/2025 Budget Review Statements shows satisfactory implementation with the current financial position estimated to be a balanced budget. 	
Reasoning	<ul style="list-style-type: none"> In accordance with the requirements of Section 203(2) of the Local Government (General) Regulations 2021, I now advise that the Chief Financial Officer, as the Responsible Accounting Officer of Dubbo Regional Council has reported that they consider the attached Quarterly Operational Plan Review Statements indicate that the financial position of the Council is satisfactory. This is on the basis that the “result” for the year is a balanced budget. 	
Financial Implications	Budget Area	Organisational Performance
	Funding Source	Cost of proposed variations are within the adopted budget 2024/2025.
Policy Implications	Policy Title	There are no policy implications arising from this report.

STRATEGIC DIRECTION

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

Theme: 4 Leadership
 CSP Objective: 4.1 Council provides transparent, fair and accountable leadership and governance
 Delivery Program Strategy: 4.1.4 Statutory requirements are met and services are provided in a cost-effective and timely manner

RECOMMENDATION

- 1. That the Quarterly Budget Review Statements as at 30 September 2024, as attached to the report of the Director Organisational Performance dated 5 November 2024, be adopted and such sums voted for such purpose.**
- 2. That the Statement of the Responsible Accounting Officer that Council is in a satisfactory financial position having regard to the changes herewith to the original budget, be noted.**

Jane Bassingthwaighe
Director Organisational Performance

SW
Chief Financial Officer

BACKGROUND

The Local Government (General) Regulation 2021 requires the Responsible Accounting Officer to submit, on a quarterly basis to Council, a budget review statement that shows a revised estimate of the income and expenditure for the year as follows:

Section 203 of the Local Government (General) Regulation 2021 provides as follows:

- (1) *“Not later than two months after the end of each quarter, the responsible accounting officer of a council must prepare and submit to the council a budget review statement that shows, by reference to the estimate of income and expenditure set out in the statement of the council’s revenue policy including in the Operational Plan for the relevant year, a revised estimate of the income and expenditure for that year.*
- (2) *A budget review statement must include or be accompanied by:*
 - (a) *a report as to whether or not the responsible accounting officer believes that the statement indicates that the financial position of the council is satisfactory, having regard to the original estimate of income and expenditure; and*
 - (b) *if that position is unsatisfactory, recommendations for remedial action.*
- (3) *A budget review statement must also include any information required by the Code to be included in such a statement.”*

REPORT

September 2024 Quarterly Review

The Responsible Accounting Officer has reported in respect of the September 2024 Quarterly Review of Council’s Budget as follows:

In accordance with the requirements of Section 203(2) of the Local Government (General) Section 2021, I now advise that, as the Responsible Accounting Officer of Dubbo Regional Council, it is considered that the attached Quarterly Financial Review Statements indicate that the financial position of the Council is satisfactory. This is on the basis that the forecast “result” for the year is a balanced budget.

The Quarterly Budget Review Statement for the September 2024 quarter (**Appendix 1**) includes:

- The actual result for 2023/2024.
- The original adopted budget for 2024/2025.
- The approved budget variations for the September 2024 quarter.

The key highlights of Council’s first quarter for 2024/2025 are:

- Schedule 2 - Income & Expenses Budget Review Statement - Consolidated
 - The Income and Expenses Budget Review Statement shows that the surplus from operations (including capital grants and contributions) for the year is forecast as \$10.10M comprising Income of \$193.96M and Expenses of \$183.86M.

- After deducting \$34.62M of projected Grants and Contributions to be received for Capital Purposes the projected net operating deficit for the year is \$24.53M.
- Schedule 5 - Cash & investments budget review statement
 - Total Cash and Investments of \$301.86M at 30 September 2024 including a significant portion being restricted for specific purposes.
- Schedule 7 - Capital Budget Review
 - Projected full year Capital Expenditure is expected to be \$111.93M, which is a \$26.78M increase from what was forecast in the original Budget.

Some of the key areas that have been adjusted during the quarter include:

- Increase in income from rates and annual charges of \$1.93M mainly due to additional income from supplementary levies, including ordinary rate income, water access charges, sewerage charges and waste annual charges (QBRs, Schedule 4 – Note 1).
- Increase in income from user fees and charges of \$1.31M mainly due to additional income from yard dues and licence fees at the Dubbo Regional Livestock Markets following the revised status quo model adopted (QBRs, Schedule 4 – Note 2).
- Increase in income from other revenues of \$0.26M mainly due to additional expected planning income from building and development services (QBRs, Schedule 4 – Note 3)
- Increase of \$1.99M in operating grant income and corresponding operating expenditure across various areas in the organisation (QBRs, Schedule 4 – Note 4 and Note 8).
- Increase in capital grant income forecast overall of \$15.07M to account for planned works (QBRs, Schedule 4 – Note 5).
- A decrease in net gain from disposal of assets of \$5.71M mainly due to the reduction in expected income and associated development costs for Keswick Estate Stage 5 Release 2 (QBRs, Schedule 4 – Note 6).
- A decrease in Employee Benefits and On-costs of \$0.52M mainly due to savings associated with workers compensation premiums (QBRs, Schedule 4 – Note 7).
- Materials and Service expenditure has increased by \$4.80M across various areas in the organisation, which is offset by the additional operating income forecast (QBRs, Schedule 4 – Note 8).
- Other expenses expenditure has increased by 0.24M across various areas in the organisation offset by additional operating income (QBRs, Schedule 4 – Note 9).

Budget variations and performance

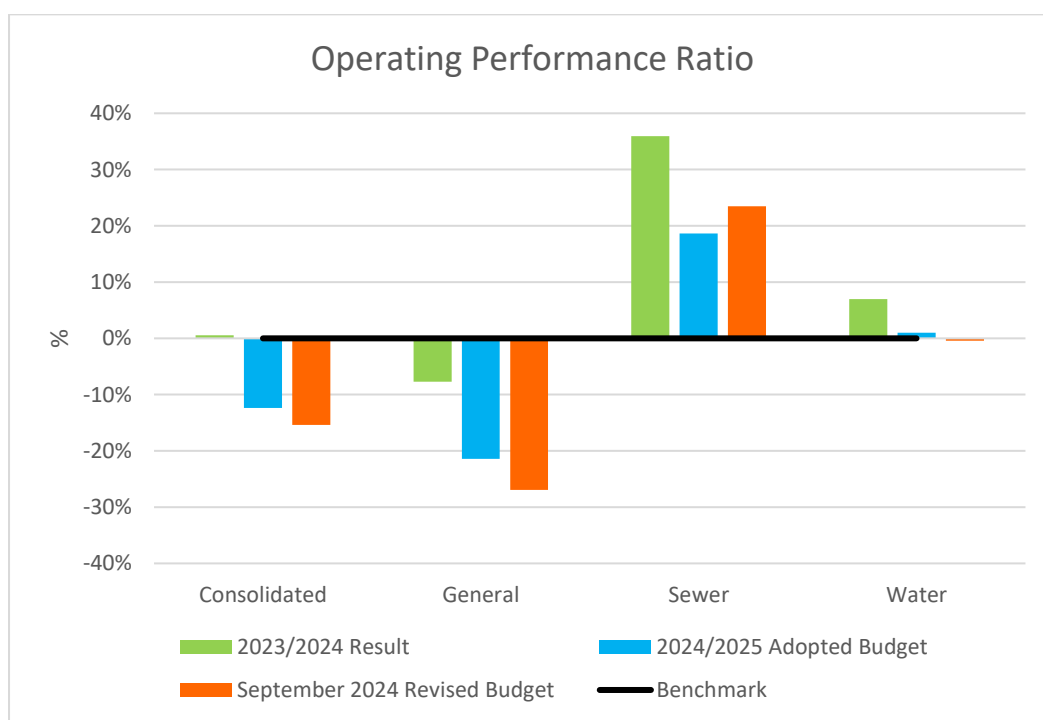
The tables and graphs below provide the projected full year operating position for the consolidated, general, sewer and water funds before capital items.

Net operating result before capital items; this shows Council’s operating income excluding capital grant income, less operating expenditure by Fund (QBRS, Schedule 2 - Income & expenses budget review statement).

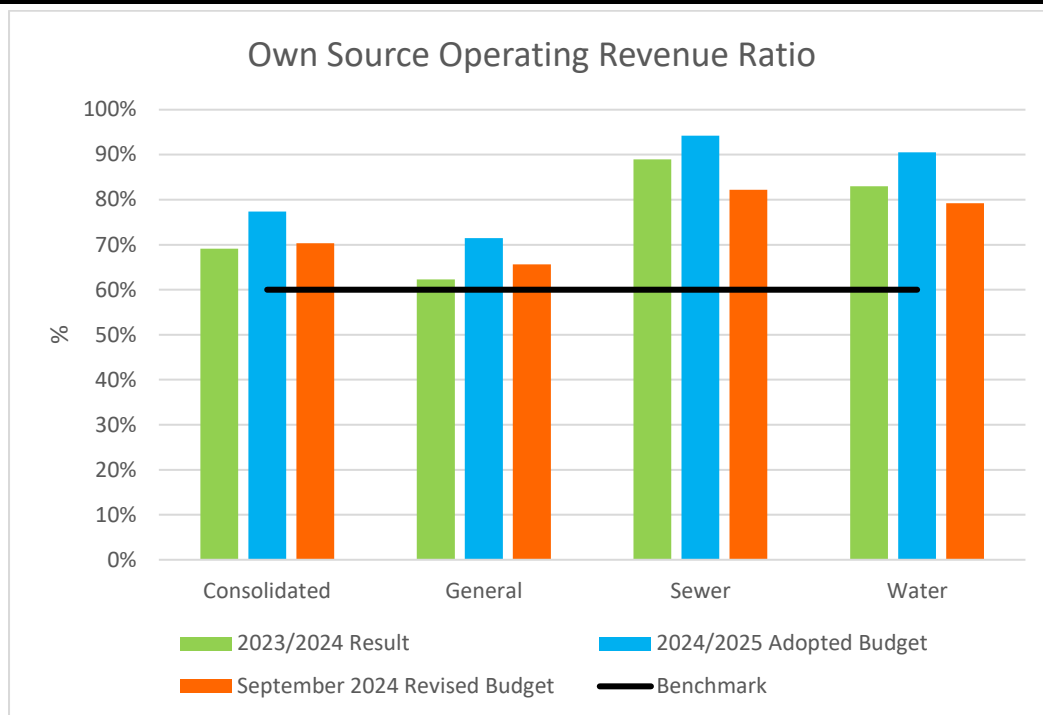
	Actual Result 2023/2024 \$ '000	2024/2025 Adopted Budget \$ '000	September 2024 Revised Budget \$ '000
Consolidated	(3,543)	(19,779)	(24,526)
General Fund	(13,093)	(24,008)	(29,747)
Sewer Fund	8,426	3,969	5,335
Water Fund	1,124	260	(115)

Summary of QBRS, Schedule 2. Income & expenses budget review statement by Fund

Operating Performance Ratio; this measures Council’s achievement of containing operating expenditure within operating revenue and the benchmark is greater than 0.0%.



Own Source Operating Revenue Ratio; this ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions and the benchmark is greater than 60.0%.



The table below provides the projected full year operating position for the key financial units of Council.

Key Service Units	2024/2025 Adopted Budget			September 2024 Revised Budget		
	OP Ratio	OSI Ratio	\$ '000	OP Ratio	OSI Ratio	\$ '000
Dubbo Regional Airport	-3.5%	100.0%	(230)	-5.7%	100.0%	(369)
Dubbo Regional Livestock Markets	-16.9%	100.0%	(675)	7.8%	95.1%	394
Property and Land Development	81.4%	100.0%	5,914	13.9%	100.0%	208
Rainbow Cottage	-28.0%	44.2%	(408)	-22.6%	42.3%	(344)

Summary of QBRs, Schedule 9 - Income & expenses budget review statement (by Business)

Projected full year Capital Expenditure is expected to be \$111.93M, which is a \$26.78M increase from what was forecast in the original budget (QBRs, Schedule 7 - Capital Budget Review). The major adjustments are as follows:

	Current Adopted Budget	September 2024 Variation	Revised Annual Forecast	Comment
Animal Shelter	\$6,000,000	\$1,099,231	\$7,099,231	Final costs relating to major project to be completed 2024/2025

Burrendong Way	\$0	\$3,427,829	\$3,427,829	Carried over project to be completed in 2024/2025.
Eulalie Lane Stage 1	\$0	\$1,048,192	\$1,048,192	Carried over project to be completed in 2024/2025.
Benolong Bridge Replacement	\$0	\$1,318,550	\$1,318,550	Carried over project to be completed in 2024/2025.
Advanced Waste Water Treatment Plant	\$0	\$3,600,000	\$3,600,000	Squadron energy PPP project
Troy Gully Sewer Pump Station - Major Upgrade	\$0	\$8,000,000	\$8,000,000	New prioritised project to address operational and safety requirements
Groundwater Infrastructure	\$0	\$2,683,307	\$2,683,307	Carried over project to be completed in 2024/2025.
Upgrade Fluoride Dosing System	\$0	\$2,200,000	\$2,200,000	Carried over project to be completed in 2024/2025.
Blueridge Link Road (Sheraton - Capital)	\$3,000,000	(\$2,965,000)	\$35,000	Reduction to current year budget to reflect anticipated expenditure relating to future years.
Newell Highway / River Street Intersection	\$10,300,000	(\$1,139,254)	\$9,160,746	Reduction to current year budget to reflect anticipated expenditure relating to future years.
Benolong Road Stage 3 -Benolong/Obley Road Intersection	\$1,353,123	(\$1,353,123)	\$0	Reduction to current year budget to reflect anticipated expenditure relating to future years.
Saxa Road (Maryvale Road - Bakers Lane)	\$2,213,287	(\$1,213,287)	\$1,000,000	Reduction to current year budget to reflect anticipated expenditure relating to future years.
Devils Hole Outfall Reconstruction	\$1,165,000	(\$1,161,941)	\$3,059	Reduction to current year budget to reflect anticipated expenditure relating to future years.

Monitoring and reporting on financial position

Council staff closely monitor and control Council's financial position. Procedures include:

- Weekly assessment of cash balances.
- Fortnightly assessment of Actuals versus Budget.
- Monitoring of daily cash inflows from rates and other sources.

- Monthly monitoring of financial performance is provided to the Executive Leadership Team.
- Bi-monthly meetings are held with the Financial Performance Committee
- Continuous monitoring of opportunities to reduce expenditure or increase revenue in order to close the forecast deficit.
- Review and discussion on the impact of any proposed budget adjustments or new initiatives.

Council will be informed on the financial position on an ongoing basis via:

- Quarterly budget reviews
- Financial Performance Committee meetings
- Ad-hoc briefings as required

Consultation

Quarterly Budget Review Statements (QBRS) are presented to Council for adoption following each quarter, allowing for public as well as Council scrutiny.

Resourcing Implications

Resourcing is appropriate for staff that ensure Council's Financial Position is maintained and reviewed.

APPENDICES:

- 1 [↓](#) September 2024 QBRS - Dubbo Regional Council

Dubbo Regional Council
Quarterly Budget Review Statement
for the quarter ended 30 September 2024

Table of contents	Page
1. Responsible accounting officer's statement	2
2. Income & expenses budget review statement's	
- Consolidated Fund	3
- General Fund	4
- Sewer Fund	5
- Water Fund	6
3. Quarterly income and expenditure summary	7
4. Recommended budget variations	8
5. Cash & investments budget review statement	10
6. Key performance indicator (KPI) budget review statement	11
7. Capital budget review statement	13
8. Contracts & other expenses budget review statement	23
9. Additional income & expenses budget review statement's	
- Dubbo Regional Airport	26
- Dubbo Regional Livestock Markets	27
- Property and Land Development	28
- Rainbow Cottage	29


Dubbo Regional Council
Quarterly Budget Review Statement
for the quarter ended 30 September 2024

1. Report by responsible accounting officer

The following statement is made in accordance with Section 203(2) of the Local Government (General) Regulations 2021:

30 September 2024

It is my opinion that the Quarterly Budget Review Statement for Dubbo Regional Council for the quarter ended 30/09/24 indicates that Council's projected financial position at 30/06/25 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:  _____ Date: 31-Oct-24

Stephanie Williamson
Responsible accounting officer

Dubbo Regional Council
Quarterly Budget Review Statement
for the quarter ended 30 September 2024

2. Income & expenses budget review statement

Income & expenses - Council Consolidated

(\$000's)	Actual figures 2023/2024	Original budget 2024/25	Variations for this Sep Qtr	Projected year end result	Actual YTD figures	Notes
Income						
Rates and annual charges	74,641	77,851	1,929	79,779	81,678	1
User charges and fees	54,418	45,858	1,307	47,165	8,328	2
Other revenues	3,505	3,335	258	3,593	1,336	3
Grants and contributions - operating	32,079	20,985	1,988	22,973	2,353	4
Grants and contributions - capital	33,122	19,555	15,069	34,624	3,028	5
Interest and investment revenue	12,971	8,836	9	8,845	3,630	
Other income	160	-	-	-	-	
Net gain from disposal of assets	-	2,694	(5,711)	(3,018)	(1,163)	6
Total income from continuing operations	210,896	179,113	14,848	193,961	99,189	
Expenses						
Employee benefits and on-costs	49,340	53,659	(517)	53,141	14,587	7
Materials and services	48,099	37,768	4,803	42,571	7,871	8
Borrowing costs	3,037	2,134	-	2,134	268	
Depreciation and amortisation	58,525	66,010	-	66,010	14,876	
Other expenses	17,827	19,767	241	20,007	6,501	9
Net Loss from disposal of assets	4,489	-	-	-	-	
Total expenses from continuing operations	181,317	179,337	4,526	183,863	44,104	
Net operating result from continuing operations	29,579	(224)	10,322	10,098	55,085	
Net Operating Result before Capital Items	(3,543)	(19,779)	(4,747)	(24,526)	52,058	

Dubbo Regional Council
Quarterly Budget Review Statement
for the quarter ended 30 September 2024

2. Income & expenses budget review statement

Income & expenses - General Fund

(\$000's)	Actual figures 2023/24	Original budget 2024/25	Variations for this Sep Qtr	Projected year end result	Actual YTD figures	Notes
Income						
Rates and annual charges	51,617	54,948	531	55,479	57,080	1
User charges and fees	30,716	26,439	1,267	27,706	6,632	2
Other revenues	3,369	3,176	255	3,431	1,254	3
Grants and contributions - operating	32,079	20,740	1,988	22,728	2,352	4
Grants and contributions - capital	24,286	15,789	7,346	23,136	2,223	5
Interest and investment revenue	7,332	4,080	1	4,080	1,774	
Other income	160	-	-	-	-	7
Net gain from disposal of assets	-	2,694	(5,711)	(3,018)	(1,173)	6
Total income from continuing operations	149,559	127,866	5,676	133,542	70,143	
Expenses						
Employee benefits and on-costs	38,209	46,744	(561)	46,183	12,995	7
Materials and services	37,535	19,875	4,527	24,401	3,663	8
Borrowing costs	1,380	636	-	636	45	
Depreciation and amortisation	45,093	53,430	-	53,430	11,618	
Other expenses	12,675	15,400	103	15,503	5,552	9
Net Loss from disposal of assets	3,474	-	-	-	-	
Total expenses from continuing operations	138,366	136,084	4,069	140,153	33,873	
Net operating result from continuing operations	11,193	(8,219)	1,607	(6,611)	36,270	
Net Operating Result before Capital Items	(13,093)	(24,008)	(5,739)	(29,747)	34,046	

Dubbo Regional Council
Quarterly Budget Review Statement
for the quarter ended 30 September 2024

2. Income & expenses budget review statement

Income & expenses - Sewer Fund

(\$000's)	Actual figures 2023/24	Original budget 2024/25	Variations for this Sep Qtr	Projected year end result	Actual YTD figures	Notes
Income						
Rates and annual charges	14,609	13,995	1,421	15,416	15,578	1
User charges and fees	5,984	4,721	3	4,724	1,485	
Other revenues	122	117	(5)	111	35	
Grants and contributions - operating	-	118	-	118	1	
Grants and contributions - capital	2,958	1,176	3,600	4,776	908	5
Interest and investment revenue	3,103	2,337	-	2,337	1,221	
Other income	-	-	-	-	-	7
Net gain from disposal of assets	-	-	-	-	-	
Total income from continuing operations	26,776	22,464	5,018	27,482	19,228	
Expenses						
Employee benefits and on-costs	4,400	3,759	-	3,759	734	
Materials and services	2,390	5,874	50	5,924	1,655	
Borrowing costs	427	337	-	337	105	
Depreciation and amortisation	6,343	5,718	-	5,718	1,553	
Other expenses	1,700	1,631	1	1,633	309	
Net Loss from disposal of assets	132	-	-	-	-	
Total expenses from continuing operations	15,392	17,319	51	17,370	4,356	
Net operating result from continuing operations	11,384	5,145	4,967	10,112	14,872	
Net Operating Result before Capital Items	8,426	3,969	1,367	5,335	13,964	

Dubbo Regional Council
Quarterly Budget Review Statement
for the quarter ended 30 September 2024

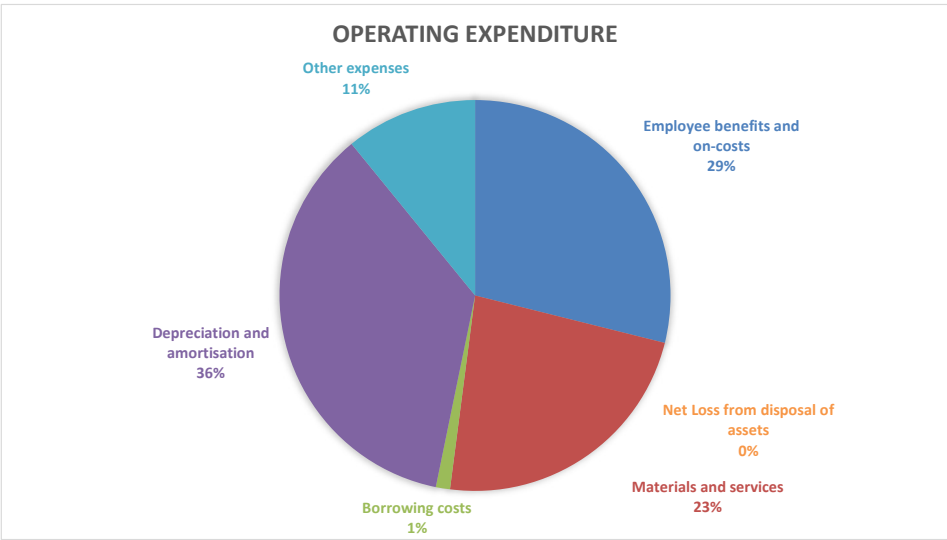
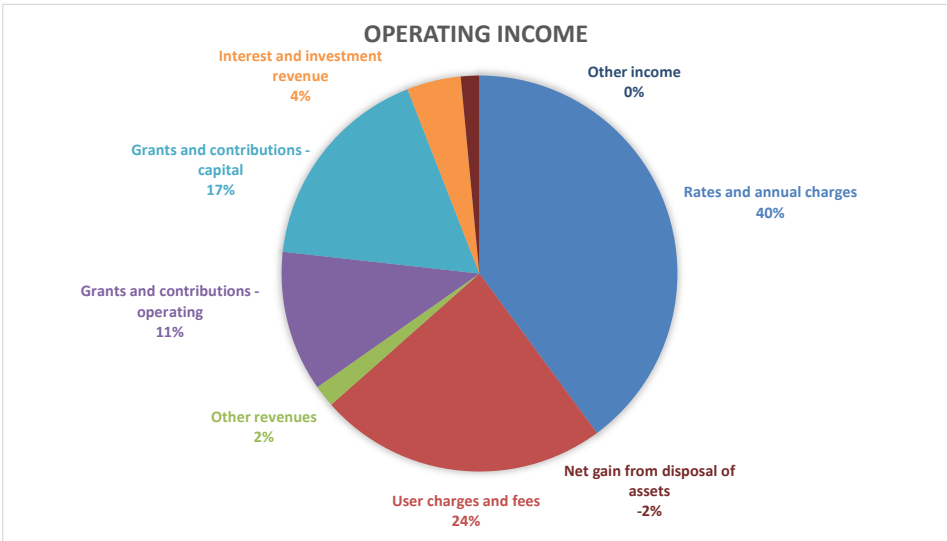
2. Income & expenses budget review statement

Income & expenses - Water Fund

(\$000's)	Actual figures 2023/24	Original budget 2024/25	Variations for this Sep Qtr	Projected year end result	Actual YTD figures	Notes
Income						
Rates and annual charges	8,415	8,907	(23)	8,885	9,019	1
User charges and fees	17,718	14,697	37	14,735	211	
Other revenues	14	42	8	51	47	
Grants and contributions - operating	-	127	-	127	1	
Grants and contributions - capital	5,878	2,589	4,123	6,712	(103)	5
Interest and investment revenue	2,536	2,420	9	2,428	635	
Other income	-	-	-	-	-	7
Net gain from disposal of assets	-	-	-	-	9	
Total income from continuing operations	34,561	28,783	4,154	32,937	9,819	
Expenses						
Employee benefits and on-costs	6,731	3,156	44	3,199	858	
Materials and services	8,174	12,019	227	12,246	2,553	8
Borrowing costs	1,230	1,161	-	1,161	118	
Depreciation and amortisation	7,089	6,862	-	6,862	1,706	
Other expenses	3,452	2,735	136	2,872	640	9
Net Loss from disposal of assets	883	-	-	-	-	
Total expenses from continuing operations	27,559	25,933	406	26,340	5,875	
Net operating result from continuing operations	7,002	2,850	3,748	6,597	3,944	
Net Operating Result before Capital Items	1,124	260	(375)	(115)	4,048	

Dubbo Regional Council
Quarterly Budget Review Statement
 for the quarter ended 30 September 2024

3. Quarterly Income and Expenditure Summary



Dubbo Regional Council
Quarterly Budget Review Statement
for the quarter ended 30 September 2024

4. Recommended Budget Variations

Budget Variations being recommended include the following material items:

Note	Resource Group	Fund	Function	Budget Increase / (Decrease) \$'000	Details Of Material Movements
	<u>Income</u>				
1	Rates and annual charges			1,929	
		General Fund	Rates and General Revenue	531	Additional ordinary rating income from supplementary levies, additional drainage services charges and domestic waste annual charges
		Water Fund	Water Supply	(22)	Reduction in water access charges
		Sewer Fund	Sewerage Services	1,420	Additional residential sewerage charges
2	User charges and fees			1,307	
		General Fund	Dubbo Regional Livestock Markets	1,093	Additional income from yard dues and licences fees following revised status quo model adopted
		General Fund	Strategic Partnership and Investment	180	Expected income from production of guides brought forward
			Various functions	34	Various minor fluctuations in income across multiple functions
3	Other revenues			258	
		General Fund	Building and Development Services	250	Additional expected planning income
			Various functions	8	Various minor fluctuations in income across multiple functions
4	Grants and contributions - operating			1,988	
		General Fund	Growth Planning	680	Grant - Implementing NW URA
		General Fund	Growth Planning	580	Grant - Regional Housing Strategies
		General Fund	Strategic Partnership and Investment	290	Grant - Dept Reg NSW - Reg Drought Resilience
		General Fund	Strategic Partnership and Investment	200	Contribution - REACT Bus Case
			Various functions	238	Various minor fluctuations in income across multiple functions
5	Grants and contributions - capital			15,069	
		General Fund	Dubbo Regional Livestock Markets	261	Grant - State and Regional Development Funding for Sheep & Goat EID Tagging
		General Fund	Open Space	396	Grant - NSW Prem Dept - Nth Regand Park Picnic
		General Fund	Open Space	473	Grant - Dept PH&I - Teamsters Park Tennis courts
		General Fund	Open Space	256	Contributions - 7.11 Central Dubbo
		General Fund	Open Space	109	Contributions - 7.11 Citywide Planning Unit Component
		General Fund	Project Management Office	(201)	Grant - Destination Dubbo
		General Fund	Roads Network	(917)	FCR - Saxa Rd (Maryvale Rd - Bakers Ln)
		General Fund	Roads Network	333	LRCI 3 - Benelong Bridge
		General Fund	Roads Network	528	LRCI 4 Tamworth / Darling St Roundabout
		General Fund	Roads Network	428	LRCI 4 - Gipps St Footpath and K&G
		General Fund	Roads Network	342	LRCI 4 - Brisbane St Footpath and K&G
		General Fund	Roads Network	624	Benelong Bridge
		General Fund	Roads Network	75	FCB - Molong St Stuart Town
		General Fund	Roads Network	612	LRCI 3 - Eulalie Lane Stg 1
		General Fund	Roads Network	195	Fixing Country Bridges - Benelong
		General Fund	Roads Network	3,427	SRP - Burrendong Way
		General Fund	Roads Network	(109)	5157 - 2021 - 2023 CPTIGS Funding
		Sewer Fund	Sewerage Services	3,600	Advanced Waste Water Treatment Plant
		Water Fund	Water for the Future	4,122	Drought Groundwater Infrastructure Project
		General Fund	Wiradjuri Tourism Centre	700	Wiradjuri Tourism Centre - Create NSW
			Various functions	(185)	Various minor fluctuations in income across multiple functions
6	Net gain from disposal of assets			(5,711)	
		General Fund	Property and Land Development	(5,711)	Keswick SSR2 sale income to be received in future years

<u>Expenditure</u>			
7	Employee benefits and on-costs		(517)
	<i>General Fund</i>	Employment Overheads	(876) Savings from workers compensation premiums
	<i>General Fund</i>	People Culture and Safety	150 Corporate training costs carried from previous financial year
		Various functions	209 Various minor fluctuations across various functions
8	Materials and services		4,803
	<i>General Fund</i>	Corporate Governance	127 Additional costs for internal audit and legal
	<i>General Fund</i>	Fleet Services	1,091 Additional plant/vehicle running expenses
	<i>General Fund</i>	Growth Planning	1,356 Additional regional housing strategies and NW URA project - grant funded
	<i>General Fund</i>	Open Space	227 Mainly due to part 5 tree planting project carried over from previous financial year
	<i>General Fund</i>	People Culture and Safety	200 Additional workhealth and safety program costs
	<i>General Fund</i>	Roads Network	(202) Mainly due to reduction of costs for regional road preservation maintenance and repair
	<i>General Fund</i>	Roads Network	114 Burraway Pit Quarry Rehabilitation
	<i>General Fund</i>	Strategic Partnerships and Investment	951 Mainly due to Regional Drought Resilience - Grant funded and industry contributed programs
	<i>Water Fund</i>	Water Supply	187 Mainly due to increased reticulation maintenance costs
		Various functions	866 Various minor fluctuations across multiple functions
9	Other expenses		241
	<i>Water Fund</i>	Water Supply	134 Water Quality Management System Software
		Various functions	107 Various minor fluctuations across multiple functions

Note:

These are the material variance, defined as greater than \$100,000 or 10% of the total budget Council has the opportunity to review and approve variances to the original budget for the year in the QBRs. Any changes to the budget must be approved by Council and Councillors need to be aware by resolving to accept this QBRs they are approving the proposed changes.

Dubbo Regional Council
Quarterly Budget Review Statement
for the quarter ended 30 September 2024

5. Cash & investments budget review statement

Cash & investments - Council Consolidated

(\$000's)	Projected year end result
Externally restricted ⁽¹⁾	
General Fund	45,177
Water Fund	61,687
Sewer Fund	88,086
Total externally restricted	<u>194,949</u>
<small>(1) Funds that must be spent for a specific purpose</small>	
Internally restricted ⁽²⁾	
General Fund	83,121
Total internally restricted	<u>83,121</u>
<small>(2) Funds that Council has earmarked for a specific purpose</small>	
Unrestricted (ie. available after the above Restrictions)	5,000
Total Cash & investments	<u>301,856</u>

Investments

Investments have been invested in accordance with Council's Investment Policy.

Cash

The Cash at Bank figure included in the Cash & Investment Statement totals \$301,856,129

This Cash at Bank amount has been reconciled to Council's physical Bank Statements.
The date of completion of the 30 September 2024 bank reconciliation is 03/10/24

Dubbo Regional Council
Quarterly Budget Review Statement
 for the quarter ended 30 September 2024

6. Key performance indicators budget review statement - Industry KPI's (OLG)

Budget review for the quarter ended 30 September 2024

NSW local government industry key performance indicators (OLG):

General Fund

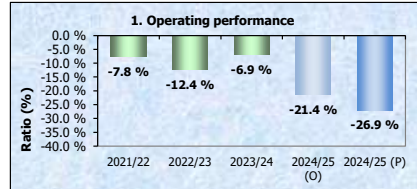
1. Operating performance

$$\frac{\text{Operating revenue (excl. capital) - operating expenses}}{\text{Operating revenue (excl. capital grants \& contributions)}}$$

Benchmark

> 0.00%

This ratio measures Council's achievement of containing operating expenditure within operating revenue.

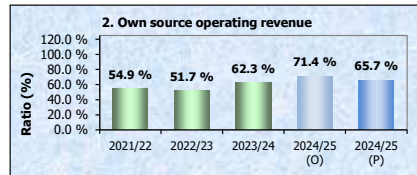


2. Own source operating revenue

$$\frac{\text{Operating revenue (excl. ALL grants \& contributions)}}{\text{Total Operating revenue (incl. capital grants \& cont)}}$$

> 60.00%

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions.



Sewer Fund

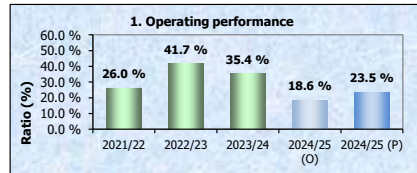
1. Operating performance

$$\frac{\text{Operating revenue (excl. capital) - operating expenses}}{\text{Operating revenue (excl. capital grants \& contributions)}}$$

Benchmark

> 0.00%

This ratio measures Council's achievement of containing operating expenditure within operating revenue.

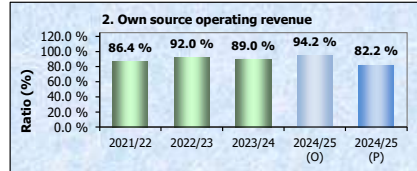


2. Own source operating revenue

$$\frac{\text{Operating revenue (excl. ALL grants \& contributions)}}{\text{Total Operating revenue (incl. capital grants \& cont)}}$$

> 60.00%

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions.



Dubbo Regional Council
Quarterly Budget Review Statement
 for the quarter ended 30 September 2024

6. Key performance indicators budget review statement - Industry KPI's (OLG)

Budget review for the quarter ended 30 September 2024

Water Fund

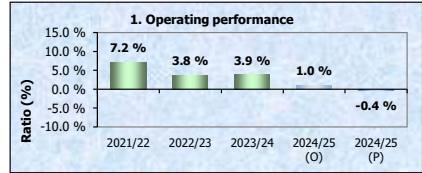
1. Operating performance

$$\frac{\text{Operating revenue (excl. capital)} - \text{operating expenses}}{\text{Operating revenue (excl. capital grants \& contributions)}}$$

Benchmark

> 0.00%

This ratio measures Council's achievement of containing operating expenditure within operating revenue.

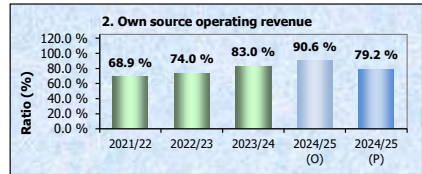


2. Own source operating revenue

$$\frac{\text{Operating revenue (excl. ALL grants \& contributions)}}{\text{Total Operating revenue (incl. capital grants \& cont)}}$$

> 60.00%

This ratio measures fiscal flexibility. It is the degree of reliance on external funding sources such as operating grants and contributions.



Dubbo Regional Council
Quarterly Budget Review Statement
 for the quarter ended 30 September 2024

7. Capital Budget Review

	Original Budget	September Adjustment	Annual Forecast	YTD Actuals as at 30 September
Capital				
Expenditure				
Community Culture and Places				
Aquatic Leisure Centres				
01.09470 - Asset Renewal - Other Structures				
7314 - DALC Pool Rollers - 50m Pool	12,000	-12,000	0	0
7316 - DALC Waterslide Staircase	10,000	-10,000	0	0
7323 - DALC Pool Structures & Waterslides	0	13,636	13,636	0
7326 - ALC - Pump Renewals	20,000	0	20,000	0
7331 - DALC - Splash Park Renewal	10,000	0	10,000	0
7350 - Plant Room - DALC	200,000	0	200,000	21,080
7557 - Balance Tank Valve Replacement	12,000	-12,000	0	0
7558 - Replace leaking sluice valves	12,000	-12,000	0	0
7561 - Geurie Pool - Recirculation System	25,000	0	25,000	0
7562 - DALC Return Line Replacement	0	50,000	50,000	19,062
7563 - Shadecloth - Leisure Pool Dubbo	0	12,000	12,000	0
01.09470 - Asset Renewal - Other Structures Total	301,000	29,636	330,636	40,142
Aquatic Leisure Centres Total	301,000	29,636	330,636	40,142
Cemeteries				
01.09402 - Cemetery - Other Structures				
7099 - Amenities Block	150,000	-150,000	0	0
01.09402 - Cemetery - Other Structures Total	150,000	-150,000	0	0
01.09403 - Cemetery - Land Improvements				
7180 - New Concrete Beams	20,000	-20,000	0	0
7182 - Landscaping/Furniture/Signage	5,000	-5,000	0	0
7183 - Extend Ashes Section	30,000	-30,000	0	0
7190 - Ground Penetrating Radar	0	67,000	67,000	0
7191 - Old Dubbo Cemetery Erosion Project	0	70,000	70,000	0
01.09403 - Cemetery - Land Improvements Total	55,000	82,000	137,000	0
Cemeteries Total	205,000	-68,000	137,000	0
Community Services				
01.09415 - Community Services - Buildings (Renewals)				
7200 - Reline Wongarbon Hall	15,869	0	15,869	0
7247 - Stuart Town Railway Hotel/Post Office	0	0	0	248
7249 - Wellington Child Care Centre - Roof	0	7,562	7,562	0
01.09415 - Community Services - Buildings (Renewals) Total	15,869	7,562	23,431	248
01.09507 - Community Services - Other Assets				
7302 - CCTV Purchase & Installation	286,000	0	286,000	67,450
01.09507 - Community Services - Other Assets Total	286,000	0	286,000	67,450
Community Services Total	301,869	7,562	309,431	67,698
Library Services				
01.09442 - Library - Buildings Renewal				
7245 - Building Improvements	40,000	0	40,000	0
01.09442 - Library - Buildings Renewal Total	40,000	0	40,000	0
Library Services Total	40,000	0	40,000	0
Old Dubbo Gaol				
01.09458 - Assets Purchased - Other Assets				
6525 - G - CCC00125 - Digital Upgrade	0	14,302	14,302	0
01.09458 - Assets Purchased - Other Assets Total	0	14,302	14,302	0
Old Dubbo Gaol Total	0	14,302	14,302	0
Open Space				
01.09555 - Horticultural Services - Other Structures				
1000 - G - North Regard Park Picnic Area	0	396,000	396,000	0
7561 - Cameron Park Fencing	0	3,504	3,504	1,909
9465 - Dubbo CBD Macquarie River Shaded Pathway	0	5,665	5,665	5,665

7. Capital Budget Review

	Original Budget	September Adjustment	Annual Forecast	YTD Actuals as at 30 September
01.09555 - Horticultural Services - Other Structures Total	0	405,169	405,169	7,574
01.09556 - Landcare Services - Land Improvement				
7408 - Tracker Riley & Riverside Signage	0	0	0	-5,230
7410 - G - SWF - Tracker Riley Cycle Way	0	35,623	35,623	21,867
7415 - Regand Park North Dog Leash Free Area	10,000	-10,000	0	0
7417 - Wellington Leash Free Area	15,000	0	15,000	0
01.09556 - Landcare Services - Land Improvement Total	25,000	25,623	50,623	16,637
01.09563 - Horticultural Service- Other Structures (Renewals)				
7400 - Cameron Park - Lighting	65,000	145,000	210,000	0
7402 - Mumbil - Shade Sail	13,000	0	13,000	0
7403 - Arboretem Sofffall Replacement	15,000	273	15,273	0
7406 - Elston Part Water Park Renewal	250,000	0	250,000	0
7454 - Sir Roden Cutler Irrigation	0	20,000	20,000	0
7497 - Elston Park Lights	0	80,000	80,000	0
7547 - Lions Park West Playground	125,000	0	125,000	0
8599 - Spears Park - Shade Sail	15,000	0	15,000	0
8600 - Tom Culkin- Shade Sail	13,000	0	13,000	0
9003 - Victoria Park Skate Park	28,000	0	28,000	0
9020 - G - Teamsters Park Tennis Court/Playgrou	0	473,690	473,690	6,705
9033 - Riverbank Park Nth - Fitness Centre	60,000	-31,636	28,364	0
9036 - General Signage	100,000	0	100,000	4,802
01.09563 - Horticultural Service- Other Structures (Renewals) Total	684,000	687,327	1,371,327	11,507
01.09566 - Horticultural Services - Amenities (Renewals)				
7494 - Victoria Park Amenities	403,486	-80,697	322,789	870
01.09566 - Horticultural Services - Amenities (Renewals) Total	403,486	-80,697	322,789	870
Open Space Total	1,112,486	1,037,422	2,149,908	36,588
Rainbow Cottage				
01.09517 - Rainbow - Furniture & Fittings				
7301 - Rainbow - Dishwasher	12,000	0	12,000	0
7306 - Kitchen Upgrades	12,000	0	12,000	0
01.09517 - Rainbow - Furniture & Fittings Total	24,000	0	24,000	0
Rainbow Cottage Total	24,000	0	24,000	0
Recreation and Sporting				
01.09600 - Sporting Fac. -Other Structures (Renewals)				
7609 - Victoria Park No.1 - Lights	0	34,627	34,627	0
7907 - John McGrath - Irrigation	150,000	33,000	183,000	153,800
7919 - Barden Park Track	0	117,246	117,246	0
7924 - Nita McGrath Netball Courts (SCCF)	0	18,128	18,128	0
7928 - Barden Park & Katrina Gibbs&SD Oval Lights	0	1,540	1,540	0
7930 - Vic Park No.1 & Vic Park Road Reseal	0	242,500	242,500	3,500
7932 - G - SWF - Pioneer Park Pathway & Footpath	0	281,256	281,256	265,947
7933 - G - OOS - PioneerOval Sporting Renewal	0	0	0	5,335
7938 - Victoria Park 2 - Irrigation Renewal	150,000	-100,000	50,000	0
7939 - Victoria Park 3 - Irrigation Renewal	50,000	0	50,000	0
7940 - Lady Cutler PA System Upgrade	20,000	35,000	55,000	0
01.09600 - Sporting Fac. -Other Structures (Renewals) Total	370,000	663,297	1,033,297	428,582
Recreation and Sporting Total	370,000	663,297	1,033,297	428,582
Regional Theatre and Convention Centre				
01.09578 - DRTCC - Furniture & Fittings				
7315 - DRTCC Carpet Replacement	150,000	-34,419	115,581	0
01.09578 - DRTCC - Furniture & Fittings Total	150,000	-34,419	115,581	0
01.09582 - Wellington Civic Centre - Buildings				
7030 - New Main Switchboard (Wellington)	40,000	-3,543	36,457	0
01.09582 - Wellington Civic Centre - Buildings Total	40,000	-3,543	36,457	0
Regional Theatre and Convention Centre Total	190,000	-37,962	152,038	0
Showgrounds				
01.09291 - Showground - Water Infrastructure				
7200 - Bore	0	34,847	34,847	7,460
01.09291 - Showground - Water Infrastructure Total	0	34,847	34,847	7,460

7. Capital Budget Review

	Original Budget	September Adjustment	Annual Forecast	YTD Actuals as at 30 September
Showgrounds Total	0	34,847	34,847	7,460
Wellington Caves Complex				
01.08153 - Caravan Park - Furniture & Fittings				
5101 - Washing Machines	12,000	0	12,000	0
01.08153 - Caravan Park - Furniture & Fittings Total	12,000	0	12,000	0
01.08172 - Wellington Caves - Other Structures				
7049 - Bring Back the Bats - Restoration Projec	0	22,318	22,318	6,910
01.08172 - Wellington Caves - Other Structures Total	0	22,318	22,318	6,910
01.08200 - Land & Buildings				
7120 - Bathroom Motels - Tile Replacement	25,000	25,000	50,000	0
7121 - Motel Rooms Hot Water Systems	0	40,000	40,000	0
7122 - Camp Amenities Hot Water System	25,000	50,000	75,000	0
01.08200 - Land & Buildings Total	50,000	115,000	165,000	0
01.08202 - Plant and Equipment				
7049 - Carbon Dioxide Monitors Fixed	10,000	-8,000	2,000	2,000
01.08202 - Plant and Equipment Total	10,000	-8,000	2,000	2,000
Wellington Caves Complex Total	72,000	129,318	201,318	8,910
Western Plains Cultural Centre				
01.09533 - WPCC - Furniture & Fittings				
7312 - Humidifier	30,000	30,000	60,000	0
7326 - PAC Unit Replacement	35,000	0	35,000	0
01.09533 - WPCC - Furniture & Fittings Total	65,000	30,000	95,000	0
01.09545 - Cultural Facilities - Buildings				
7417 - Museum - P & P & P exhibition upgrade	0	30,000	30,000	0
7425 - CBD Heritage Trail Signage	30,000	0	30,000	0
01.09545 - Cultural Facilities - Buildings Total	30,000	30,000	60,000	0
Western Plains Cultural Centre Total	95,000	60,000	155,000	0
Wiradjuri Tourism Centre				
01.05486 - Wiradjuri Tourism Centre - Buildings				
1001 - Stage 1	0	700,000	700,000	0
01.05486 - Wiradjuri Tourism Centre - Buildings Total	0	700,000	700,000	0
Wiradjuri Tourism Centre Total	0	700,000	700,000	0
Community Culture and Places Total	2,711,355	2,570,422	5,281,777	589,380
Development and Environment				
Compliance				
01.09361 - Compliance - Furniture & Fittings				
7000 - Minor Furniture and Fittings	30,000	0	30,000	0
01.09361 - Compliance - Furniture & Fittings Total	30,000	0	30,000	0
01.09365 - Compliance - Other Structures				
7001 - Animal Shelter	6,000,000	1,099,231	7,099,231	434,214
01.09365 - Compliance - Other Structures Total	6,000,000	1,099,231	7,099,231	434,214
Compliance Total	6,030,000	1,099,231	7,129,231	434,214
Waste Management - Domestic				
01.09103 - DWM - Plant & Equipment Purchases				
6745 - Telematics - Garbage Trucks	25,000	0	25,000	0
6746 - Utility (091)	0	45,715	45,715	0
6749 - Utility (023)	0	42,768	42,768	42,768
01.09103 - DWM - Plant & Equipment Purchases Total	25,000	88,483	113,483	42,768
Waste Management - Domestic Total	25,000	88,483	113,483	42,768
Waste Management - Other				
01.08113 - Other Assets				
6506 - Minor Other Assets	15,000	0	15,000	0
01.08113 - Other Assets Total	15,000	0	15,000	0

7. Capital Budget Review

	Original Budget	September Adjustment	Annual Forecast	YTD Actuals as at 30 September
01.09120 - Other Waste - Land Improvements				
6784 - Landfill Rehabilitation - Wellington Tip	500,000	0	500,000	-21,497
01.09120 - Other Waste - Land Improvements Total	500,000	0	500,000	-21,497
Waste Management - Other Total	515,000	0	515,000	-21,497
Development and Environment Total	6,570,000	1,187,714	7,757,714	455,485
Infrastructure				
Depot Services				
01.09696 - Depot - Other Structures				
7958 - Heritage Grader/ Roller Shelter	30,000	2,954	32,954	0
7959 - Hawthorn St Depot Stormwater	30,000	0	30,000	0
8000 - Amaroo Dr Depot Wash Bay Compliance	72,634	48,174	120,808	0
01.09696 - Depot - Other Structures Total	132,634	51,128	183,762	0
01.09697 - Depot - Buildings				
7840 - Signs Shed Hawthorn St Depot	0	35,690	35,690	890
7841 - Hawthorn St - Demolish Old Buildings	26,850	0	26,850	0
7842 - Hawthorn St Car Park Improvements	268,980	-35,690	233,290	0
7845 - Landscaping of Hawthorn St Depot	7,500	-7,500	0	0
7849 - Hawthorn St Depot Inf Office Building 3	0	57,274	57,274	48,002
8088 - Maughan St Depot Amenities	29,486	-801	28,685	0
01.09697 - Depot - Buildings Total	332,816	48,973	381,789	48,892
Depot Services Total	465,450	100,101	565,551	48,892
Fleet Services				
01.09617 - Assets Purchased - Equipment				
7619 - EV Charging Equipment	100,000	-100,000	0	0
01.09617 - Assets Purchased - Equipment Total	100,000	-100,000	0	0
01.09619 - Assets Purchased - Minor Plant (\$50000 to \$149999)				
7100 - Plant Assets Purchased	1,170,439	842,802	2,013,241	0
01.09619 - Assets Purchased - Minor Plant (\$50000 to \$149999) Total	1,170,439	842,802	2,013,241	0
01.09621 - Assets Purchased - Major Plant (>\$150 & 000)				
7100 - Plant Assets Purchased	5,947,250	923,345	6,870,595	1,719,594
01.09621 - Assets Purchased - Major Plant (>\$150 & 000) Total	5,947,250	923,345	6,870,595	1,719,594
01.09623 - Assets Purchased - Light Vehicles				
7100 - Plant Assets Purchased	1,912,910	0	1,912,910	459,893
01.09623 - Assets Purchased - Light Vehicles Total	1,912,910	0	1,912,910	459,893
01.09625 - Assets Purchased - Small Plant (\$10000 to \$49999)				
7100 - Plant Assets Purchased	240,469	135,048	375,517	26,558
01.09625 - Assets Purchased - Small Plant (\$10000 to \$49999) Total	240,469	135,048	375,517	26,558
Fleet Services Total	9,371,068	1,801,195	11,172,263	2,206,045
Roads Network				
01.09004 - Paved Footpaths - Reconstruction				
6687 - Gipps St (Wingewarra to Bultje)	227,535	0	227,535	0
6689 - Brisbane St (Reakes to Mitchell)	185,000	0	185,000	104
01.09004 - Paved Footpaths - Reconstruction Total	412,535	0	412,535	104
01.09006 - Paved Footpaths - Construction				
6600 - Macquarie St	0	29,301	29,301	0
01.09006 - Paved Footpaths - Construction Total	0	29,301	29,301	0
01.09041 - Urban Road Construction & Reconstruct				
6628 - VPA - Sheraton Road Rehabilitation	0	-249	-249	-249
6667 - Talbragar St - Macquarie to Brisbane	100,000	0	100,000	0
6670 - Tamworth St Roundabout (Darling St)	434,000	678,188	1,112,188	-404
6709 - Wheelers Lane (Rail to Myall)	0	0	0	7,153
6710 - Tamworth St (Fitzroy St to Sterling St)	0	0	0	4,321
6714 - Percy St - Warne to Swift	0	42,356	42,356	0
6722 - LRCI 3 Wheelers Ln (Birch to Rail X)	0	0	0	4,606
6730 - Blueridge Link Rd (Sheraton - Capital)	3,000,000	-2,965,000	35,000	22,543
6731 - Glasson St (Simpson to Thornton St)	96,000	-91,000	5,000	0

7. Capital Budget Review

	Original Budget	September Adjustment	Annual Forecast	YTD Actuals as at 30 September
6738 - Oxley Ave (Bushrangers Ck to End)	96,000	8,615	104,615	9,229
6739 - Barton St (Charles to Samuel St)	0	5,000	5,000	614
6740 - Parkes St (Zouch to Charles St)	131,200	407,000	538,200	348
6745 - Southern Distributer (Capital - Newell)	0	3,700	3,700	0
6746 - Newell Hwy / River St Intersection	10,300,000	-1,139,254	9,160,746	46,874
6747 - RERRF - Tamworth St Heavy Patch	0	21,242	21,242	21,242
6748 - RERRF - Macquarie St Heavy Patch	0	42,566	42,566	42,566
6749 - RERRF - Boundary Road Heavy Patch	0	105,931	105,931	105,931
6750 - RERRF - Wheelers Lane Heavy Patch	0	65,995	65,995	65,995
6751 - RERRF - Fitzroy St Heavy Patch	0	40,939	40,939	40,939
6752 - RERRF - Yarrandale Rd Heavy Patch	0	122,632	122,632	122,632
6760 - RERRF - Palmer Street Heavy Patch	0	211	211	211
6761 - Blueridge Stg 3 (Hwy Intersection)	0	50,000	50,000	3,737
6767 - Sheraton Road	0	100,000	100,000	0
6768 - Thompson St / Bunglegumbie Roundabout	0	20,000	20,000	960
01.09041 - Urban Road Construction & Reconstruct Total	14,157,200	-2,481,128	11,676,072	499,248
01.09043 - Preconstruction				
6617 - Project Development	200,000	-86,179	113,821	0
01.09043 - Preconstruction Total	200,000	-86,179	113,821	0
01.09044 - Urban Roads - Renewals				
6730 - Annual Reseal Program	728,589	250,421	979,010	9,073
6731 - Heavy Patching Program	499,878	573,847	1,073,725	5,241
01.09044 - Urban Roads - Renewals Total	1,228,467	824,268	2,052,735	14,314
01.09046 - Urban Roads - Land Acquisition				
6642 - River St East	130,000	0	130,000	0
01.09046 - Urban Roads - Land Acquisition Total	130,000	0	130,000	0
01.09053 - Public Transport Infrastructure Program				
6693 - Dubbo Base Hospital Bus Stop	0	3,879	3,879	8,718
6694 - 21-23 CPTIGS - 17 signs at bus stops	432,600	-382,600	50,000	0
01.09053 - Public Transport Infrastructure Program Total	432,600	-378,721	53,879	8,718
01.09055 - K&G Construct / Reconstruction				
6677 - Gipps St (Wingewarra to Bultje)	200,465	0	200,465	0
6695 - Brisbane St (Reakes to Mitchell)	157,136	0	157,136	5,455
6699 - Barton St West (Charles to Samuel)	86,000	-86,000	0	0
6700 - Glasson St (Simpson to Thornton)	225,000	-225,000	0	0
01.09055 - K&G Construct / Reconstruction Total	668,601	-311,000	357,601	5,455
01.09070 - Infrastructure Delivery Capital Appropriation				
5004 - RLRRP - Collie Road Heavy Patching	0	8,760	8,760	0
5018 - RLRRP - Obley Rd Heavy Patching	0	30,067	30,067	0
5020 - RLRRP - Mogriguy Rd Heavy Patching	0	3,754	3,754	0
6650 - RERRF - Project Spending	1,100,000	-1,100,000	0	0
6658 - Regional Roads Upgrading Program	900,000	-900,000	0	0
6785 - SRP - Burrendong Way	0	3,427,829	3,427,829	753,782
6804 - Benelong Rd Stg 3 -Benelong/Obley Rd Int	1,353,123	-1,353,123	0	0
6806 - Mogriguy Rd (Mcanallys Rd to Greggs Rd)	100,000	0	100,000	0
6808 - Arthurville Rd - (Arthurville/ River Rd)	800,000	179,200	979,200	0
6809 - Bothenba/Old Mendooran Intersection	10,000	62,504	72,504	1,022
6820 - FLR4 Ballimore Rd (Wongajong-Westella)	1,740,439	35,740	1,776,179	16,184
6823 - LRCl 3 - Eulalie Lane Stg 1	0	1,048,192	1,048,192	831,766
6825 - Eulalie Ln Stg 2 (Weonga Rd to Seal)	10,000	9,380	19,380	987
6828 - Eulalie Lane Stage 3	0	18,542	18,542	0
6831 - Dick St-Bodangora (Goolma Rd to Mine Rd)	43,000	7,458	50,458	0
6832 - Eurimbla Rd (Highway-Cotombal Rd) Stg 1	20,000	-20,000	0	0
6835 - Nulla Road	0	65,000	65,000	0
6841 - Benelong Road Stage 4	0	12,727	12,727	0
6850 - River St West Collector Rd (Stage 1)	4,522,730	-3,189	4,519,541	743,800
6851 - FCR - Saxa Rd (Maryvale Rd - Bakers Ln)	2,213,287	-1,213,287	1,000,000	26,201
6867 - RERRF - Saxa Rd Sth of Campbells	0	450,000	450,000	9,423
01.09072 - Rural Road-Major Construction & Reconstruction Total	12,812,579	817,737	13,630,316	2,383,165
01.09073 - Rural Road- Construction & Reconstruction Backlog				

7. Capital Budget Review

	Original Budget	September Adjustment	Annual Forecast	YTD Actuals as at 30 September
6713 - Rural Road Backlog Construction	700,000	0	700,000	0
01.09073 - Rural Road- Construction & Reconstruction Backlog Total	700,000	0	700,000	0
01.09076 - Roads To Recovery Program				
6680 - Planned Roads to Recovery Program	0	660,456	660,456	0
01.09076 - Roads To Recovery Program Total	0	660,456	660,456	0
01.09077 - Rural Roads - Renewals				
6693 - VPA - Gillinghall Rd - Causeway 5.2 km	60,000	0	60,000	0
6695 - Annual Reseal Program	1,030,482	263,502	1,293,984	100,571
6697 - Rural Unsealed - Resheeting	1,091,830	110,011	1,201,841	97,477
01.09077 - Rural Roads - Renewals Total	2,182,312	373,513	2,555,825	198,048
01.09079 - Land Acquisition				
6000 - Quarry Establishment	50,000	0	50,000	0
6700 - Land Acquisition Costs	2,635,000	-2,564	2,632,436	5,040
6703 - Sunnyside Road	0	2,465	2,465	0
6706 - Southern Distributor Land Acquisition	0	99	99	99
6707 - S7.11 TAFE NSW - Western Boulevard	0	10,068	10,068	6,960
01.09079 - Land Acquisition Total	2,685,000	10,068	2,695,068	12,099
01.09081 - Disaster Recovery				
6500 - DRFA - Minore Road Heavy Patching	0	86,538	86,538	0
01.09081 - Disaster Recovery Total	0	86,538	86,538	0
01.09082 - Bridge Improvements Program				
6685 - Benolong Bridge Replacement	0	1,318,550	1,318,550	760,064
6686 - Burrendong Bridge No 1	1,640,791	233,438	1,874,229	300,557
6688 - Molong St Stuart Town	1,220,000	54,718	1,274,718	218,060
6689 - Comobella Bridge - Saxa Road	3,249,323	417,753	3,667,076	524,928
6712 - Eulomogo Creek Bridge	100,000	0	100,000	0
6728 - Forestvale Rd - Box Culverts	100,000	0	100,000	0
01.09082 - Bridge Improvements Program Total	6,310,114	2,024,459	8,334,573	1,803,609
01.09981 - Plant and Equipment				
7009 - Traffic Counters	24,000	0	24,000	0
7030 - Electronic/GPS Survey Equipment replace	100,000	0	100,000	0
01.09981 - Plant and Equipment Total	124,000	0	124,000	0
Roads Network Total	42,043,408	1,569,312	43,612,720	4,924,760
Sewerage Services				
03.08051 - Pumps & Equipment				
5165 - CCTV Equipment (Retic)	150,000	-50,000	100,000	0
03.08051 - Pumps & Equipment Total	150,000	-50,000	100,000	0
03.08053 - Plant & Equipment Purchases				
5255 - Plant and Equipment	460,702	364,076	824,778	0
03.08053 - Plant & Equipment Purchases Total	460,702	364,076	824,778	0
03.08057 - Land & Buildings				
5170 - Land - Trunk Easment Creation West Dubbo	0	61,852	61,852	5,400
5171 - Advanced Waste Water Treatment Plant	0	3,600,000	3,600,000	20,960
03.08057 - Land & Buildings Total	0	3,661,852	3,661,852	26,360
03.08071 - Augmentation				
5995 - Keswick Upgrade RM & Pump Station	200,000	100,000	300,000	0
6007 - Cootha SPS - RM (C)	0	135,214	135,214	135,214
6018 - Margaret Cres - Sewer Cross Connections	0	500,000	500,000	0
6060 - Troy Gully SPS - Major Upgrade	0	8,000,000	8,000,000	26,058
6065 - Well STP Reline Lagoon-Bypass Capacity	200,000	-200,000	0	0
6204 - STP - Bio Solids Handling	1,186,000	0	1,186,000	2,345
6207 - Blueridge to Southlakes gravity main	100,000	-100,000	0	0
6212 - Huckle St Gravity Sewer Extension	0	76,419	76,419	8,482
6219 - Henty Drive Extension	0	0	0	-1,127
6222 - Blueridge Link Road Stage 1	0	100,000	100,000	9,816
03.08071 - Augmentation Total	1,686,000	8,611,633	10,297,633	180,788

7. Capital Budget Review

	Original Budget	September Adjustment	Annual Forecast	YTD Actuals as at 30 September
03.08073 - Asset Replacement/Refurbishment >\$10K				
5990 - Dubbo STP UV Flow Meter Replacement	0	90,000	90,000	235
5994 - Dubbo STP Aerator Refurbishment	0	500,000	500,000	22,494
6533 - Dubbo STP Switchboard	0	0	0	3,670
6624 - DSTP Bioreactor refurbishment	200,000	-200,000	0	0
6627 - Geurie STP SCADA Upgrade	0	69,835	69,835	0
03.08073 - Asset Replacement/Refurbishment >\$10K Total	200,000	459,835	659,835	26,399
03.08077 - Main Rehabilitation				
5653 - Mains Rehabilitation	1,600,000	0	1,600,000	321,584
5662 - Manhole Rectification Program	250,000	-250,000	0	0
03.08077 - Main Rehabilitation Total	1,850,000	-250,000	1,600,000	321,584
Sewerage Services Total	4,346,702	12,797,396	17,144,098	555,131
Stormwater				
01.09127 - Asset Renewals/Maintenance				
6819 - Devils Hole Outfall Reconstruction	1,165,000	-1,161,941	3,059	3,059
6840 - Pipe Relining	355,000	545,000	900,000	0
7001 - Ford St Outfall Reconstruction	175,000	-175,000	0	0
7002 - Marsh St Outfall Relocation	60,000	-60,000	0	0
7009 - Muller St Drain Reconstruction	50,000	0	50,000	0
7030 - Tamworth St/Darling St Roundabout	0	425,000	425,000	23,969
7048 - Linda Drive flooding rectification works	0	60,000	60,000	0
01.09127 - Asset Renewals/Maintenance Total	1,805,000	-366,941	1,438,059	27,028
01.09135 - Drainage Extensions				
6841 - Laughton St Extension	0	62,220	62,220	388
6845 - Taylor/Jubilee St Flooding Rectification	0	14,164	14,164	0
6849 - Elizabeth St Extension	0	450,953	450,953	29,874
6851 - Macquarie St (Margeret to Fitzroy)	1,036,500	-495,806	540,694	14,806
01.09135 - Drainage Extensions Total	1,036,500	31,531	1,068,031	45,068
01.09142 - Hennessy Road Detention Basin Section 7.11				
4620 - Hennessy Rd Detention Basin Construction	60,000	-60,000	0	0
01.09142 - Hennessy Road Detention Basin Section 7.11 Total	60,000	-60,000	0	0
01.09144 - Troy Basin				
4628 - Troy Gully Floodplain Reconstruction	210,402	-210,402	0	0
01.09144 - Troy Basin Total	210,402	-210,402	0	0
01.09145 - Wongarbon Drainage Scheme				
4629 - 23 Derribong St Drainage	0	150,000	150,000	5,230
01.09145 - Wongarbon Drainage Scheme Total	0	150,000	150,000	5,230
Stormwater Total	3,111,902	-455,812	2,656,090	77,326
Water for the Future				
02.09701 - Acquisition of Assets				
2000 - Water Security Trade	0	3,636	3,636	0
3000 - Groundwater Infrastructure	0	2,683,307	2,683,307	6,373
3001 - Non-Potable Pipeline	0	17,699	17,699	-1,325
4500 - Geurie Bore and Pipeline	0	748,058	748,058	32,427
4502 - Wellington Bore and Pipeline	0	268,055	268,055	45,560
4504 - Northern Borefields	0	349,362	349,362	32,738
4620 - PFAS Bore Investigation	0	13,344	13,344	0
02.09701 - Acquisition of Assets Total	0	4,083,461	4,083,461	115,773
Water for the Future Total	0	4,083,461	4,083,461	115,773
Water Supply				
02.08051 - Works Plant - Purchases				
5255 - Plant - Purchases	394,645	186,129	580,774	0
02.08051 - Works Plant - Purchases Total	394,645	186,129	580,774	0
02.08059 - Land Acquisitions				
5183 - Land Acquisitions	0	2,201	2,201	0
02.08059 - Land Acquisitions Total	0	2,201	2,201	0

7. Capital Budget Review

	Original Budget	September Adjustment	Annual Forecast	YTD Actuals as at 30 September
02.08065 - Buildings				
5207 - JGWTP - Upgrade to office & lab etc	0	750,000	750,000	0
02.08065 - Buildings Total	0	750,000	750,000	0
02.08069 - Augmentation Works				
4100 - Shed WS Depot Materials Storage	0	0	0	-7,456
6501 - Construction of Mumbil WTP	50,000	50,000	100,000	0
6521 - Mumbil Rising Water Main-200AC	0	605,280	605,280	204,119
6524 - Sedimentation Lagoon Wellington	500,000	0	500,000	0
6526 - Filter Upgrade JGWTP (C)	800,000	-180,000	620,000	303,319
6535 - Geurie Water Treatment Plant upgrade	1,000,000	-700,000	300,000	0
6536 - Greenbank Water Main	0	0	0	468
6537 - Pipeline-R Main Capstan Dr- Buningyong	100,000	100,000	200,000	0
6539 - Newtown Pump Station-Backup power gen	150,000	0	150,000	0
6543 - Upgrade Fluoride Dosing System	0	2,200,000	2,200,000	58,504
6549 - Chrisbrook Terrace Extension	0	0	0	-5,385
02.08069 - Augmentation Works Total	2,600,000	2,075,280	4,675,280	553,569
02.08071 - Asset Replacement / Refurbishment >\$10 & 000				
5664 - Clarifier No. 1 Remediation Works	0	365,000	365,000	0
5674 - JGWTP - Clarifier and Chemical Storage	100,000	150,000	250,000	0
6504 - JGWTP Lime Slaker Refurbishment	0	19,279	19,279	19,279
6565 - Filter Upgrade for Wellington/Geurie WTP	0	100,000	100,000	13,406
6612 - Bunninyong Reservoir 2 recoat int/ext	700,000	0	700,000	0
6671 - JGWTP - Chlorination Equipment	0	95,400	95,400	95,400
02.08071 - Asset Replacement / Refurbishment >\$10 & 000 Total	800,000	729,679	1,529,679	128,085
02.08073 - Mains Replacement				
5673 - Jubilee/Tamworth St Intersection	80,000	-80,000	0	0
5795 - Tamworth St/Darling St Roundabout Augmen	500,000	-304,528	195,472	165,374
5810 - Gobolion St	0	177,510	177,510	0
5833 - North St - Minore Rd to Victoria St	175,000	380,000	555,000	0
5834 - Gipps St (Nancarrow to Belmore St)	0	120,000	120,000	0
6700 - Bultje St Main Replacement	0	2,762	2,762	489
6757 - Bishop St - Darling St to Fitzroy St	450,000	0	450,000	0
6759 - Birch Ave (Viceroy Ave to Sheraton Rd)	700,000	0	700,000	0
6774 - Quinn St - Bourke St to Gipps St	400,000	0	400,000	0
6777 - Nancarrow - Mary to Gipps	0	125,000	125,000	122,126
6781 - Welchman St - Myall St to Elsworth St	80,000	0	80,000	0
6785 - James Street	0	180,000	180,000	139,874
Infrastructure Total	65,518,175	24,239,686	89,757,861	9,037,444
Organisational Performance				
Building Assets				
01.09665 - CAB - Furniture & Fittings				
7952 - Dubbo CAB Fittings	100,000	-100,000	0	0
01.09665 - CAB - Furniture & Fittings Total	100,000	-100,000	0	0
01.09672 - Capital Renewals - Dubbo CAB				
5029 - Council Chambers Relocation	0	0	0	181
5160 - Dubbo CAB Modernisation	250,000	-100,000	150,000	19
01.09672 - Capital Renewals - Dubbo CAB Total	250,000	-100,000	150,000	200
Building Assets Total	350,000	-200,000	150,000	200
Dubbo Regional Airport				
01.09201 - Airport Furniture & Fittings				
6935 - Flight Information Display System (FIDS)	50,000	0	50,000	0
6939 - Furniture and Fittings	0	0	0	6,886
01.09201 - Airport Furniture & Fittings Total	50,000	0	50,000	6,886
01.09206 - Airport - Buildings				
6964 - Bird Dog Shed Hangar	100,000	-100,000	0	0
01.09206 - Airport - Buildings Total	100,000	-100,000	0	0
01.09208 - Airport - Other Structures				
6951 - CCTV Enhancement	9,360	0	9,360	90

7. Capital Budget Review

	Original Budget	September Adjustment	Annual Forecast	YTD Actuals as at 30 September
6970 - WARP - Security Cameras	30,000	0	30,000	0
01.09208 - Airport - Other Structures Total	39,360	0	39,360	90
01.09212 - Airport - Infrastructure Pavements				
7002 - Northern Apron Expansion	80,000	-80,000	0	0
7050 - Taxiway Juliet Apron Construction	0	0	0	6,733
01.09212 - Airport - Infrastructure Pavements Total	80,000	-80,000	0	6,733
01.09213 - Airport Infrastructure - Roads				
6970 - Entrance Road and Carpark Reseal	150,000	-150,000	0	0
01.09213 - Airport Infrastructure - Roads Total	150,000	-150,000	0	0
01.09215 - Asset Renewal Airport - Buildings				
6909 - Upgrade Bathrooms	30,000	0	30,000	0
6910 - Mini Orb Undercover Awnings	55,000	-55,000	0	0
01.09215 - Asset Renewal Airport - Buildings Total	85,000	-55,000	30,000	0
Dubbo Regional Airport Total	504,360	-385,000	119,360	13,709
Dubbo Regional Livestock Markets				
01.09167 - Livestock Markets - Other Structures				
6909 - Cattle Crush	50,000	0	50,000	25,616
6951 - Cattle Yards Rubber Matting	80,000	110,000	190,000	0
6960 - EID Readers - Shelters	0	219,000	219,000	0
01.09167 - Livestock Markets - Other Structures Total	130,000	329,000	459,000	25,616
01.09170 - Livestock Markets - Plant & Equipment				
6919 - Sheep & Goat EID Tagging	0	261,017	261,017	94,859
01.09170 - Livestock Markets - Plant & Equipment Total	0	261,017	261,017	94,859
01.09177 - Livestock Markets - Other Structures				
6895 - Security Cameras	20,000	-20,000	0	0
01.09177 - Livestock Markets - Other Structures Total	20,000	-20,000	0	0
01.09179 - Livestock Markets - Other Assets				
6921 - Water Troughs - Cattle Yards	0	4,091	4,091	0
6924 - Hard Hose Travelling Irrigator	55,000	-55,000	0	0
01.09179 - Livestock Markets - Other Assets Total	55,000	-50,909	4,091	0
Dubbo Regional Livestock Markets Total	205,000	519,108	724,108	120,475
Fire and Emergency Services				
01.09159 - Fire Services - Other Structures				
6901 - Tanks - Elong Elong Station	0	934	934	934
01.09159 - Fire Services - Other Structures Total	0	934	934	934
01.09164 - Fire Control - Buildings				
6903 - NSW RFS Aviation Centre of Excellence	0	0	0	2,248
6904 - Bodangora Station	0	0	0	38,005
6907 - Wuuluman Station	0	0	0	-850
6909 - FCC - Storeroom Outdoor Area Stage 1	100,000	-100,000	0	0
6910 - Eulomogo Station - Shed	0	50,000	50,000	21,240
6911 - Brocklehurst Station - Shed	0	50,000	50,000	26,522
01.09164 - Fire Control - Buildings Total	100,000	0	100,000	87,165
Fire and Emergency Services Total	100,000	934	100,934	88,099
Project Management Office				
01.09372 - Destination Dubbo				
1000 - Old Dubbo Gaol Plaza	771,069	442,720	1,213,789	61,440
1001 - Wiradjuri Tourism Centre - Building	0	293,342	293,342	23,500
1002 - Macquarie Foreshore - Event Precinct	5,298,696	-239,962	5,058,734	67,854
01.09372 - Destination Dubbo Total	6,069,765	496,100	6,565,865	152,794
Project Management Office Total	6,069,765	496,100	6,565,865	152,794
Property and Land Development				
01.09234 - Assets Const - Land Development - Stormwater				
7080 - Keswick Stage 5 Release 3	0	0	0	2,201
7082 - Moffat S4 Stormwater	590,000	-295,000	295,000	0
01.09234 - Assets Const - Land Development - Stormwater Total	590,000	-295,000	295,000	2,201

7. Capital Budget Review

	Original Budget	September Adjustment	Annual Forecast	YTD Actuals as at 30 September
01.09238 - Assets Const - Land Development - Water				
7080 - Keswick Stage 5 Release 3	0	0	0	2,201
7082 - Moffatt S4 Water	590,000	-295,000	295,000	0
01.09238 - Assets Const - Land Development - Water Total	590,000	-295,000	295,000	2,201
01.09240 - Assets Const - Land Development - Sewer				
7080 - Keswick Stage 5 Release 3	0	0	0	2,201
7082 - Moffatt S4 Sewer	590,000	-295,000	295,000	0
01.09240 - Assets Const - Land Development - Sewer Total	590,000	-295,000	295,000	2,201
01.09242 - Assets Const - Land Development - Roads				
7095 - Keswick Stage 5 Release 3	0	0	0	2,201
7096 - Moffatt S4	590,000	-295,000	295,000	0
7099 - Cobra St Crossing	650,000	-550,000	100,000	0
01.09242 - Assets Const - Land Development - Roads Total	1,240,000	-845,000	395,000	2,201
01.09245 - Acquisition of Assets - Land				
7000 - 10 Montefiores St Wellington	0	-647	-647	-647
7001 - RSL Land Swap	0	0	0	27,002
01.09245 - Acquisition of Assets - Land Total	0	-647	-647	26,355
Property and Land Development Total	3,010,000	-1,730,647	1,279,353	35,159
Organisational Performance Total	10,239,125	-1,299,505	8,939,620	410,436
Strategy Partnerships and Engagement				
Information Services				
01.09653 - Office Equipment				
7911 - LAN Network Upgrade	0	0	0	3,846
7928 - Hardware Purchases - Server	30,000	0	30,000	0
7962 - Upgrade Network at Remote Sites	80,000	86,510	166,510	0
01.09653 - Office Equipment Total	110,000	86,510	196,510	3,846
Information Services Total	110,000	86,510	196,510	3,846
Strategy Partnerships and Engagement Total	110,000	86,510	196,510	3,846
Expenditure Total	85,148,655	26,784,827	111,933,482	10,496,591
Capital Total	85,148,655	26,784,827	111,933,482	10,496,591

Dubbo Regional Council
 Quarterly Budget Review Statement
 for the quarter ended 30 September 2024

7. Contracts budget review statement

Budget review for the quarter ended 30 September 2024

Part A - Contracts listing - contracts entered into during the quarter

Contractor		Contract value	Commencement date	Budgeted (Y/N)
Insight Telematics Pty Ltd	Tracking Subscription	\$ 62,676	01/07/2024	Y
Veolia Environmental Services	Filter media removal John Gilbert Water Treatment	\$ 56,672	01/07/2024	Y
Allflow Systems & Solutions Pty Ltd	Filter 1 and 2 Refurbishment - John Gilbert Water	\$ 219,584	01/07/2024	Y
Revenue NSW (Emergency Services Levy)	NSW Rural Fire Service Contribution 2024/2025, etc	\$ 1,769,131	01/07/2024	Y
Stabilifix Pty Ltd	Hire of Stabiliser/Spreader Truck for Heavy Patchi	\$ 50,105	02/07/2024	Y
RFP Engineering Pty Ltd	Hire of Excavators and Dump Truck for WWRC 1/7	\$ 296,258	02/07/2024	Y
Country Wide Asphalt Pty Ltd	Benolong Road Approach works - Two Coat Seal works	\$ 63,936	02/07/2024	Y
Cobra Plant and Crane Hire Pty Ltd	Dubbo John Gilbert Water Treatment Plant Filter 1&	\$ 60,720	05/07/2024	Y
Transport for NSW	River Street Intersection	\$ 10,024,000	05/07/2024	Y
Matt Redfern Constructions	Pioneer Park / Showground Road Wellington STAGE 2	\$ 80,500	08/07/2024	Y
Civica Pty Ltd	Civica Authority - Annual Licence Fee - 2024/2025	\$ 520,415	09/07/2024	Y
Matthews Folbigg Unit Trust T/as	Legal Representation	\$ 99,000	10/07/2024	Y
Matt Redfern Constructions	Pioneer Park/ Showground Road Wellington STAGE 3 c	\$ 95,000	10/07/2024	Y
Outcross Agri Services	DRLM HB - eID infrastructure program grant funding	\$ 175,267	11/07/2024	Y
Tim Connolly Plumbing Pty Ltd T/as	CD24/4356 Cootha SPS - Sewer rising main	\$ 122,733	12/07/2024	Y
The Trustee for The Lousick Family Trust	Hire of 2x Side Tipppers for Wongajong Lane 17/7	\$ 109,346	15/07/2024	Y
Graeme Morley t/as Morley's Earthworks	Hire of Side Tipppers for Wongajong Lane 17/7	\$ 71,033	15/07/2024	Y
O'Brien Contracting	Hire of 2x Sidedoor Tipping Trucks for Wongajong	\$ 89,260	15/07/2024	Y
Aqua Irrigation Holdings Pty Ltd t/as	installation of irrigation John McGrath Contract	\$ 203,500	16/07/2024	Y
OMNI Building Group Pty Ltd	Insurance quote for rebuild Wellington Transfer St	\$ 198,591	18/07/2024	Y
D2K Information Pty Ltd	Purchase of the D2K Information Engine software pa	\$ 193,126	22/07/2024	Y
Jigsaw Group Australia Limited	Project III - 350 boxes - Scanning of DA Boxes 200	\$ 51,750	22/07/2024	Y
Redfern Power Solutions Pty Ltd	Wellington Waste Transfer Station Fire and Solar r	\$ 139,784	22/07/2024	Y
Dell Australia Pty Ltd	2x R650 Servers and 2x MD2412 Storage Arrays (CBD	\$ 74,195	23/07/2024	Y
Killard Infrastructure	CD24/2983 - Tamworth and Darling Street Roundabout	\$ 87,760	24/07/2024	Y
Dubbo Hardcore Soils & Earthmoving	Whylandra concrete crushing June and July 2024	\$ 64,365	26/07/2024	Y
Graeme Morley t/as Morley's Earthworks	Hire of D9 Dozer for Neurea Pit 6/8	\$ 159,897	31/07/2024	Y
Icom Operations Pty Ltd	225 Tonnes ferric Chloride chemical for water Trea	\$ 145,283	05/08/2024	Y
JDC - Thomson Electrical Systems Pty Ltd	(2995) Please supply one Powerlink GMS250CLS 250KV	\$ 61,675	06/08/2024	Y
Country Wide Asphalt Pty Ltd	Urban Patches - Dubbo	\$ 73,583	07/08/2024	Y
Cramptons Carpets	Carpent replacement at DRTCC - Brintons Axminster b	\$ 109,375	07/08/2024	Y
360 Engineering Pty Ltd	Geurie Sewer Treatment Plant SCADA upgrade	\$ 76,818	08/08/2024	Y
Trility Solutions Australia Pty Ltd	Full upgrade to John Gilbert WTP Chlorine System,	\$ 104,940	08/08/2024	Y
Water NSW	water NSW charges for the Macquire river water ext	\$ 101,591	09/08/2024	Y
Country Wide Asphalt Pty Ltd	Two coat reseal - 14/7mm seal c240 - Fitzroy, etc	\$ 73,583	09/08/2024	Y
Downer EDI Works Pty Ltd	Stabilisation works at Eulalie Lane Stage 1 Segmen	\$ 83,090	12/08/2024	Y
Recoveries & Reconstruction Aust Pty Ltd	LGP 109-4 Debt Recovery Services Contract, LG, etc	\$ 190,000	12/08/2024	Y
Hill PDA Pty Ltd	Regional and Affordable Housing Strategies, and Ch	\$ 242,000	13/08/2024	Y
Morris & Piper Advisory Pty Ltd	SPI - REACT Phase 2 - Stages 1 - 5, application, t	\$ 167,640	15/08/2024	Y
Country Wide Asphalt Pty Ltd	Two coat Seal works at Eulalie Lane Stage 1 Segmen	\$ 73,117	16/08/2024	Y
Enspec Pty Ltd	Ground Penetrating Radar - Wellington Lawn Cemeter	\$ 56,122	19/08/2024	Y
Delos Delta Pty Ltd	Development Control Plan - North-West Urban Releas	\$ 58,438	19/08/2024	Y
Tracserv Pty Ltd T/as Tracserv	(493) VP419258 - Please supply one Bobcat S590 as	\$ 120,973	19/08/2024	Y
Taggle Systems Pty Ltd	Aqualus Data Delivery Fee for 01 July 2024 to, etc	\$ 304,674	20/08/2024	Y
Trident Services Australia Pty Ltd	Airport - Screening Services Contract LD4205 - Jul	\$ 155,000	20/08/2024	Y
Connected Contracting Pty Ltd	James Street Emergency Water main construction	\$ 110,344	20/08/2024	Y
Ausroad Manufacturing Pty Ltd	(159) VPR727662 - Please supply one Isuzu FX, etc	\$ 1,480,639	21/08/2024	Y
J R & E G Richards (NSW) Pty Ltd T/as J	Weekly Domestic MGB Collections - Geurie/Well, etc	\$ 6,475,341	22/08/2024	Y
WO Services Pty Ltd T/as Williams Oriel	CAB MBS upgrade VP196876- Variation -Hot deck/cold	\$ 88,547	23/08/2024	Y
Stantec Australia Pty Ltd	Conversion and Update of the Dubbo Strategic Traff	\$ 159,357	26/08/2024	Y
Stantec Australia Pty Ltd	Update to the 2016 Pedestrian Access and Mobility	\$ 88,792	27/08/2024	Y
Holcim (Australia) Pty Ltd	Various Materials - Dubbo Store Only - Sep 24	\$ 65,609	27/08/2024	Y
Upright Management Pty Ltd T/as Upright	Provision of project management services for the d	\$ 94,600	28/08/2024	Y
Data Audit Systems Pty Ltd	Collection of 40 intersection Counts, 35 tube tra	\$ 57,101	28/08/2024	Y
Liberty Oil Australia Pty Ltd T/as	Fuel Supplies - Dubbo Store Only	\$ 161,850	28/08/2024	Y
TWS Evolution Pty Ltd	DSTP UV Flow meter renewal	\$ 90,310	29/08/2024	Y
Stantec Australia Pty Ltd	Dubbo North-West Urban Release Area Trunk Drainage	\$ 105,171	30/08/2024	Y
Delos Delta Pty Ltd	Community Consultation - Dubbo Regional Housing St	\$ 164,395	02/09/2024	Y
Morris & Piper Advisory Pty Ltd	SPI - REACT - Architectural concept, site analysis	\$ 64,900	02/09/2024	Y
Saunders Civilbuild Pty Ltd	Design and construction of Molong Street Lump, etc	\$ 1,794,115	06/09/2024	Y
Gyde Consulting Pty Ltd T/as Gyde	Consolidated Development Control Plan	\$ 110,000	10/09/2024	Y
Redox Pty Ltd	Supply and Delivery of 92 Tons Powered Activated C	\$ 265,650	10/09/2024	Y
Numat Pty Ltd	DRLM HB rubber matting as per rubber matting repla	\$ 183,600	10/09/2024	Y
Liberty Oil Australia Pty Ltd T/as	Diesel - Dubbo Depot	\$ 83,951	12/09/2024	Y
Jemena Gas Networks (NSW) Ltd	Relocation of existing gas mains and associated wo	\$ 108,353	12/09/2024	Y
Project Management Partners Pty Ltd	Project Management Framework Development Consulta	\$ 98,560	13/09/2024	Y
Woolpert Australia Pty Ltd	Provision of Imagery services for PRJ47086 over th	\$ 198,000	16/09/2024	Y
Icom Operations Pty Ltd	Supply and delivery of chlorine drums and rental s	\$ 99,486	17/09/2024	Y
TWS Evolution Pty Ltd	Geurie RWPS Variation 1: Geo Assessment / Flood st	\$ 52,825	17/09/2024	Y
UV Guard Services Australia Pty Ltd	UV servicing and part replacements at Dubbo STP	\$ 77,185	19/09/2024	Y
Department of Regional NSW T/as NSW	Contract management by NSW Public Works for constr	\$ 372,020	19/09/2024	Y
TWS Evolution Pty Ltd	Part 1 - New purchase order for engagement of, etc	\$ 1,831,908	20/09/2024	Y
Dubbo Automotive Pty Ltd	(091) SCM0653 - Please supply one Ford Ranger XL 4	\$ 50,286	26/09/2024	Y
Department of Regional NSW T/as NSW	River Street West Collector Road - Engagement of P	\$ 399,410	27/09/2024	Y
Local Government NSW	LGNNSW Membership 2025/2026 Including Aust Roads an	\$ 74,621	27/09/2024	Y
Civica Pty Ltd	General Ledger Restructure and BIS Project - Servi	\$ 57,090	30/09/2024	Y
PJ & BR Mills	Gravel Supply for FY 24/25 West Gravel Re She, etc	\$ 58,289	30/09/2024	Y
Regional Quarries Australia Pty Ltd	DGB20(HD) Confirming TNSW QA Specification 3051-	\$ 119,381	30/09/2024	Y
Barnson Pty Ltd	Open Space Concepts and Costings - North-West Urba	\$ 59,840	30/09/2024	Y

Notes:

7. Contracts budget review statement

1. Minimum reporting level is 1% of estimated income from continuing operations of Council or \$50,000 - whatever is the lesser.
2. Contracts listed are those entered into during the quarter being reported and exclude contractors on Council's Preferred Supplier list.
3. Contracts for employment are not required to be included.

Dubbo Regional Council
Quarterly Budget Review Statement
for the quarter ended 30 September 2024

8. Consultancy & legal expenses budget review statement

Consultancy & legal expenses overview

Expense	YTD expenditure (actual dollars)	Budgeted (Y/N)
Consultancies	406,395	Y
Legal Fees	130,347	Y

Definition of a consultant:

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high level specialist or professional advice to assist decision making by management. Generally it is the advisory nature of the work that differentiates a consultant from other contractors.

Dubbo Regional Council
Quarterly Budget Review Statement
for the quarter ended 30 September 2024

9. Income & expenses budget review statement

Income & expenses - Dubbo Regional Airport

(\$000's)	Actual figures 2023/24	Original budget 2024/25	Variations for this Sep Qtr	Projected year end result	Actual YTD figures
Income					
Rates and annual charges	-	-	-	-	-
User charges and fees	5,774	5,947	4	5,950	1,033
Other revenues	449	623	(78)	545	217
Grants and contributions - operating	332	-	-	-	-
Grants and contributions - capital	815	-	-	-	-
Interest and investment revenue	-	-	-	-	-
Net gain from disposal of assets	(0)	-	-	-	-
Share of interests in joint ventures	-	-	-	-	-
Total income from continuing operations	7,369	6,570	(74)	6,496	1,250
Expenses					
Employee benefits and on-costs	944	1,004	-	1,004	347
Materials and services	3,331	2,947	65	3,012	588
Borrowing costs	-	-	-	-	-
Depreciation and amortisation	2,613	2,510	-	2,510	653
Other expenses	810	338	-	338	31
Net Loss from disposal of assets	-	-	-	-	-
Total expenses from continuing operations	7,698	6,800	65	6,865	1,620
Net operating result from continuing operations	(329)	(230)	(139)	(369)	(370)
Net Operating Result before Capital Items	(1,144)	(230)	(139)	(369)	(370)

Dubbo Regional Council
Quarterly Budget Review Statement
for the quarter ended 30 September 2024

9. Income & expenses budget review statement

Income & expenses - Dubbo Regional Livestock Markets

(\$000's)	Actual figures 2023/24	Original budget 2024/25	Variations for this Sep Qtr	Projected year end result	Actual YTD figures
Income					
Rates and annual charges	-	-	-	-	-
User charges and fees	4,189	3,938	1,094	5,032	1,854
Other revenues	29	44	-	44	10
Grants and contributions - operating	-	-	-	-	-
Grants and contributions - capital	591	-	261	261	121
Interest and investment revenue	-	-	-	-	-
Net gain from disposal of assets	-	-	-	-	-
Share of interests in joint ventures	-	-	-	-	-
Total income from continuing operations	4,809	3,982	1,355	5,337	1,985
Expenses					
Employee benefits and on-costs	782	956	-	956	162
Materials and services	2,313	1,759	25	1,784	494
Borrowing costs	-	-	-	-	-
Depreciation and amortisation	1,790	1,715	-	1,715	448
Other expenses	177	226	-	226	19
Net Loss from disposal of assets	54	-	-	-	-
Total expenses from continuing operations	5,116	4,656	25	4,681	1,122
Net operating result from continuing operations	(307)	(675)	1,330	655	863
Net Operating Result before Capital Items	(898)	(675)	1,069	394	742

Dubbo Regional Council
Quarterly Budget Review Statement
for the quarter ended 30 September 2024

9. Income & expenses budget review statement

Income & expenses - Property and Land Development

(\$000's)	Actual figures 2023/24	Original budget 2024/25	Variations for this Sep Qtr	Projected year end result	Actual YTD figures
Income					
Rates and annual charges	-	-	-	-	-
User charges and fees	-	-	-	-	-
Other revenues	38	1	-	1	21
Grants and contributions - operating	-	-	-	-	-
Grants and contributions - capital	-	-	-	-	-
Interest and investment revenue	-	-	-	-	-
Net gain from disposal of assets	2,123	7,267	(5,771)	1,496	(225)
Share of interests in joint ventures	-	-	-	-	-
Total income from continuing operations	2,161	7,267	(5,771)	1,497	(203)
Expenses					
Employee benefits and on-costs	650	826	20	846	191
Materials and services	334	518	(75)	443	61
Borrowing costs	-	-	-	-	-
Depreciation and amortisation	37	-	-	-	9
Other expenses	17	10	(10)	-	0
Net Loss from disposal of assets	-	-	-	-	-
Total expenses from continuing operations	1,037	1,353	(65)	1,288	262
Net operating result from continuing operations	1,123	5,914	(5,706)	208	(465)
Net Operating Result before Capital Items	1,123	5,914	(5,706)	208	(465)

Dubbo Regional Council
Quarterly Budget Review Statement
for the quarter ended 30 September 2024

9. Income & expenses budget review statement

Income & expenses - Rainbow Cottage

(\$000's)	Actual figures 2023/24	Original budget 2024/25	Variations for this Sep Qtr	Projected year end result	Actual YTD figures
Income					
Rates and annual charges	-	-	-	-	-
User charges and fees	493	645	-	645	105
Other revenues	-	-	-	-	-
Grants and contributions - operating	1,087	814	67	880	304
Grants and contributions - capital	-	-	-	-	-
Interest and investment revenue	-	-	-	-	-
Net gain from disposal of assets	-	-	-	-	-
Share of interests in joint ventures	-	-	-	-	-
Total income from continuing operations	1,434	1,458	67	1,525	409
Expenses					
Employee benefits and on-costs	1,279	1,389	-	1,389	319
Materials and services	391	384	4	387	91
Borrowing costs	-	-	-	-	-
Depreciation and amortisation	75	75	-	75	19
Other expenses	22	19	-	19	3
Net Loss from disposal of assets	-	-	-	-	-
Total expenses from continuing operations	1,667	1,866	4	1,870	431
Net operating result from continuing operations	(233)	(408)	63	(344)	(22)
Net Operating Result before Capital Items	(233)	(408)	63	(344)	(22)



DUBBO REGIONAL
COUNCIL

REPORT: Draft Council Policy - Code of Meeting Practice

DIVISION: Organisational Performance
REPORT DATE: 14 November 2024
TRIM REFERENCE: ID24/2140

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none"> Seek endorsement Adopt a policy 	<ul style="list-style-type: none"> Fulfil legislated requirement/Compliance
Issue	<ul style="list-style-type: none"> The Draft Council Policy, Code of Meeting Practice, must be adopted for the purpose of Public Exhibition 	
Reasoning	<ul style="list-style-type: none"> This policy must be reviewed and adopted by Council within the first 12 months of a new Council Term. Local Government Act 1993. Local Government NSW – Model Code of Meeting Practice for Local Councils in NSW 2021 	
Financial Implications	Budget Area	Budget Area
Policy Implications	Policy Title	Policy Title
	Impact on Policy	Impact on Policy

STRATEGIC DIRECTION

The Towards 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes six principal themes and a number of objectives and strategies. This report is aligned to:

Theme: 4 Leadership

CSP Objective: 4.1 Council provides transparent, fair and accountable leadership and governance

Delivery Program Strategy: 4.1.2 Council’s decision-making processes are open, transparent and accountable

RECOMMENDATION

- 1. That the draft Council Policy, Code of Meeting Practice, as attached at Appendix 1, be endorsed for the purpose of public exhibition for a period of 42 days.**
- 2. That a further report be submitted to Council detailing results of public exhibition, for adoption of the final policy.**

Jane Bassingthwaite
Director Organisational Performance

SW
Governance Team Leader

BACKGROUND

Under section 360(3) of the Local Government Act, an elected body must revise and adopt this policy within 12 months of the start of the Council Term. Public consultation is mandatory for this Policy for significant changes.

Previous Resolutions of Council

12 October 2023 CSC23/60 (CCL23/278)	<i>That the draft Council Policy, Code of Meeting Practice, as attached at Appendix 1, be adopted.</i>
--	--

REPORT

The Code of Meeting Practice is written in accordance with the Office of Local Government's Model Code of Meeting Practice for Councils in NSW 2021. The majority of the provisions within this Policy are mandatory under the Model Code of Meeting Practice. Additional non-mandatory provisions will be shaded in **grey** in the attached draft policy document. (**Appendix 1**).

Consultation

- As per section 361 of the Local Government Act, a draft Code of Meeting Practice must be placed on Public Exhibition for a period of "not less than 28 days;". To ensure maximum opportunity for submissions, Council proposes that the Policy be placed on Public Exhibition for an additional 14 days to account for the Christmas/New Year holiday period.
- Any public submissions will then be considered in a further report before a final version of the policy is presented to Council for adoption.

Resourcing Implications

- There are no additional resourcing implications for the proposed policy.

Options Considered

- The majority of the provisions within this Policy are mandatory under the Model Code of Meeting Practice.
- The additional non-mandatory provisions were adopted by the previous terms of councils. You are able to review the non-mandatory provisions for changes if required.
- Administrative changes have been made to update information on the following:
 - *3.9 A Councillor may give notice of any business they wish to be considered by the Council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted **eight** business days before the meeting is to be held **by***

- 12pm.* (note this does not include the day of the meeting) This has been updated due to the change of meeting days to Tuesdays so it allows adequate time for the processing on the agenda and does not impact the release date of the agenda.
- *5.2 A Councillor cannot participate in a meeting of the Council or of a Committee of the Council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code.*
 - *5.19 A request by a Councillor for approval to attend a meeting by audio-visual link must be made in writing to the Chief Executive Officer 24 hours prior to the meeting in question and must provide reasons why.* This is required now due to the new Confero Meeting system.
 - *8.5 (a) Questions on Notice must be lodged in writing with the Chief Executive Officer no later than 12pm eight business days prior to the scheduled Ordinary Meeting of the Council (note this does not include the day of the meeting).* This has been updated due to the change of meeting days to Tuesdays, so it allows adequate time for the processing on the agenda and does not impact the release date of the agenda.
- For Council's consideration
 - *4.9 No more than two (2) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting,* is highlighted to potential update this as in the recent past we do not adhere to this requirement allowing more than two people to speak to a topic of interest.

Preferred Option

- That the draft policy be adopted for public exhibition.
- That once submissions are received that the changes be reflected in the policy for review by council prior to adoption.
- That the current elected body review the non-mandatory provisions and endorse these.

Next Steps

- The Policy will be placed on Public Exhibition for a period of 42 days to allow for community consultation.
- Following the consideration of public submissions, a final draft of the Policy will be presented to Council for adoption.

APPENDICES:

- [1↓](#) Draft Council Policy - Code of Meeting Practice - review November 2024



DUBBO
REGIONAL
COUNCIL

COUNCIL POLICY

Code of Meeting Practice

Date November 2024

Council Resolution Date

Clause Number

Responsible Position Manager Corporate Governance

Branch Corporate Governance

Division Organisational Performance

Version 6

TRIM Reference Number

Review Period Within 12 months of new Term of Council or when the Model Code of Meeting Practice is updated by the Office of Local Government NSW.

Review Date November 2026

Consultation Public Exhibition prior to adoption

Document Revision History	
Description	Date
Amended and adopted by Council following merger between former Dubbo City and Wellington Councils	July 2016
Amended to include provision for web streaming of Council and Standing Committee meetings	October 2017
Amended to reflect position title change from General Manager to Chief Executive Officer	May 2018
Adopted by Council following workshop and Public Exhibition	July 2019
Submitted to Council for adoption following minor changes (see notes)	October 2021
Adopted by Council following workshop and Public Exhibition after 2021 Local Government Elections	April 2022
Submitted to Council for adoption to be place on Public Exhibition for 28 days.	July 2023
Adopted by Council following Public Exhibition	26 October 2023
Review and amended submitted to Council for Public Exhibition following 2024 Local Government Elections	26 November 2024
Notes	

Amendments made for new Term of Council to reflect updated Model Code of Meeting Practice.

CONTENTS

CONTENTS 2

1. INTRODUCTION 3

2. MEETING PRINCIPLES 5

3. BEFORE THE MEETING 6

4. PUBLIC FORUMS 11

5. COMING TOGETHER 15

6. THE CHAIRPERSON 20

7. MODES OF ADDRESS 21

8. ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS 22

9. CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS 23

10. RULES OF DEBATE 25

11. VOTING 28

12. COMMITTEE OF THE WHOLE 30

13. DEALING WITH ITEMS BY EXCEPTION 31

14. CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC 32

15. KEEPING ORDER AT MEETINGS 36

16. CONFLICTS OF INTEREST 39

17. DECISIONS OF THE COUNCIL 40

18. TIME LIMITS ON COUNCIL MEETINGS 42

19. AFTER THE MEETING 43

20. COUNCIL COMMITTEES 45

21. IRREGULARITIES 48

1. INTRODUCTION

PURPOSE

A Council and a Committee of the Council of which all the members are Councillors must conduct its meetings in accordance with the Code of Meeting Practice adopted by the Council.

BACKGROUND AND RELATED LEGISLATION

The Model Code of Meeting Practice for Local Councils in NSW (the Model Code) is made under section 360 of the Local Government Act 1993 (the Act) and the Local Government (General) Regulation 2021 (the Regulation).

Council must adopt a Code of Meeting Practice that incorporates the mandatory provisions of the Model Code of Meeting but may also include non-mandatory and other supplementary provisions of the Model Code providing that it does not contain provisions that are inconsistent with the mandatory provisions of the Model Meeting Code.

This Code of Meeting Practice has been publicly exhibited in accordance with the Act and adopted by the Council.

SCOPE

This Code applies to all meetings of Council and Committees of Council of which all the members are Councillors (Committees of Council). These Committees include the Committee of the Whole; the Infrastructure, Planning and Environment Committee; the Culture and Community Committee; and the Corporate Services Committee. Council Committees whose members include persons other than Councillors may adopt their own rules for meetings unless the Council determines otherwise.

DEFINITIONS

To assist in interpretation, the following definitions apply:

Term	Definition
The Act	<i>The Local Government Act 1993.</i>
Act of disorder	An act of disorder is defined in clause 15.11 of this code.
Amendment	In relation to an original motion, means a motion moving and amendment to that motion.
Audio recorder	Any device capable of recording speech.
Audio-visual link	means a facility that enables audio and visual communication between persons at different places
Business day	Any day except Saturday or Sunday or any other day the whole or part of which is observed a public holiday throughout NSW.
Chairperson	In relation to a meeting of the council, the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code; and in relation to a meeting of a committee, the person presiding at the meeting as provided by clause 20.11 of this code.

This code	Council's adopted Code of Meeting Practice.
Committee of the Council	A committee established by the council in accordance with clause 20.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1.
Council official	Has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
Day	Calendar day.
Division	A request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion.
Foreshadowed amendment	A proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment.
Foreshadowed motion	A motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion.
MCOMP	NSW Government Model Code of Meeting Practice for Local Councils in NSW 2021.
Open voting	Voting on the voices or by a show of hands or by a visible electronic voting system or similar means.
Planning decision	A decision made in the exercise of a function of a Council under the Environmental Planning and Assessment Act 1979 including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act.
Performance Improvement Order	An order issued under Section 438A of the Act.
Quorum	The minimum number of councillors or committee members necessary to conduct a meeting.
The Regulation	<i>The Local Government (General) Regulation 2021.</i>
Webcast	A video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time.
Year	The period beginning 1 July and ending the following 30 June.

RESPONSIBILITIES

A Council and a Committee of the Council of which all the members are Councillors must conduct its meetings in accordance with the Code of Meeting Practice adopted by the Council.

POLICY

See next page for Dubbo Regional Council's Code of Meeting Practice.

2. MEETING PRINCIPLES

(MCOMP Mandatory Provision 2.1)

2.1 Council and committee meetings should be:

Transparent: Decisions are made in a way that is open and accountable.

Informed: Decisions are made based on relevant, quality information.

Inclusive: Decisions respect the diverse needs and interests of the local community.

Principled: Decisions are informed by the principles prescribed under Chapter 3 of the Act.

Trusted: The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.

Respectful: Councillors, staff and meeting attendees treat each other with respect.

Effective: Meetings are well organised, effectively run and skilfully chaired.

Orderly: Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

3. BEFORE THE MEETING

Timing of Ordinary Council Meetings

(MCOMP Mandatory Provisions 3.1 - 3.2)

3.1 The time, date and place of Ordinary meetings will be determined during the Ordinary meeting of Council held each September for the ensuing year, unless it is a Local Government election year in which case the Ordinary meeting dates will be determined in October for the ensuing year.

Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

Extraordinary Meetings

(MCOMP Mandatory Provision 3.3)

3.2 If the Mayor receives a request in writing, signed by at least two (2) Councillors, the Mayor must call an extraordinary meeting of the Council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The Mayor can be one of the two Councillors requesting the meeting.

Note: Clause 3.2 reflects section 366 of the Act.

Notice to the Public of Council Meetings

(MCOMP Mandatory Provisions 3.4-3.6)

3.3 The Council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of Committees of the Council.

Note: Clause 3.3 reflects section 9(1) of the Act.

3.4 For the purposes of clause 3.3, notice of a meeting of the Council and of a Committee of council is to be published before the meeting takes place. The notice must be published on the Council's website, and in such other manner that the Council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

3.5 For the purposes of clause 3.3, notice of more than one (1) meeting may be given in the same notice.

Notice to Councillors of Ordinary Council Meetings

(MCOMP Mandatory Provisions 3.7 - 3.8)

3.6 The Chief Executive Officer must send to each Councillor, at least three (3) days before each meeting of the Council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 3.6 reflects section 367(1) of the Act.

3.7 The notice and the agenda for, and the business papers relating to, the meeting may be given to Councillors in electronic form, but only if all Councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 3.7 reflects section 367(3) of the Act.

Notice to Councillors of Extraordinary Meetings

(MCOMP Mandatory Provision 3.9)

3.8 Notice of less than three (3) days may be given to Councillors of an Extraordinary meeting of the Council in cases of emergency.

Note: Clause 3.8 reflects section 367(2) of the Act.

Giving Notice of Business to be Considered at Council Meetings

*(MCOMP Mandatory Provisions 3.10-3.11
MCOMP Non-mandatory Provisions 3.12-3.13)*

3.9 A Councillor may give notice of any business they wish to be considered by the Council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted **eight** business days before the meeting is to be held **by 12pm**. (note this does not include the day of the meeting)

3.10 A Councillor may, in writing to the Chief Executive Officer, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered. If a Councillor who has submitted a notice of motion under this clause wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to Councillors, the Councillor may request the withdrawal of the motion when it is before the Council.

3.11 If the Chief Executive Officer considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the chief executive officer may prepare a report in relation to the notice of motion

for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.

3.12 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the chief executive officer must either:

(a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or

(b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

Questions With Notice

(MCOMP Mandatory Provisions 3.14-3.16)

3.13 A Councillor may, by way of a notice submitted under clause 3.9, ask a question for response by the Chief Executive Officer about the performance or operations of the Council.

3.14 A Councillor is not permitted to ask a question with notice under clause 3.13 that comprises a complaint against the Chief Executive Officer or a member of staff of the Council, or a question that implies wrongdoing by the Chief Executive Officer or a member of staff of the Council.

3.15 The Chief Executive Officer or their nominee may respond to a question with notice submitted under clause 3.13 by

way of a report included in the business papers for the relevant meeting of the Council or orally at the meeting.

Agenda and Business Papers for Ordinary Meetings

(MCOMP Mandatory Provision 3.17-3.22)

3.16 The Chief Executive Officer must cause the agenda for a meeting of the Council or a Committee of the Council to be prepared as soon as practicable before the meeting.

3.17 The Chief Executive Officer must ensure that the agenda for an Ordinary meeting of the Council states:

(a) all matters to be dealt with arising out of the proceedings of previous meetings of the Council, and

(b) if the Mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and

(c) all matters, including matters that are the subject of staff reports and reports of Committees, to be considered at the meeting, and

(d) any business of which due notice has been given under clause 3.9.

3.18 Nothing in clause 3.17 limits the powers of the Mayor to put a Mayoral Minute to a meeting under clause 9.6.

3.19 Nothing in clause 3.17 limits the powers of the Chief Executive Officer to table a report at a meeting under clause 3.20.

3.20 Subject to clause 3.21, the Chief Executive Officer may, by report signed by the Chief Executive Officer, put to the meeting, in writing, without notice any matter or topic that is within the jurisdiction of the Council, or of which the Council has official knowledge.

3.21 Any report put to the meeting under clause 3.20 must not be used to put

without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the Council before the next scheduled Ordinary meeting of the Council.

3.22 The Chief Executive Officer must not include in the agenda for a meeting of the Council any business of which due notice has been given if, in the opinion of the Chief Executive Officer, the business is, or the implementation of the business would be, unlawful. The Chief Executive Officer must report, without giving details of the item of business, any such exclusion to the next meeting of the Council.

3.23 Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the Chief Executive Officer, is likely to take place when the meeting is closed to the public, the Chief Executive Officer must ensure that the agenda of the meeting:

(a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and

(b) states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 3.23 reflects section 9(2A)(a) of the Act.

3.24 The Chief Executive Officer must ensure that the details of any item of business which, in the opinion of the Chief Executive Officer, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to Councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be

disclosed by a Councillor or by any other person to another person who is not authorised to have that information.

Statement of Ethical Obligations
(MCOMP Mandatory Provision 3.23)

3.25 Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.

Availability of the Agenda and Business Papers to the Public
(MCOMP Mandatory Provision 3.24-3.27)

3.26 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the Council and Committees of Council, are to be published on the Council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the Council, at the relevant meeting and at such other venues determined by the Council.

Note: Clause 3.26 reflects section 9(2) and (4) of the Act.

3.27 Clause 3.26 does not apply to the business papers for items of business that the Chief Executive Officer has identified under clause 3.23 as being likely to be considered when the meeting is closed to the public.

Note: Clause 3.27 reflects section 9(2A) (b) of the Act.

3.28 For the purposes of clause 3.26, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to Councillors.

Note: Clause 3.28 reflects section 9(3) of the Act.

3.29 A copy of an agenda, or of an associated business paper made available under clause 3.26, may in addition be given or made available in electronic form.

Note: Clause 3.29 reflects section 9(5) of the Act.

Agenda and Business Papers for Extraordinary Meetings
(MCOMP Mandatory Provisions 3.28-3.32)

3.30 The Chief Executive Officer must ensure that the agenda for an Extraordinary meeting of the Council deals only with the matters stated in the notice of the meeting.

3.31 Despite clause 3.30, business may be considered at an Extraordinary meeting of the Council, even though due notice of the business has not been given, if:

(a) a motion is passed to have the business considered at the meeting, and

(b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the Council before the next scheduled Ordinary meeting of the Council.

3.32 A motion moved under clause 3.31(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.

3.33 Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.31(a) can speak to the motion before it is put.

3.34 A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.31(b) on whether a matter is of great urgency.

Pre-meeting Briefing Sessions

(MCOMP Non-mandatory Provision 3.33-3.38)

3.35 Prior to each Ordinary meeting of the Council, the Chief Executive Officer may arrange a pre-meeting briefing session to brief Councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for Extraordinary meetings of the Council and meetings of Committees of the Council.

3.36 Pre-meeting briefing sessions are to be held in the absence of the public.

3.37 Pre-meeting briefing sessions may be held by audio-visual link.

3.38 The Chief Executive Officer or a member of staff nominated by the Chief Executive Officer is to preside at pre-meeting briefing sessions.

3.39 Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal Council or Committee meeting at which the item of business is to be considered.

3.40 Councillors (including the Mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a Council or Committee meeting. The Council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the Councillor who made the declaration.

3.41 A record of minutes will be taken in pre-meeting briefings including the items discussed, attendees at the

meetings, timings and conflicts of interest as detailed in clause 3.40.

4. PUBLIC FORUMS

(MCOMP Non-mandatory Provision 4.1-4.24)

4.1 The Council will hold a public forum during each Ordinary and Extraordinary meeting of the Council for the purpose of hearing oral submissions from members of the public.

4.2 Public forums may be held by audio-visual link.

4.3 Public Forum is limited to a maximum period of thirty (30) minutes and shall be held following "Apologies" on the Council agenda. Should there remain time following speakers who have previously nominated, the Mayor will enquire of the Public Gallery if there are any other speakers.

Should the number of nominated speakers exceed the thirty (30) minute time frame, a decision by Council may extend the time frame for Public Forum by a length of time nominated by the mover of the motion.

4.4 Members of the public wishing to discuss items of business listed on the business paper will be given preference over those wishing to discuss matters that are not included on the agenda to be considered at the meeting.

4.5 To speak at a public forum, a person must first make an application to the Council in the approved form. Applications to speak at the public forum must be received at least two (2) hours prior to the commencement of the public forum, and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item, where applicable. Any material for distribution to the Council must be submitted with the application for approval by the Chief Executive Officer.

4.6 A person may apply to speak on more than one item however the total time that person speaks for must not exceed five (5) minutes.

4.7 Legal representatives acting on behalf of others are not to be permitted to speak at a public forum unless they identify their status as a legal representative when applying to speak at the public forum.

4.8 The Chief Executive Officer or their delegate may refuse an application to speak at a public forum. The Chief Executive Officer or their delegate must give reasons in writing for a decision to refuse an application and advise the chairperson prior to the respective public forum session.

4.9 No more than two (2) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the Council meeting.

4.10 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the Chief Executive Officer or their delegate may request the speakers to nominate from among themselves the persons who are to address the Council on the item of business. If the speakers are not able to agree on whom to nominate to address the Council, the first two (2) speakers to register interest to speak on that item shall be permitted to speak to the item.

4.11 If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the Chief Executive Officer or their delegate may, in consultation with the Mayor or the chairperson as the case may be, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the Council to hear a fuller range of views on the relevant item of business. Additional speakers shall speak once all

registered speakers have spoken and will only be permitted provided that the maximum time for public forum of thirty (30) minutes is not exceeded.

4.12 Approved speakers at the public forum are to register with the Council any written, visual or audio material to be presented in support of their address to the Council at the public forum, and to identify any equipment needs no less than one (1) business day before the public forum. The Chief Executive Officer or their delegate may refuse to allow such material to be presented should the request be unreasonable and the equipment not being readily available.

4.13 The Chief Executive Officer or their delegate is to determine the order of speakers at the public forum. This will usually be determined by the order in which the requests are received.

4.14 Each speaker will be allowed five (5) minutes to address the Council. This time is to be strictly enforced by the chairperson.

4.15 Speakers at public forums must not digress from the item on the agenda of the Council meeting they have applied to address the Council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard and will be requested to return to their seat.

4.16 A Councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public forum. Questions put to a speaker must be direct, succinct and without argument.

4.17 Speakers at public forums **cannot** ask questions of the Council, Councillors, or Council staff.

4.18 The Chief Executive Officer or their nominee may, with the concurrence of the chairperson, address the Council for up to two (2) minutes in response to an address to the Council at a public forum after the address and any subsequent questions and answers have been finalised.

4.19 Where an address made at a public forum raises matters that require further consideration by Council staff, the Chief Executive Officer may recommend to the chairperson that the Council defer consideration of the matter pending the preparation of a further report on the matters.

4.20 When addressing the Council, speakers at public forums must comply with this code and all other relevant Council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the Council's Code of Conduct, or making other potentially defamatory statements.

4.21 If the chairperson considers that a speaker at a public forum has engaged in conduct of the type referred to in clause 4.20, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.

4.22 Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public forums in accordance with the provisions of Part 15 of this code.

4.23 Where a speaker engages in conduct of the type referred to in clause 4.20, the Chief Executive Officer or their delegate may refuse further applications

from that person to speak at public forums for a period of six (6) months. Should this speaker repeat this conduct following this suspension at a further public forum session, the Chief Executive Officer or their delegate may refuse further applications from that person to speak at public forums for a period of twelve (12) months. Should this speaker repeat this conduct following this second suspension at a further public forum session, the Chief Executive Officer or their delegate may refuse further applications from that person to speak at public forums indefinitely.

4.24 Councillors (including the Mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public forum, in the same way that they are required to do so during the remainder of a Council or Committee meeting. The Council is to maintain a written record of all conflict of interest declarations made at public forums and how the conflict of interest was managed by the Councillor who made the declaration.

4.25 Where an address relates to an issue of general interest (that is a matter not listed on the agenda), it cannot be debated by Council except where in accordance with clause 9.3 of this code:

(a) a motion is passed to have the business considered at the meeting, and

(b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the Council before the next scheduled ordinary meeting of the Council.

4.26 Speakers must conduct themselves with respect to Council and observe the rules of order and meeting procedure as contained in Council's Code of Meeting Practice. As part of Public Forum, the

Mayor shall ensure the conduct of public forum is such that presenters:

- confine their presentation to a statement of facts
- not insult or make personal reflections or impute improper motives to any Councillor or member of staff
- not say or do anything that is inconsistent with maintaining order at the meeting or is likely to bring Council into contempt
- allow other speakers to put their views without interruption.

4.27 Any potential tenderer (being a person or entity, including their agent, employee or representative, that has requested documents or information regarding a tender or quotation) must not be permitted to address a meeting of Council (including any Committee or Working Party of Council) regarding the relevant tender or quotation without the prior written consent of the Chief Executive Officer.

In deciding whether to grant such consent, the Chief Executive Officer may take into consideration: any relevant legislative requirements, tendering guidelines issued by the Office of Local Government from time to time, terms of the relevant tender or quotation documents, Council's Code of Conduct, and the rules of procedural fairness.

(It is noted that Council has a statutory obligation to ensure that any requests for tender or quotation documents, or information or clarification regarding the tender or quotation, from any potential tenderer must be directed to the responsible officer identified in the tender or quotation documents.)

4.28 It is Council's practice that members of the public who have an interest in matters before Council's standing committees (Infrastructure, Planning and Environment Committee;

Culture and Community Committee or Corporate Services Committee) are advised that they may attend and address those committees. This practice is more informal and there is often interaction, questions, or discussions between those persons and the Councillors and staff. This informality has been at the discretion of the Chairperson, noting that only those matters listed on the Committee's agenda will be discussed; matters of "general interest" are not to be raised by the public.

There is no specific agenda item for Public Forum during Committee meetings, but registered speakers will address the Council immediately prior to the subject matter on the agenda.

5. COMING TOGETHER

Attendance by Councillors at Meetings

(MCOMP Mandatory Provisions 5.1 – 5.8)

5.1 All Councillors must make reasonable efforts to attend meetings of the Council and of Committees of the Council of which they are members.

Note: A Councillor may not attend a meeting as a Councillor (other than the first meeting of the Council after the Councillor is elected or a meeting at which the Councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

5.2 A Councillor cannot participate in a meeting of the Council or of a Committee of the Council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this code. **(this will require advance approval)**

5.3 Where a Councillor is unable to attend one or more Ordinary meetings of the Council, the Councillor should formally request that the Council grant them a leave of absence from those meetings. This clause does not prevent a Councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.

Note: The making an apology by a Councillor is to be done in writing to the Chief Executive Officer at least one (1) hour prior to the commencement of a meeting who will notify the Mayor, or chairperson prior to the commencement of a meeting. An apology will not be recorded for an absent Councillor who has not provided formal notification.

5.4 A Councillor's request for leave of absence from Council meetings should, if practicable, identify (by date) the meetings from which the Councillor intends to be absent and the grounds upon which the leave of absence is being sought.

5.5 The Council must act reasonably when considering whether to grant a Councillor's request for a leave of absence.

5.6 A Councillor's civic office will become vacant if the Councillor is absent from three (3) consecutive ordinary meetings of the Council without prior leave of the Council, or leave granted by the Council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the Council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 5.6 reflects section 234(1) (d) of the Act.

5.7 A Councillor who intends to attend a meeting of the Council despite having been granted a leave of absence should, if practicable, give the Chief Executive Officer at least two (2) days' notice of their intention to attend.

The Quorum for a Meeting

(MCOMP Mandatory Provisions 5.9 – 5.13)

Non-mandatory Provisions 5.14-5.16)

5.8 The quorum for a meeting of the Council is a majority of the Councillors of the Council who hold office at that time and are not suspended from office.

Note: Clause 5.8 reflects section 368(1) of the Act.

5.9 Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the Council.

Note: Clause 5.9 reflects section 368(2) of the Act.

5.10 A meeting of the Council must be adjourned if a quorum is not present:

(a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or

(b) within half an hour after the time designated for the holding of the meeting, or

(c) at any time during the meeting.

5.11 In either case, the meeting must be adjourned to a time, date, and place fixed:

(a) by the chairperson, or

(b) in the chairperson's absence, by the majority of the councillors present, or

(c) failing that, by the Chief Executive Officer.

5.12 The Chief Executive Officer must record in the Council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the Council, together with the names of the Councillors present.

5.13 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of Councillors, Council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the Mayor may, in consultation with the Chief Executive Officer and, as far as is practicable, with each Councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the Council's website and in such other manner that the Council is satisfied is likely to bring notice of the cancellation to

the attention of as many people as possible.

5.14 Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the Council or at an extraordinary meeting called under clause 3.2.

Meetings Held Via Audi-Visual Link

(MCOMP Non-Mandatory Provisions 5.16 – 5.18)

5.15 A meeting of the Council or a Committee of the Council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the Chief Executive Officer and, as far as is practicable, with each councillor.

5.16 Where the mayor determines under clause 5.16 that a meeting is to be held by audio-visual link, the Chief Executive Officer must:

(a) give written notice to all councillors that the meeting is to be held by audio-visual link, and

(b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and

(c) cause a notice to be published on the council's website and in such other manner the Chief Executive Officer is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.

5.17 This code applies to a meeting held by audio-visual link under clause 5.15 in the same way it would if the meeting was held in person.

Note: Where a council holds a meeting by audio-visual link under clause 5.15, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

Attendance by Councillors at Meetings by Audi-Visual Link

(MCOMP Non-Mandatory Provisions 5.19 – 5.30)

5.18 Councillors may attend and participate in meetings of the Council and Committees of the council by audio-visual link with the approval of the Council or the relevant Committee.

5.19 A request by a Councillor for approval to attend a meeting by audio-visual link must be made in writing to the Chief Executive Officer 24 hours prior to the meeting in question and must provide reasons why the Councillor will be prevented from attending the meeting in person.

5.20 Councillors may request approval to attend more than one meeting by audio-visual link. Where a Councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 5.19.

5.21 The council must comply with the Health Privacy Principles prescribed under the *Health Records and Information Privacy Act 2002* when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.

5.22 A Councillor who has requested approval to attend a meeting of the Council or a Committee of the Council by audio-visual link may participate in the meeting by audio-visual link until the

Council or Committee determines whether to approve their request and is to be taken as present at the meeting. The Councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.

5.23 A decision whether to approve a request by a Councillor to attend a meeting of the Council or a Committee of the Council by audio-visual link must be made by a resolution of the Council or the Committee concerned. The resolution must state:

(a) the meetings the resolution applies to, and

(b) the reason why the Councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.

5.24 If the Council or Committee refuses a Councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.

5.25 A decision whether to approve a Councillor's request to attend a meeting by audio-visual link is at the Council's or the relevant Committee's discretion. The Council and Committees of the Council must act reasonably when considering requests by Councillors to attend meetings by audio-visual link. However, the Council and Committees of the Council are under no obligation to approve a Councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the Councillor to attend the meeting by these means.

5.26 The Council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they

have attended a meeting of the council or a committee of the council by audio-visual link.

5.27 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.

5.28 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.

5.29 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

Entitlement of the Public to Attend Council Meetings

(MCOMP Mandatory Provisions 5.31 – 5.33)

5.30 Everyone is entitled to attend a meeting of the Council and Committees of the Council. The Council must ensure that all meetings of the Council and Committees of the Council are open to the public.

Note: Clause 5.30 reflects section 10(1) of the Act. Committees of the Council in this context refers to standing committees where all Councillors are members.

5.31 Clause 5.30 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

5.32 A person (whether a Councillor or another person) is not entitled to be present at a meeting of the Council or a Committee of the Council if expelled from the meeting:

(a) by a resolution of the meeting, or

(b) by the person presiding at the meeting if the Council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 5.32 reflects section 10(2) of the Act.

Note: clause 15.14 confers a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. Clause 15.14 authorises chairpersons to expel persons other than councillors from a council or committee meeting.

Webcasting of Meetings

(MCOMP Mandatory Provisions 5.34 – 5.39)

5.33 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.

These meetings shall be webcast as an audio-visual live stream with a copy of the stream being retained on Council's website for a minimum period of 6 months.

5.34 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:

(a) the meeting is being recorded and made publicly available on the council's website, and

(b) persons attending the meeting should refrain from making any defamatory statements.

5.35 The recording of a meeting is to be made publicly available on the council's website:

(a) at the same time as the meeting is taking place, or

(b) as soon as practicable after the meeting

5.36 The recording of a meeting is to be made publicly available on the council's website for at least twelve (12) months after the meeting.

5.37 Clauses 5.35 and 5.36 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

Note: Clause 5.33 – 5.37 reflect section 236 of the Regulation.

5.38 Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

Attendance of the Chief Executive Officer and Other Staff at Meetings

(MCOMP Mandatory Provisions 5.40 – 5.43 and Non-Mandatory Provision 5.44)

5.39 The Chief Executive Officer is entitled to attend, but not to vote at, a meeting of the Council or a meeting of a Committee of the Council of which all of the members are Councillors.

Note: Clause 5.39 reflects section 376(1) of the Act.

5.40 The Chief Executive Officer is entitled to attend a meeting of any other Committee of the Council and may, if a member of the Committee, exercise a vote.

Note: Clause 5.40 reflects section 376(2) of the Act.

5.41 The Chief Executive Officer may be excluded from a meeting of the Council or a Committee while the Council or Committee deals with a matter relating to the standard of performance of the Chief Executive Officer or the terms of employment of the Chief Executive Officer.

Note: Clause 5.41 reflects section 376(3) of the Act.

5.42 The attendance of other Council staff at a meeting, (other than as members of the public) shall be with the approval of the Chief Executive Officer.

5.43 The Chief Executive Officer and other council staff may attend meetings of the council and committees of the council by audio-visual-link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the Chief Executive Officer.

6. THE CHAIRPERSON

The Chairperson at Meetings

(MCOMP Mandatory Provisions 6.1 – 6.2)

6.1 The Mayor, or at the request of or in the absence of the Mayor, the Deputy Mayor (if any) presides at meetings of the Council.

Note: Clause 6.1 reflects section 369(1) of the Act.

6.2 If the Mayor and the Deputy Mayor (if any) are absent, a Councillor elected to chair the meeting by the Councillors present presides at a meeting of the Council.

Note: Clause 6.2 reflects section 369(2) of the Act.

Election of the Chairperson in the Absence of the Mayor and Deputy Mayor

(MCOMP Mandatory Provisions 6.3 – 6.8)

6.3 If no chairperson is present at a meeting of the Council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

6.4 The election of a chairperson must be conducted:

(a) by the Chief Executive Officer or, in their absence, an employee of the Council designated by the Chief Executive Officer to conduct the election, or

(b) by the person who called the meeting or a person acting on their behalf if neither the Chief Executive Officer nor a designated employee is present at the meeting, or if there is no Chief Executive Officer or designated employee.

6.5 If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

6.6 For the purposes of clause 6.5, the person conducting the election must:

(a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and

(b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

6.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

6.8 Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to Have Precedence

(MCOMP Mandatory Provisions 6.9)

6.9 When the chairperson rises or speaks during a meeting of the Council:

(a) any Councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and

(b) every Councillor present must be silent to enable the chairperson to be heard without interruption.

7. MODES OF ADDRESS

(MCOMP Non-Mandatory Provisions 7.1 – 7.4)

7.1 If the chairperson is the Mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.

7.2 Where the chairperson is not the Mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.

7.3 A Councillor is to be addressed as 'Councillor [surname]'.

7.4 A Council officer is to be addressed by their official designation or as Mr/Ms [surname] or their position title.

7.5 During a meeting of the Council, all Councillors with the exception of the chairperson, or any Councillor prevented by physical infirmity, shall stand when speaking.

8. ORDER OF BUSINESS FOR ORDINARY COUNCIL MEETINGS

(MCOMP Mandatory Provisions 8.1/8.2 – 8.4)

8.1 The general order of business for an ordinary meeting of the council shall be:

- 01 Opening meeting
- 02 Prayer
- 03 Welcome to Country or Acknowledgement of Country
- 04 Apologies and applications for a leave of absence or attendance by audio-visual link by Councillors
- 05 Conflicts of Interest
- 06 Public Forum
- 07 Confirmation of Minutes
- 08 Mayoral minute(s)
- 10 Procedural Matters
- 11 Information Only Matters
- 12 Petitions
- 13 Matters Considered by Committees
- 14 Notices of Motion/ Notices of Motion of Rescission
- 15 Delegates' Reports
- 16 Reports from Staff
- 17 Questions on Notice
- 18 Comments and Matters of Urgency
- 19 Confidential matters
- 20 Conclusion of the meeting

8.2 The order of business as fixed under 8.1 may be altered for a particular meeting of the Council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

8.3 Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.2 may speak to the motion before it is put.

8.4 With regard to the lodgement of petitions:

(a) Petitions must be lodged in the format as specified in the Petitions Policy

(b) Petitions may be lodged at a Council meeting however they are not to

be considered or debated unless a resolution of Council is passed to transact the business of the meeting and the chairperson rules it as a matter of urgency in accordance with clause 9.3.

(c) Petitions lodged with Council will be presented to Council for consideration at the next available Ordinary meeting of Council where the agenda has not already been determined.

8.5 (a) Questions on Notice must be lodged in writing with the Chief Executive Officer no later than **12pm eight** business days prior to the scheduled Ordinary Meeting of the Council. (note this does not include the day of the meeting)

(b) Questions on Notice must directly relate to the business of the Council and must put every such question directly, succinctly and without argument, in accordance with clause 9.18.

9. CONSIDERATION OF BUSINESS AT COUNCIL MEETINGS

Business that can be Dealt with at a Council Meeting

(MCOMP Mandatory Provisions 9.1 – 9.5)

9.1 The Council must not consider business at a meeting of the Council:

(a) unless a Councillor has given notice of the business, as required by clause 3.10, and

(b) unless notice of the business has been sent to the Councillors in accordance with clause 3.7 in the case of an Ordinary meeting or clause 3.9 in the case of an Extraordinary meeting called in an emergency.

9.2 Clause 9.1 does not apply to the consideration of business at a meeting, if the business:

(a) is already before, or directly relates to, a matter that is already before the Council, or

(b) is the election of a chairperson to preside at the meeting, or

(c) subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or

(d) is a motion for the adoption of recommendations of a Committee, including, but not limited to, a Committee of the Council.

9.3 Despite clause 9.1, business may be considered at a meeting of the Council even though due notice of the business has not been given to the Councillors if:

(a) a motion is passed to have the business considered at the meeting, and

(b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the Council before the next scheduled ordinary meeting of the Council.

9.4 A motion moved under clause 9.3(a) can be moved without notice.

Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.

9.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

Mayoral Minutes

*(MCOMP Mandatory Provisions 9.6 – 9.9
Non-mandatory Provision 9.10)*

9.6 Subject to clause 9.9, if the Mayor is the chairperson at a meeting of the Council, the Mayor may, by minute signed by the Mayor, put to the meeting, in writing, without notice any matter or topic that is within the jurisdiction of the Council, or of which the Council has official knowledge.

9.7 A Mayoral Minute, when put to a meeting, takes precedence over all business on the Council's agenda for the meeting. The chairperson (but only if the chairperson is the Mayor) may move the adoption of a Mayoral Minute without the motion being seconded.

9.8 A recommendation made in a Mayoral Minute put by the Mayor is, so far as it is adopted by the Council, a resolution of the Council.

9.9 A Mayoral Minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the Council before the next scheduled Ordinary meeting of the Council.

9.10 Where a Mayoral Minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted operational plan, it must

identify the source of funding for the expenditure that is the subject of the recommendation.

If the Mayoral Minute does not identify a funding source, the Council must defer consideration of the matter, pending a report from the Chief Executive Officer on the availability of funds for implementing the recommendation if adopted.

Staff Reports

(MCOMP Mandatory Provision 9.11)

9.11 A recommendation made in a staff report is, so far as it is adopted by the Council, a resolution of the Council.

Reports of Committees of Council

(MCOMP Mandatory Provisions 9.12 – 9.13)

9.12 The recommendations of a Committee of the Council are, so far as they are adopted by the Council, resolutions of the Council.

9.13 If in a report of a Committee of the Council distinct recommendations are made, the Council may make separate decisions on each recommendation.

Questions

(MCOMP Mandatory Provisions 9.14 – 9.19)

9.14 A question must not be asked at a meeting of the Council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.10 and 3.13.

9.15 A Councillor may, through the chairperson, put a question to another Councillor about a matter on the agenda.

9.16 A Councillor may, through the Chief Executive Officer, put a question to a Council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the Chief Executive Officer at the direction of the Chief Executive Officer.

9.17 A Councillor or Council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a Councillor or Council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the Council or before the next meeting of Council with the response being circulated to all Councillors.

9.18 Councillors must put questions directly, succinctly, respectfully and without argument.

9.19 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a Councillor or Council employee.

10. RULES OF DEBATE

Motions to be Seconded

(MCOMP Mandatory Provision 10.1)

10.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of Motion

(MCOMP Mandatory Provisions 10.2 – 10.4)

10.2 A Councillor who has submitted a notice of motion under clause 3.10 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.

10.3 If a Councillor who has submitted a notice of motion under clause 3.10 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to Councillors, the Councillor may request the withdrawal of the motion when it is before the Council.

10.4 In the absence of a Councillor who has placed a notice of motion on the agenda for a meeting of the council:

(a) any other Councillor may, with the leave of the chairperson, move the motion at the meeting, or

(b) the chairperson may defer consideration of the motion until the next meeting of the Council.

Chairperson's Duties With Respect to Motions

(MCOMP Mandatory Provisions 10.5 – 10.8)

10.5 It is the duty of the chairperson at a meeting of the Council to receive and put to the meeting any lawful motion that is brought before the meeting.

10.6 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.

10.7 Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.

10.8 Any motion, amendment, or other matter that the chairperson has ruled out of order is taken to have been lost.

Motions Requiring the Expenditure of Funds

(MCOMP Non-Mandatory Provision 10.9)

10.9 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the Council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the Council must defer consideration of the matter, pending a report from the Chief Executive Officer on the availability of funds for implementing the motion if adopted.

Amendments to motions

(MCOMP Mandatory Provisions 10.10 – 10.16)

10.10 An amendment to a motion must be moved and seconded before it can be debated.

10.11 An amendment to a motion must relate to the matter being dealt with in the original motion before the Council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.

10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.

10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before Council at any one time.

10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.

10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.

10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

Foreshadowed Motions

(MCOMP Mandatory Provisions 10.17 – 10.19)

10.17 A Councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the Council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.

10.18 Where an amendment has been moved and seconded, a Councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the Council at any time. However, no discussion can take place on foreshadowed amendments until the

previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.

10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the Number and Duration of Speeches

(MCOMP Mandatory Provisions 10.20 – 10.30)

10.20 A Councillor who, during a debate at a meeting of the Council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.

10.21 A Councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.

10.22 A Councillor must not, without the consent of the Council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.

10.23 Despite clause 10.22, the chairperson may permit a Councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the Councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

10.24 Despite clause 10.22, the Council may resolve to shorten the duration of

speeches to expedite the consideration of business at a meeting.

10.25 Despite clauses 10.20 and 10.21, a Councillor may move that a motion or an amendment be now put:

(a) if the mover of the motion or amendment has spoken in favour of it and no Councillor expresses an intention to speak against it, or

(b) if at least two (2) Councillors have spoken in favour of the motion or amendment and at least two (2) Councillors have spoken against it.

10.26 The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.

10.27 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.

10.28 If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.

10.29 All Councillors must be heard without interruption and all other Councillors must, unless otherwise permitted under this code, remain silent while another Councillor is speaking.

10.30 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

11. VOTING

Voting Entitlements of Councillors

(MCOMP Mandatory Provisions 11.1 – 11.3)

11.1 Each councillor is entitled to one (1) vote.

Note: Clause 11.1 reflects section 370(1) of the Act.

11.2 The person presiding at a meeting of the Council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 11.2 reflects section 370(2) of the Act.

11.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

Voting at Council Meetings

*(MCOMP Mandatory Provisions 11.5 – 11.9
Non-mandatory Provision 11.10)*

11.4 A Councillor who is present at a meeting of the Council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

11.5 If a Councillor votes against a motion put at a Council meeting, the Chief Executive Officer must ensure that the Councillor's dissenting vote is recorded in the Council's minutes as if a division had been called.

11.6 The decision of the chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) Councillors rise and call for a division.

11.7 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The Chief Executive Officer must ensure that the names of those who vote for the motion and those who vote against it are recorded in the Council's minutes for the meeting.

11.8 When a division on a motion is called, any Councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.4 of this code.

11.9 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the Council may resolve that the voting in any election by Councillors for Mayor or Deputy Mayor is to be by secret ballot.

11.10 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

Voting on Planning Decisions

(MCOMP Mandatory Provisions 11.12 – 11.15)

11.11 The Chief Executive Officer must keep a register containing, for each planning decision made at a meeting of the Council or a Council Committee (including, but not limited to a Committee of the Council), the names of the Councillors who supported the decision and the names of any Councillors who opposed (or are taken to have opposed) the decision.

11.12 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the Council or a Council Committee.

11.13 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

11.14 Clauses 11.11–11.13 apply also to meetings that are closed to the public.

Note: Clauses 11.12–11.14 reflect section 375A of the Act.

Note: The requirements of clause 11.11 may be satisfied by maintaining a register of the minutes of each planning decision.

12. COMMITTEE OF THE WHOLE

(MCOMP Mandatory Provisions 12.1 – 12.4)

12.1 The Council may resolve itself into a Committee to consider any matter before the Council.

Note: Clause 12.1 reflects section 373 of the Act.

12.2 All the provisions of this code relating to meetings of the Council, so far as they are applicable, extend to and govern the proceedings of the Council when in Committee of the Whole, except the provisions limiting the number and duration of speeches.

Note: Clauses 10.20–10.30 limit the number and duration of speeches.

12.3 The Chief Executive Officer or, in the absence of the Chief Executive Officer, an employee of the Council designated by the Chief Executive Officer, is responsible for reporting to the Council the proceedings of the Committee of the Whole. It is not necessary to report the proceedings in full, but any recommendations of the Committee must be reported.

12.4 The Council must ensure that a report of the proceedings (including any recommendations of the Committee) is recorded in the Council's minutes. However, the Council is not taken to have adopted the report until a motion for adoption has been made and passed.

13. DEALING WITH ITEMS BY EXCEPTION

(MCOMP Non-mandatory Provisions 13.1 – 13.7)

13.1 The Council or a Committee of Council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.

13.2 Before the Council or Committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask Councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.

13.3 The Council or Committee must not resolve to adopt any item of business under clause 13.1 that a Councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.

13.4 Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the Council or Committee must resolve to alter the order of business in accordance with clause 8.2.

13.5 A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.

13.6 Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.

13.7 Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

14. CLOSURE OF COUNCIL MEETINGS TO THE PUBLIC

(MCOMP Mandatory Provisions 14.1 – 14.2)

14.1 The Council or a Committee of the Council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:

(a) personnel matters concerning particular individuals (other than Councillors),

(b) the personal hardship of any resident or ratepayer,

(c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business,

(d) commercial information of a confidential nature that would, if disclosed:

(i) prejudice the commercial position of the person who supplied it, or

(ii) confer a commercial advantage on a competitor of the Council, or

(iii) reveal a trade secret,

(e) information that would, if disclosed, prejudice the maintenance of law,

(f) matters affecting the security of the Council, Councillors, Council staff or Council property,

(g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,

(h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,

(i) alleged contraventions of the Council's Code of Conduct.

Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.

14.2 The Council or a Committee of the Council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 14.2 reflects section 10A(3) of the Act.

Matters to be Considered when Closing Meetings to the Public

(MCOMP Mandatory Provisions 14.3 – 14.7)

14.3 A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

(a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and

(b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the Council or Committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 14.3 reflects section 10B(1) of the Act.

14.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

(a) are substantial issues relating to a matter in which the Council or Committee is involved, and

(b) are clearly identified in the advice, and

(c) are fully discussed in that advice.

Note: Clause 14.4 reflects section 10B(2) of the Act.

14.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

Note: Clause 14.5 reflects section 10B(3) of the Act.

14.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

(a) a person may misinterpret or misunderstand the discussion, or

(b) the discussion of the matter may:

(i) cause embarrassment to the Council or Committee concerned, or to Councillors or to employees of the Council, or

(ii) cause a loss of confidence in the Council or Committee.

Note: Clause 14.6 reflects section 10B(4) of the Act.

14.7 In deciding whether part of a meeting is to be closed to the public, the Council or Committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

Note: Clause 14.7 reflects section 10B(5) of the Act.

Notice of Likelihood of Closure Not Required in Urgent Cases

(MCOMP Mandatory Provision 14.8)

14.8 Part of a meeting of the Council, or of a Committee of the Council, may be closed to the public while the Council or Committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter

that is likely to be considered when the meeting is closed, but only if:

(a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and

(b) the Council or Committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:

(i) should not be deferred (because of the urgency of the matter), and

(ii) should take place in a part of the meeting that is closed to the public.

Note: Clause 14.8 reflects section 10C of the Act.

Representations by Members of the Public

(MCOMP Mandatory Provisions 14.9-14.17)

14.9 The Council, or a Committee of the Council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 14.9 reflects section 10A(4) of the Act.

14.10 A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.

14.11 Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the Council in the approved form. Applications must be received by Council no less than two (2) hours before the meeting at which the matter is to be considered.

14.12 The Chief Executive Officer (or their delegate) may refuse an application made under clause 14.11. The Chief Executive Officer or their delegate must give reasons in writing for a decision to refuse an application.

14.13 No more than three (3) speakers are to be permitted to make representations under clause 14.9 and each speaker shall be allowed a maximum of two (2) minutes to make representations to the Council.

14.14 If more than the permitted number of speakers apply to make representations under clause 14.9, the Chief Executive Officer or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the Council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the Chief Executive Officer or their delegate is to determine who will make representations to the Council.

14.15 The Chief Executive Officer (or their delegate) is to determine the order of speakers.

14.16 Where the Council or a Committee of the Council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than three (3) speakers to make representations in such order as determined by the chairperson.

14.17 Each speaker will be allowed two (2) minutes to make representations, and

this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of Non-councillors from Meetings Closed to the Public

(MCOMP Mandatory Provisions 14.18 - 4.19)

14.18 If a meeting or part of a meeting of the Council or a Committee of the Council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a Councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.

14.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Obligations of Councillors Attending Meetings by Audio-Visual Link

(MCOMP Non-Mandatory Provision 14.20)

14.20 Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

**Information to be Disclosed in
Resolutions Closing Meetings to the
Public**

(MCOMP Mandatory Provision 14.21)

14.21 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:

(a) the relevant provision of section 10A(2) of the Act,

(b) the matter that is to be discussed during the closed part of the meeting,

(c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

Note: Clause 14.21 reflects section 10D of the Act.

Resolutions Passed at Closed Meetings to be Made Public

(MCOMP Mandatory Provisions 14.22 – 14.23)

14.22 If the Council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.

14.23 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 14.22 during a part of the meeting that is webcast.

15. KEEPING ORDER AT MEETINGS

Points of Order

(MCOMP Mandatory Provisions 15.1 – 15.3)

15.1 A Councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.

15.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.

15.3 A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the Councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of Order

(MCOMP Mandatory Provisions 15.4 – 15.7)

15.4 The chairperson, without the intervention of any other Councillor, may call any Councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.

15.5 A Councillor who claims that another Councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.

15.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the Council.

15.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of Dissent

(MCOMP Mandatory Provisions 15.8 – 15.10)

15.8 A Councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.

15.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.

15.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of Disorder

(MCOMP Mandatory Provisions 15.11 – 15.12)

15.11 A Councillor commits an act of disorder if the Councillor, at a meeting of the Council or a Committee of the Council:

(a) contravenes the Act, the Regulation or this code, or

(b) assaults or threatens to assault another Councillor or person present at the meeting, or

(c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the Council or the Committee, or addresses or attempts to address the Council or the Committee on such a motion, amendment or matter, or

(d) insults, makes unfavourable personal remarks about or imputes improper motives to any other Council

official, or alleges a breach of the Council's Code of Conduct, or

(e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Council or the Committee into disrepute.

Note: Clause 15.11 reflects section 182 of the Regulation.

15.12 The chairperson may require a Councillor:

(a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a), (b) or (e), or

(b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or

(c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.11(d) and (e).

Note: Clause 15.12 reflects section 233 of the Regulation.

How Disorder at a Meeting may be Dealt With

(MCOMP Mandatory Provision 15.13)

15.13 If disorder occurs at a meeting of the Council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The Council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of Councillors.

Expulsion from Meetings

*(MCOMP Non-mandatory Provision 15.14 - 15.16
Mandatory Provisions 15.17 - 15.20)*

15.14 All chairpersons of meetings of the Council and Committees of the Council are authorised under this code to expel any person other than a Councillor, from a

Council or Committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the Council or the Committee of the Council.

15.15 Clause 15.14 does not limit the ability of the Council or a Committee of the Council to resolve to expel a person, including a Councillor, from a Council or Committee meeting, under section 10(2)(a) of the Act.

15.16 A Councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the Council for having failed to comply with a requirement under clause 15.12. The expulsion of a Councillor from the meeting for that reason does not prevent any other action from being taken against the Councillor for the act of disorder concerned.

Note: Clause 15.16 reflects section 233(2) of the Regulation.

15.17 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the Council for engaging in or having engaged in disorderly conduct at the meeting.

15.18 Where a Councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

15.19 If a Councillor or a member of the public fails to leave the place where a meeting of the Council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the Councillor or member of the public from that place and, if necessary, restrain the Councillor or member of the public from re-entering that place for the remainder of the meeting.

How Disorder by Councillors Attending Meetings by Audio-Visual Link May be Dealt With

(MCOMP Non-Mandatory Provisions 15.21 – 15.22)

15.20 Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.

15.21 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

Use of Mobile Phones and the Unauthorised Recording of Meetings

(MCOMP Mandatory Provisions 15.23 – 15.26)

15.22 Councillors, Council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the Council and Committees of the Council.

15.23 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the Council or a Committee of the Council without the prior authorisation of the Council or the Committee.

15.24 Without limiting clause 15.17, a contravention of clause 15.23 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.17. Any person who contravenes or attempts to contravene clause 15.23, may be expelled from the

meeting as provided for under section 10(2) of the Act.

15.25 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

16. CONFLICTS OF INTEREST

(MCOMP Mandatory Provision 16.1

Non-Mandatory Provision 16.2)

16.1 All Councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the Council and Committees of the Council in accordance with the Council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

16.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's Code of Conduct. Where a councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

17. DECISIONS OF THE COUNCIL

Council Decisions

(MCOMP Mandatory Provisions 17.1 – 17.2)

17.1 A decision supported by a majority of the votes at a meeting of the Council at which a quorum is present is a decision of the Council.

Note: Clause 17.1 reflects section 371 of the Act.

17.2 Decisions made by the Council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or Altering Council Decisions

(MCOMP Mandatory Provisions 17.3 – 17.9 and 17.11

Non-mandatory Provisions 17.10 and 17.12 – 17.14)

17.3 A resolution passed by the Council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.9.

Note: Clause 17.3 reflects section 372(1) of the Act.

17.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 17.4 reflects section 372(2) of the Act.

17.5 If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.9.

Note: Clause 17.5 reflects section 372(3) of the Act.

17.6 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) Councillors if less than three (3) months has elapsed since the

resolution was passed, or the motion was lost.

Note: Clause 17.6 reflects section 372(4) of the Act.

17.7 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 17.7 reflects section 372(5) of the Act.

17.8 The provisions of clauses 17.5–17.7 concerning lost motions do not apply to motions of adjournment.

Note: Clause 17.8 reflects section 372(7) of the Act.

17.9 A notice of motion submitted in accordance with clause 17.6 may only be withdrawn under clause 3.10 with the consent of all signatories to the notice of motion.

17.10 Where a Councillor intends to move a notice of motion to alter or rescind a resolution relating to a development application, the Councillor must advise the Chief Executive Officer their intent to do so immediately following the adoption of the motion and the notice of motion to alter or rescind a resolution must be submitted to the Chief Executive Officer no later than 48 hours after the completion of the meeting at which the resolution was adopted. This will allow the Council to delay the formal approval of the development application until the matter is finalised.

17.11 A motion to alter or rescind a resolution of the Council may be moved on the report of a Committee of the Council and any such report must be recorded in the minutes of the meeting of the Council.

Note: Clause 17.11 reflects section 372(6) of the Act.

17.12 Subject to clause 17.7, in cases of urgency, a motion to alter or rescind a resolution of the Council may be moved at the same meeting at which the resolution was adopted, where:

(a) a notice of motion signed by three Councillors is submitted to the chairperson, and

(b) a motion to have the motion considered at the meeting is passed, and

(c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the Council before the next scheduled ordinary meeting of the Council.

17.13 A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.

17.14 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

17.15 Where a Councillor has indicated that they wish to submit a notice of motion under 17.12(a), the chairperson must adjourn the meeting for five (5) minutes to allow the preparation of the notice of motion.

Recommitting Resolutions to Correct an Error

(MCOMP Non-mandatory Provisions 17.15 – 17.20)

17.16 Despite the provisions of this Part, a Councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:

(a) to correct any error, ambiguity or imprecision in the council's resolution, or

(b) to confirm the voting on the resolution.

17.17 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.16(a), the Councillor is to propose alternative wording for the resolution.

17.18 The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.16(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

17.19 A motion moved under clause 17.16 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.16 can speak to the motion before it is put.

17.20 A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.16.

17.21 A motion moved under clause 17.16 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

**18. TIME LIMITS ON COUNCIL
MEETINGS**

(MCOMP Non-mandatory Provisions 18.1 – 18.5)

18.1 There are no time limits imposed on Council or Committee meetings however the chairperson may adjourn a meeting of Council or Committee if required due to the meeting not completing in a reasonable timeframe, following the moving and adoption of a motion to do so.

19. AFTER THE MEETING

Minutes of Meetings

(MCOMP Mandatory Provisions 19.1 – 19.7

Non-Mandatory Provision 19.2(a))

19.1 The Council is to keep full and accurate minutes of the proceedings of meetings of the Council.

Note: Clause 19.1 reflects section 375(1) of the Act.

19.2 At a minimum, the Chief Executive Officer must ensure that the following matters are recorded in the Council's minutes:

(a) the names of councillors attending a council meeting and whether they attended the meeting in person or by audio-visual link,

(b) details of each motion moved at a Council meeting and of any amendments moved to it,

(c) the names of the mover and seconder of the motion or amendment,

(d) whether the motion or amendment was passed or lost, and

(e) such other matters specifically required under this code.

19.3 The minutes of a Council meeting must be confirmed at a subsequent meeting of the Council.

Note: Clause 19.3 reflects section 375(2) of the Act.

19.4 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

19.5 When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

Note: Clause 19.5 reflects section 375(2) of the Act.

19.6 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors

after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

19.7 The confirmed minutes of a Council meeting must be published on the Council's website. This clause does not prevent the Council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to Correspondence and Reports Laid on the Table at, or Submitted to, a Meeting

(MCOMP Mandatory Provisions 19.8 – 19.11)

19.8 The Council and Committees of the Council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 19.8 reflects section 11(1) of the Act.

19.9 Clause 19.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 19.9 reflects section 11(2) of the Act.

19.10 Clause 19.8 does not apply if the Council or the Committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 19.10 reflects section 11(3) of the Act.

19.11 Correspondence or reports to which clauses 19.9 and 19.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

**Implementation of Decisions of the
Council**

(MCOMP Mandatory Provision 19.12)

19.12 The Chief Executive Officer is to implement, without undue delay, lawful decisions of the Council.

Note: Clause 19.12 reflects section 335(b) of the Act.

20. COUNCIL COMMITTEES

Application of this Part

(MCOMP Mandatory Provision 20.1)

20.1 This Part only applies to Committees of the Council whose members are all Councillors.

Council Committees Whose Members are all Councillors

(MCOMP Mandatory Provisions 20.2 – 20.4)

20.2 The Council may, by resolution, establish such Committees as it considers necessary.

20.3 A Committee of the Council is to consist of the Mayor and such other Councillors as are elected by the Councillors or appointed by the Council.

20.4 The quorum for a meeting of a Committee of the Council is 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.

Functions of Committees

(MCOMP Mandatory Provision 20.5)

20.5 The Council must specify the functions of each of its Committees when the Committee is established but may from time to time amend those functions.

Notice of Committee Meetings

(MCOMP Mandatory Provisions 20.6 – 20.7)

20.6 The Chief Executive Officer must send to each Councillor, regardless of whether they are a Committee member, at least three (3) days before each meeting of the Committee, a notice specifying:

- (a) the time, date and place of the meeting, and
- (b) the business proposed to be considered at the meeting.

20.7 Notice of less than three (3) days may be given of a Committee meeting called in an emergency.

Attendance at Committee Meetings

(MCOMP Mandatory Provisions 20.8 – 20.9)

20.8 A Committee member (other than the Mayor) ceases to be a member of a Committee if the Committee member:

- (a) has been absent from three (3) consecutive meetings of the Committee without having given reasons acceptable to the Committee for the member's absences, or
- (b) has been absent from at least half of the meetings of the Committee held during the immediately preceding year without having given to the Committee acceptable reasons for the member's absences.

20.9 Clause 20.8 does not apply if all of the members of the Council are members of the Committee.

Non-members Entitled to Attend Committee Meetings

(MCOMP Mandatory Provision 20.10)

20.10 A Councillor who is not a member of a Committee of the Council is entitled to attend, and to speak at a meeting of the Committee. However, the Councillor is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

**Chairperson and Deputy Chairperson of
Council Committees**

(MCOMP Mandatory Provisions 20.11 – 20.14)

20.11 The chairperson of each Committee of the Council must be:

- (a) the Mayor, or
- (b) if the Mayor does not wish to be the chairperson of a Committee, a member of the Committee elected by the Council, or
- (c) if the Council does not elect such a member, a member of the Committee elected by the Committee.

20.12 The Council may elect a member of a Committee of the Council as deputy chairperson of the Committee. If the Council does not elect a deputy chairperson of such a Committee, the Committee may elect a deputy chairperson.

20.13 If neither the chairperson nor the deputy chairperson of a Committee of the Council is able or willing to preside at a meeting of the Committee, the Committee must elect a member of the Committee to be acting chairperson of the Committee.

20.14 The chairperson is to preside at a meeting of a Committee of the Council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in Committee Meetings

(MCOMP Mandatory Provisions 20.15 – 20.18)

20.15 Subject to any specific requirements of this code, each Committee of the Council may regulate its own procedure. The provisions of this code are to be taken to apply to all Committees of the Council unless the

Council or the Committee determines otherwise in accordance with this clause.

20.16 Whenever the voting on a motion put to a meeting of the Committee is equal, the chairperson of the Committee is to have a casting vote as well as an original vote unless the Council or the Committee determines otherwise in accordance with clause 20.15.

20.17 Voting at a Council Committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

**Closure of Committee Meetings to the
Public**

(MCOMP Mandatory Provisions 20.19 – 20.21)

20.18 The provisions of the Act and Part 14 of this code apply to the closure of meetings of Committees of the Council to the public in the same way they apply to the closure of meetings of the Council to the public.

20.19 If a Committee of the Council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the Council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

20.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 20.19 during a part of the meeting that is webcast.

Disorder in Committee Meetings

(MCOMP Mandatory Provision 20.22)

20.21 The provisions of the Act and this code relating to the maintenance of order in Council meetings apply to meetings of Committees of the Council in the same way as they apply to meetings of the Council.

Minutes of Council Committee Meetings

(MCOMP Mandatory Provision 20.23, 20.25 – 20.29

Non-mandatory provision 20.23(a) and 20.24)

20.22 Each Committee of the Council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a Committee must ensure that the following matters are recorded in the Committee's minutes:

(a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link,

(b) details of each motion moved at a meeting and of any amendments moved to it,

(c) the names of the mover and seconder of the motion or amendment,

(d) whether the motion or amendment was passed or lost, and

(e) such other matters specifically required under this code.

20.23 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

20.24 If a Councillor votes against a motion put at a Committee of Council meeting, the Chief Executive Officer must ensure that the Councillor's dissenting vote is recorded in the Council's minutes.

20.25 The minutes of meetings of each Committee of the Council must be confirmed at the next Ordinary Council meeting.

20.26 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

20.27 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

20.28 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

20.29 The confirmed minutes of a meeting of a Committee of the Council must be published on the Council's website. This clause does not prevent the Council from also publishing unconfirmed minutes of meetings of committees of the Council on its website prior to their confirmation.

21. IRREGULARITIES

(MCOMP Mandatory Provision 21.1)

21.1 Proceedings at a meeting of a Council or a Council Committee are not invalidated because of:

- (a) a vacancy in a civic office, or
- (b) a failure to give notice of the meeting to any Councillor or Committee member, or
- (c) any defect in the election or appointment of a Councillor or Committee member, or
- (d) a failure of a Councillor or a Committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a Council or Committee meeting in accordance with the Council's code of conduct, or
- (e) a failure to comply with this code.

Note: Clause 21.1 reflects section 374 of the Act.



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

DIVISION: Organisational Performance
REPORT DATE: 14 November 2024
TRIM REFERENCE: ID24/2145

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none"> Seek endorsement Adopt a policy 	<ul style="list-style-type: none"> Fulfil legislated requirement/Compliance
Issue	<ul style="list-style-type: none"> The Council Policy, Payment of Expenses and Provision of Facilities for the Mayor and Councillors, has been reviewed and this report outlines the changes to the policy and the period of public exhibition. 	
Reasoning	<ul style="list-style-type: none"> This policy must be reviewed and adopted by Council within the first 12 months of a new Council Term. Sections 252 and 253 Local Government Act 1993: https://legislation.nsw.gov.au/view/html/inforce/current/act-1993-030#sec.252 Section 403 Local Government (General) Regulation 2021 Office of Local Government (formerly Division of Local Government) Guidelines for the payment of expenses and provision of facilities for Mayors and Councillors in NSW Local Government (State) Award 2020 Australian Taxation Office Taxation Determination TD 2021/6 	
Financial Implications	Budget Area	Corporate Governance
	Funding Source	Funds to be covered from Members' Expenses
	Ongoing Costs	Costs will continue yearly and be adopted as part of the Corporate Governance Budget.
Policy Implications	Policy Title	Payment of Expenses and Provision of Facilities for the Mayor and Councillors.
	Impact on Policy	Revision of current policy.

STRATEGIC DIRECTION

The Towards 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes six principal themes and a number of objectives and strategies. This report is aligned to:

Theme: 4 Leadership

CSP Objective: 4.1 Council provides transparent, fair and accountable

	leadership and governance
Delivery Program Strategy:	4.1.4 Statutory requirements are met and services are provided in a cost-effective and timely manner
Theme:	4 Leadership
CSP Objective:	4.1 Council provides transparent, fair and accountable leadership and governance
Delivery Program Strategy:	4.1.2 Council's decision-making processes are open, transparent and accountable

RECOMMENDATION

- 1. That the draft Council Policy, Payment of Expenses and Provision of Facilities for the Mayor and Councillors, as attached at Appendix 1, be endorsed for the purpose of public exhibition for a period of 42 days.**
- 2. That a further report be submitted to Council detailing results of public exhibition, for adoption of the final policy.**

Abbey Rouse
Manager Corporate Governance

TN
Governance Officer

BACKGROUND

Council reviewed the *Payment of Expenses and Provision of Facilities to the Mayor and Councillors* policy as required within 12 months of the commencement of a new Council Term, under section 252(1) of the Local Government Act 1993. The current policy was adopted 21 September 2022 following public exhibition.

Previous Resolutions of Council

<p>10 March 2022 CSC22/9</p>	<ol style="list-style-type: none"> 1. <i>That it be noted a provision has been introduced for reimbursement of travel costs to the Mayor and Councillors, with capped maximum amounts of \$10,000 and \$5,000 respectively for the provision of use of private vehicle allowances.</i> 2. <i>That the draft Council Policy, Payment of Expenses and Provision of Facilities for the Mayor and Councillors, as attached at Appendix 1, be adopted for the purpose of public exhibition.</i> 3. <i>That a further report be submitted to Council detailing results of public exhibition, for adoption of the final policy.</i>
<p>12 May 2022 CSC22/20</p>	<p><i>That the Council Policy, Payment of Expenses and Provision of Facilities for the Mayor and Councillors, as attached at Appendix 1, be adopted.</i></p>
<p>28 July 2022 CCL22/185</p>	<ol style="list-style-type: none"> 1. <i>That the draft Council Policy, Payment of Expenses and Provision of Facilities for the Mayor and Councillors, as attached at Appendix 1, be adopted for the purpose of public exhibition.</i> 2. <i>That a further report be submitted to Council detailing results of public exhibition, for adoption of the final policy.</i>
<p>21 September 2022 CCL22/244</p>	<p><i>That the draft Council Policy, Payment of Expenses and Provision of Facilities for the Mayor and Councillors, as attached at Appendix 1, be adopted.</i></p>

REPORT

While there is no Model Policy for the Payment of Expenses and Provision of Facilities to Councillors, The Office of Local Government has a recommended template for the policy. Council's draft Policy is based on that template and is attached at **Appendix 1**. In addition, the draft Policy has been reviewed in accordance with the Guidelines for the Payment of Expenses and the Provision of Facilities for Mayors and Councillors in NSW, issued in 2009.

The financial limits imposed by the current policy are no longer accurate; set limits for accommodation and vehicle reimbursement generally change on an annual basis. To avoid such limits becoming out of date, references in the draft policy have changed from dollar figures to reference documents/limits set by the Australian Taxation Office for example.

Consultation

- Following adoption of the recommendations of this report, the draft policy will go on public exhibition for a period of 28 days in accordance with section 253 of the Act to provide for community consultation.
- To ensure maximum opportunity for submissions, Council proposes that the Policy be placed on Public Exhibition for an additional 14 days to account for the Christmas/New Year holiday period.
- Any public submissions will then be addressed before a final version of the policy is presented to Council for adoption.
- The Policy complies with section 403 of the Local Government (General) Regulation 2021 (the Regulation) and section 252 of the Act.

Resourcing Implications

- Councillor and Mayoral fees will be determined separately after the ruling of the Local Government Remuneration Tribunal.
- Financial implications have been budgeted for based on inclusions in the policy regarding the General provisions and monetary limits, travelling on council business including conferences, legal assistance, insurances, and training and professional development programs.
- The proposed changes also align with Council’s administrative processes.

Total Financial Implications	Current year (\$)	Current year + 1 (\$)	Current year + 2 (\$)	Current year + 3 (\$)	Current year + 4 (\$)	Ongoing (\$ p.a.)
a. Operating revenue	0	0	0	0	0	0
b. Operating expenses	266,368	191,527	196,304	201,199	206,228	206,228
c. Operating budget impact (a – b)	-266,368	-191,527	-196,304	-201,199	-206,228	-206,228
d. Capital Expenditure	0	0	0	0	0	0
e. Total net impact (c – d)	-266,368	-191,527	-196,304	-201,199	-206,228	-206,228
Does the proposal require ongoing funding?	Yes					
What is the source of this funding?	The funds will be allocated from Members’ Expenses in ongoing budgets.					

(The induction program for the newly elected Councillors is included in the current year fees.)

Options Considered

The proposed updates are highlighted in red text in the attachment and are summarised as follows:

- *2.4.2 - Omission of the rates table at Accommodation, Travel and Meals. This has been replaced by a link to the Australian Taxation Office Travel Allowance page.*
- *2.4.2 - Private Vehicle Travel rates have been updated. Hybrid and Electronic Vehicles have been included.*
- *2.4.2 – Other Expenses - Enrolment Fees have been updated. Personal carer or child care fees have been amended to state ‘as incurred’.*
- *3.3.4 - Vehicle allowance has been changed to be inclusive of all Councillors.*
- *3.3.7 – More detail has been provided.*
- *3.8.1 – Updated to 11 Councillors.*
- *3.8.5 – Addition of omitted words.*
- *4.1.8 – Wellington has been included.*
- *4.2.4 – The second paragraph has been removed to align with current Council policy.*
- *Email address has been updated on application forms.*
- *Administrative changes to update minor typographical errors and formatting.*

Preferred Options

- The Policy will be placed on Public Exhibition for a period of 42 days to allow for community consultation.
- Following the consideration of public submissions, a final draft of the Policy will be presented to Council for adoption.

Planned Communications

- The proposed draft Policy will be endorsed by Council for public exhibition.
- The proposed Policy will be placed on public exhibition for a period of 42 days.
- Any submission received as a result of public exhibition will be considered and reported back to Council when the final policy is presented for adoption.

APPENDICES:

- 1 [↓](#) DRAFT Council Policy - Payment of Expenses and Provision of Facilities for the Mayor and Councillors - Reviewed 18/11/2024



COUNCIL POLICY

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

Date November 2024

Council Resolution Date

Clause Number

Responsible Position Manager Corporate Governance
Branch Corporate Governance
Division Organisational Performance
Version 7
TRIM Reference Number ED22/170971
Review Period Within the first 12 Months of each the new term of Council
Review Date
Consultation Public Exhibition

Document Revision History	
Description	Date
Adopted by Council for the purpose of public exhibition	28 August 2017
Adopted by Council	23 October 2016
Draft considered by Council	11 November 2019
Adopted by Council	8 January 2020
Adopted by Council for the purpose of Public Exhibition	28 June 2021
Adopted by Council	23 August 2021
Adopted by Council for the purpose of Public Exhibition	24 March 2022
Adopted by Council	26 May2022
Adopted by Council for the Purpose of Public Exhibition	28 July 2022

Adopted by Council	22/09/2022
Notes	
Changes made 26 April 2021, 4 May 2021 and 28 June 2021. Public Exhibition 30 June – 2 August 2021 Template and layout changes (including individual numbering of clauses) has been updated. This is to bring the policy in line with the Model Policy provided by the Office of Local Government.	
Changes made to increase the Mayor and Councillor accommodation and travel amount and to remove the travel within the LGA requirement for the Mayor. Minor formatting changes updating title from Executive Manager Governance and Internal Control to Manager Corporate Governance.	

CONTENTS

CONTENTS	3
1. INTRODUCTION	5
1.1 PURPOSE	5
1.2 BACKGROUND AND RELATED LEGISLATION	5
1.3 SCOPE.....	5
1.4 DEFINITIONS	6
1.5 RELATIONSHIP TO ANNUAL FEES.....	6
1.6 CODE OF CONDUCT	6
2. GENERAL PROVISIONS	7
2.1 GENERAL EXPENSES.....	7
2.2 RESTRICTIONS	7
2.3 PROCESSES.....	7
2.4 MONETARY LIMITS	9
3. PAYMENT OF EXPENSES FOR COUNCILLORS	12
3.1 ATTENDANCE AT SEMINARS AND CONFERENCES	12
3.2 TRAINING AND EDUCATIONAL EXPENSES	14
3.3 LOCAL TRAVEL AND EXPENSES	15
3.4 TRAVEL OUTSIDE THE LGA INCLUDING INTERSTATE TRAVEL, ACCOMMODATION AND INCIDENTAL EXPENSES	16
3.5 OVERSEAS TRAVEL	17
3.6 CARE.....	18
3.7 SPOUSE AND PARTNER EXPENSES.....	19
3.8 INSURANCE	19
3.9 LEGAL EXPENSES	20
3.10 ADDITIONAL EXPENSES FOR THE MAYOR	21
4. PROVISION OF FACILITIES	21

4.1	PROVISION OF EQUIPMENT AND FACILITIES FOR COUNCILLORS	21
4.2	PROVISION OF ADDITIONAL EQUIPMENT AND FACILITIES FOR MAYORS	23
5.	OTHER MATTERS	24
5.1	ACQUISITION AND RETURNING OF FACILITIES AND EQUIPMENT BY COUNCILLORS	24
5.2	ANNUAL FEES – MAYOR AND COUNCILLORS	24
5.3	SUPERANNUATION	25
6.	END SECTION	26
6.1	RESPONSIBILITIES	26
6.2	APPENDICES	26

1. INTRODUCTION

1.1 PURPOSE

The objectives of this policy are to:

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

1.2 BACKGROUND AND RELATED LEGISLATION

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

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

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2021* (the Regulation), and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

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

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

1.3 SCOPE

The policy applies to all Councillors, including the Mayor.

1.4 DEFINITIONS

To assist in interpretation, the following definitions apply:

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

1.5 RELATIONSHIP TO ANNUAL FEES

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

1.6 CODE OF CONDUCT

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

- You must use Council resources ethically, effectively, efficiently and carefully in the course of your official duties and must not use them for private purposes (except when supplied as part of a contract of employment) unless this use is lawfully authorised and proper payment is made where appropriate.
- You must be scrupulous in your use of Council property including intellectual property, official services and facilities and must not permit their misuse by any other person or body.

- You must avoid any action or situation that could create the appearance that Council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.
- You must not convert any property of the Council to your own use unless properly authorised.
- You must not use Council's computer resources to search for access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature.

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

2. GENERAL PROVISIONS

2.1 GENERAL EXPENSES

- 2.1.1 Additional to the facilities provided by Council to Councillors and the Mayor under this policy, it is expected that further expenses may be incurred in the performance of Councillors' and the Mayor's civic duties. Accordingly, Council will provide reimbursement of approved expenses only incurred in the performance of a Councillors' or Mayor's role.
- 2.1.2 In accordance with section 403 of the Regulation, this policy does not include the provision for a general expense allowance. No allowances or expenses other than those expressly contained in this policy are payable to the Mayor or Councillors.

2.2 RESTRICTIONS

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

2.3 PROCESSES

Approval

- 2.3.1 Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 2.3.2 Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 2.3.3 Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred, but must be made within three months of the expense being incurred:
- local travel relating to the conduct of official business (including meals within the LGA);
 - carer costs.
- 2.3.4 Final approval for payments made under this policy will be granted by the Chief Executive Officer or their delegate.

Direct Expenses

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

Reimbursement

- 2.3.6 All claims for reimbursement of expenses incurred must be made on the prescribed form (Appendix 1: Expenses of Members of Council – Incidental Expenses; Appendix 2: Expenses of Members of Council – Vehicle Allowance), supported by appropriate receipts and/or tax invoices and be submitted to the Chief Executive Officer. In the absence of receipts, claims must be accompanied by a Statutory Declaration (Appendix 4).
- 2.3.7 Any claim submitted to Council for reimbursement of expenses must be approved by the Manager Corporate Governance, having regard to appropriateness of the claim and regard to budget allocations. The Chief Executive Officer will then authorise the claim approval form.
- 2.3.8 All claims must be made within three months of the expense being incurred.

Advance Payment

- 2.3.9 For official travel outside of the Dubbo Regional Local Government Area (LGA), any meals which are not included in the event being attended will be paid in advance where possible.
- 2.3.10 Requests for advance payment of meals must be submitted to the Chief Executive Officer for assessment against this policy using the prescribed form (Appendix 3: Expenses of Members of Council – Meals).
- 2.3.11 Meal allowances will be made in accordance with section 2.4 of this policy
- 2.3.12 Advance payments will only be possible if the prescribed form is received at least one week before the monthly pay run, otherwise, payment will be made the following month.

Notification

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

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

Reimbursement to Council

2.3.15 If Council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:

- Council will invoice the Councillor for the expense
- the Councillor will reimburse Council for that expense within 14 days of the invoice date.

2.3.16 If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the Chief Executive Officer. The Chief Executive Officer may elect to deduct the amount from the Councillor's allowance.

Timeframe for Reimbursement

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

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

Disputes Resolution

2.3.19 Any dispute relating to the administration of this policy must be made in writing to the Chief Executive Officer detailing the grounds for the dispute. Any such disputes will be referred to the next scheduled Ordinary Meeting of the Council for determination and resolution.

2.4 MONETARY LIMITS

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

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

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

2.4.2 Monetary Limit Tables

Accommodation , Travel and Meals

Rates of accommodation and meal amounts are determined by the Australia Taxation Office which is updated annually. A limit of \$5,000/year per Councillor and \$18,000/year for the Mayor applies. This limit does not include registration costs for conferences or events.

[What is a travel allowance? | Australian Taxation Office](#)

Rate - Travel	
Air travel	Standard economy air fare
Train travel	First class fare, including sleeping berth when required
Taxi	Standard rate
Bus	Standard rate

Private Vehicle Travel

Rate		Limit	Comment
Private vehicle	Engine size less than 2.5L: \$0.83/km Engine size 2.5L or larger: \$0.98/km Hybrid vehicle: \$0.64/km Electric vehicle \$0.43/km	Kilometre allowance will be capped at a reasonably priced economy class return air fare/taxi for single destination travel (for example, drive from Dubbo to Sydney for an event) (section 3.4.5) Up to \$5,000/year per Councillor Up to \$10,000/year for the Mayor	Private vehicle rates in accordance with the Local Government (State) Award 2020 Councillors will need to seek their own accounting advice regarding tax requirements on distances claimed over 5,000 km.

Other Expenses

Expense Type	Rate/Limit	Comments
Registration costs	None	Includes costs relating to official luncheons, dinners and tours/inspections which are relevant to the interests of the Council
Enrolment fees	\$3,120/year per Councillor in accordance with section 3.2	In most cases, Council will arrange and fund attendance of the Mayor and Councillors at training courses
Incidental expenses associated with attendance at seminars, training courses or official functions	\$100 per day	Expenses in this category may include: <ul style="list-style-type: none"> • Parking fees • Tolls The following expenses will not be reimbursed and are the responsibility of the Mayor/Councillors: <ul style="list-style-type: none"> • Any traffic or parking fines • Administrative charges for road toll accounts • Alcohol (not consumed as part of meal) • Cigarettes • Mini-bar items including snack foods Note: Meals are not included in this category.
Cost of service provided	None	No payment shall be reimbursed for any component of a ticket which is additional to the service cost of the function, such as a donation to a political party or candidate's electoral fund, or some other private benefit. An additional payment to a registered charity may be acceptable as part of the cost of the function.
Personal carer or child care	As incurred.	Council will reimburse costs as incurred for the engagement of a

	No annual limit.	babysitter or carer where required to allow the Mayor or Councillors to attend any Council, Standing Committee, Meetings, Committee Meetings, Working Party or Council workshops. The period of cover shall include the period of 30 minutes prior to and after the conclusion of the meeting or workshop.
--	------------------	--

3. PAYMENT OF EXPENSES FOR COUNCILLORS

3.1 ATTENDANCE AT SEMINARS AND CONFERENCES

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

Definition of Conference

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

3.1.3 Council is committed to ensuring its Councillors are up to date with contemporary issues facing Council and the community, and Local Government in NSW.

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

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

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

Conference Costs

- 3.1.6 Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the Chief Executive Officer with any necessary bookings to be made through the Mayor’s office and in accordance with this policy.
- 3.1.7 Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement/Advance payment for accommodation and meals not included in the conference fees will be subject to this Policy.
- 3.1.8 The Council, in accordance with section 2.4, will pay all normal registration costs for delegates which are charged by organisers, including those relating to official luncheons, dinners and tours/inspections which are relevant to the interests of the Council.
- 3.1.9 All reasonable travel costs for delegates to and from the conference location and venue will be met by the Council in accordance with section 3.4.
- 3.1.10 The Council will normally pay registration fees, accommodation costs and airline/train tickets direct to conference organisers/travel agent in advance. Where this is not appropriate or possible an advance payment or cheque equivalent thereto may be paid to the attendee for payment to the appropriate party.

Who May Attend Conferences

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

ORGANISATION	DELEGATES	OBSERVERS
Local Government NSW	Mayor, or their nominee, three other Councillors as delegates plus an alternate delegate (to act as delegate if required) and Councillors as determined by the Council	Chief Executive Officer or Nominee and Councillors as determined by the Council
Australian Livestock Markets Association	Mayor, or their nominee, one Councillor and alternate	Chief Executive Officer or nominee and the Director Culture and Economy

	Councillors determined by the Council	
Australian Airport Association	Mayor, or their nominee, one Councillor and alternate Councillors determined by the Council	Chief Executive Officer or nominee and the Director Culture and Economy
Local Government Women's Conference	Two Councillors and alternate Councillors determined by the Council	Chief Executive Officer or nominee
Local Government Aboriginal Network Conference	Two Councillors and alternate Councillors determined by the Council	Chief Executive Officer or nominee
Australian Local Government Association National General Assembly	Mayor, or their nominee	Chief Executive Officer or nominee

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

3.2 TRAINING AND EDUCATIONAL EXPENSES

- 3.2.1 Council will allocate a sufficient amount annually in its budget to facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies.
- 3.2.2 An amount of \$33,000 will be allocated annually for Councillor Professional Development, being \$3,000 annually for each Councillor.
- 3.2.3 This amount will be allocated for individual professional training plans for Councillors and any unexpended funds shall not be carried over to the following year.
- 3.2.4 This allocation may be made available for individual training courses for Councillors or attendance at conferences where the conference directly relates to their role as a Councillor.
- 3.2.5 Expenses incurred by Council without a reasonable excuse for non-attendance at related events, including but not limited to training sessions and conferences, by a Councillor may result in a possible reimbursement to Council by that Councillor for costs incurred.
- 3.2.6 In the first year of a new Council term, Council will provide a comprehensive induction program for all Councillors which considers any guidelines issued by the Office of Local

Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.

- 3.2.7 Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 3.2.8 Approval for professional development activities is subject to a prior written request to the Chief Executive Officer outlining the:
- details of the proposed professional development
 - relevance to Council priorities and business
 - relevance to the exercise of the Councillor's civic duties.
- 3.2.9 In assessing a Councillor request for a professional development activity, the Chief Executive Officer must consider the factors set out in this policy, as well as the cost of the professional development in relation to the available budget.

3.3 LOCAL TRAVEL AND EXPENSES

- 3.3.1 Where the Councillor attends local functions on behalf of Council, Council will be responsible for the payment of any fees for both the Councillor and their partner/accompanying person.
- 3.3.2 Councillors will be reimbursed for use of a private vehicle (Councillor's own) in accordance with monetary limits set out in section 2.4 of this policy.
- 3.3.3 Councillors using private vehicles (Councillor's own) in accordance with this policy may claim the kilometre rates for the necessary travel at the rate set out in section 2.4 of this Policy as with such rate deemed to cover and include any claims for accidental damage or repairs to the private vehicle and any loss of no claim bonus and any excess not covered by an insurance.
- 3.3.4 Vehicle allowance for travel within the Local Government Area can be claimed on trips in excess of 10km ~~excluding the Mayor while~~ on verified Council business.
- 3.3.5 Councillors may claim vehicle allowance for attendance at Council meetings, Standing Committee meetings and Councillor Workshops with no prior approval required.
- 3.3.6 Councillors may claim vehicle allowance when undertaking other **official duties** in their role as a Councillor with prior approval from the Mayor's office.
- 3.3.7 ~~Councillor vehicle allowance claims must be for the~~ most direct route must be taken.
- 3.3.8 Councillors will be personally responsible for all traffic or parking fines incurred while travelling in private or Council vehicles while on Council business.
- 3.3.9 All claims must be made in accordance with sections 2.3.6 to 2.3.8 of this policy.

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

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

Travel

3.4.2 All reasonable travel costs for delegates to and from the conference location and venue will be met by the Council. Where appropriate, travel will be provided by air (economy class). Depending upon the location or circumstances, it may be more appropriate for travel to be undertaken by car or train.

3.4.3 Where trains are used the Council will provide first class travel, including sleeping berths where available.

3.4.4 Where travel by motor vehicle is used it should be undertaken by Council vehicle where available, or by private vehicle subject to prior approval of the Chief Executive Officer.

3.4.5 Councillors may use private vehicle allowance in accordance with sections 2.4 and 3.2.3 of this Policy. This claim for kilometre allowance is subject to such claim not exceeding economy class air fares to and from the particular destination.

3.4.6 Where air travel is booked by Council for Councillors, Councillors shall not accrue frequent flyer points under the respective airlines program. This is considered a personal benefit.

Accommodation

3.4.7 In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the Chief Executive Officer. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the Councillor lives more than 50km from the meeting location.

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

3.4.9 Where evidence is provided that accommodation within the above cost range cannot be provided or is not available then the Chief Executive Officer has the discretion to approve the increase in costs.

Incidental Expenses

- 3.4.10 So that Councillors, as representatives of the Council whilst on official business are not financially disadvantaged, Councillors shall be entitled to claim incidental expenses.
- 3.4.11 The amount of the payment under Clause 3.4.10 shall be equal to reasonable costs substantiated by a tax invoice receipt or statutory declaration to the effect that the expenditure was incurred, and up to the relevant daily limits as per section 2.4 of this policy.
- 3.4.12 Such payments shall be made to cover incidental expenses associated with the official business, such as conferences, such as:
- (a) laundry - Council will meet the cost of reasonable laundry or dry cleaning services whilst away on Council business, if necessary;
 - (b) optional activities in a conference program where approved by the Chief Executive Officer;
 - (c) gifts taken - If it is appropriate that gifts be required for presentations, Council will provide items as determined by the Chief Executive Officer.
- 3.4.13 The following items are expressly excluded from incidental expenses that will be funded by Council:
- (a) bar fridge - Council will not meet the cost of any expenses incurred from the use of the bar fridge provided in the hotel room or snack food as provided by the bar fridge service.
 - (b) bar service - Council will not meet the cost of any expenses incurred at the bar located within the hotel other than where special guests have been invited for drinks at the request of the Mayor or leader of the Council's delegation or meals as provided for in 2.4.
- 3.4.14 An advance payment to the Councillor's bank account for any meals not included in registration/accommodation costs may be paid. The amount payable per meal is defined in section 2.4 of this policy. Any request for advance payment of meals must be completed on the attached form (Appendix 4). Refer section 2.3.9 to 2.3.12.

3.5 OVERSEAS TRAVEL

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

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

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

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

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

3.6 CARE

3.6.1 Council will reimburse reasonable costs of care arrangements including childcare expenses and the care of elderly, disabled and/or sick immediate family members of Councillors to allow the Councillors to undertake their Council business obligations.

3.6.2 Such costs will be certified by the Councillor to be necessarily incurred in the course of fulfilling their civic duties and/or conducting Council business.

3.6.3 Limits for the cost of care are as stated in section 2.4 of the policy.

3.7 SPOUSE AND PARTNER EXPENSES

- 3.7.1 Where the Councillor attends local functions on behalf of Council, Council will be responsible for the payment of any fees for both the Councillor and their partner/accompanying person (3.3.1).
- 3.7.2 Where the Mayor or a Councillor is accompanied at a conference all costs for, or incurred by, the accompanying person, including travel, breakfast, meals, registration and/or participation in any conference programs, are to be borne by the Councillor/accompanying person and not by Council. The exception to this is that Council will meet the costs of the official conference dinner for an accompanying person of a Councillor for the Local Government NSW Annual Conference only. Accompanying person's registration, or accompanying person's program fees, are to be paid to the conference organiser, etc. and paid at the time of registration. The Council is prepared to receive such registration and payments and to forward them on to the conference organiser, etc with any Council delegates' registration.
- 3.7.3 Where Council meets, on account, any expenditure or cost on behalf of an accompanying person attending a conference, such expenditure must be repaid to Council by the Councillor/accompanying person within seven (7) days of being invoiced for such expenditure following the conclusion of the conference.

3.8 INSURANCE

Personal Accident Insurance

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

*On the lives of **eleven (11)** Councillors whilst engaged on their duties as Councillors of the Dubbo Regional Council, including whilst travelling.*

Professional Indemnity/Public Liability Insurance

- 3.8.2 Public Liability – indemnify each insured person(s) for all costs, charges, expenses and defence costs **but** excluding **fines** and **penalties** incurred in relation to any **prosecution** (criminal or otherwise) of any insured person(s), attendance by any insured person(s) at any official investigation, examination, inquiry or other proceedings ordered or commissioned during the period of insurance by any official body or institution that is empowered to investigate the affairs of Council by reason of any **wrongful act** wherever or whenever committed or allegedly committed by the insured person(s) in their capacity as insured person(s), **BUT** subject to any limitations or conditions set out in the policy of insurance which is, at the direction of Council.
- 3.8.3 Professional Indemnity - for matters arising out of the Councillor's performance of civic duties or exercise of the functions provided the performance or exercise of the relevant civic duty or function is in the opinion of Council bona fide and/or proper and is carried out in good faith,

as required under 731 of the Local Government Act, BUT subject to any limitation or conditions set out in the policy of insurance, which is, at the direction of Council, taken out.

Councillors' and Officers' Liability Insurance

- 3.8.4 Councillors' and Officers' Liability Insurance provides limited financial protection to Councillors and staff in circumstances where they may be named as an individual to a claim, and the normal protections under the Local Government Act or Council's General and Professional Liability insurance are not available.
- 3.8.5 The protection provided covers the liability to pay civil damages, the claimant's legal costs, and the Councillor's or staff member's costs incurred in **the claim (policy limit \$20 million)**. The protection extends to the estate and heirs of a deceased Councillor or staff member.

3.9 LEGAL EXPENSES

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

- 3.9.1 Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
- a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the Councillor
 - a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor
 - a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.
- 3.9.2 In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the Chief Executive Officer to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.
- 3.9.3 Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.

3.9.4 Council will not meet the legal costs:

- of legal proceedings initiated by a Councillor under any circumstances
- of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
- for legal proceedings that do not involve a Councillor performing their role as a Councillor.

3.9.5 Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

Legal Advice

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

3.10 ADDITIONAL EXPENSES FOR THE MAYOR

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

4. PROVISION OF FACILITIES

4.1 PROVISION OF EQUIPMENT AND FACILITIES FOR COUNCILLORS

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

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

- a) Initiating correspondence to, and answering correspondence received from, residents/ratepayers, Members of Parliament, Government Departments, statutory authorities/bodies, other local authorities, other Councillors, Local Government related bodies and organisations or the general public in relation to the business of the Council or Local Government subject to a response to petitions received by Councillors will only be made to the principal person who lodges the petition and not all signatories.
- b) Replying to invitations to attend functions/gatherings received in their capacity as a Councillor;
- c) Communications to Councillors and Council's staff on official business;

- d) Access to a customer service portal to report and manage and complaint/request received as a Councillor

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

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

- 4.1.4 Suitable stationery supplies.

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

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

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

- 4.1.6 Preparation of media material for the chairpersons of Council's Standing Committees in respect of Committee issues.

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

- 4.1.8 The provision of an electronic tablet device, appropriate broadband communications and a suitable printer in the Dubbo and Wellington Civic Administration Buildings.

- 4.1.9 Provision of appropriate Council branded clothing including, but not limited to, blazer, jacket, polo shirt or t-shirt as approved by the Chief Executive Officer.

- 4.1.10 An appropriate space for Councillors be provided Monday to Friday 8am – 8pm to allow them to meet with ratepayers.

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

- 4.1.12 When a Councillor or the Mayor take a leave of absence in excess of one month, they are required to hand in their facilities and equipment, such as vehicle, phone, tablet or laptop for the period that they will be on leave.

4.2 PROVISION OF ADDITIONAL EQUIPMENT AND FACILITIES FOR MAYORS

4.2.1 The use of Mayoral Robes and Chain of Office

4.2.2 Suitable office accommodation in the Dubbo Civic Administration Buildings including the provision of a computer and software packages that enable email and internet services, along with meeting room provisions at the Wellington Administration Building.

4.2.3 A range of secretarial and support services including telephone and reception duties, typing, organisation of Civic Receptions including catering, preparation of speeches, press releases, meetings and correspondence and other reasonable requests by the Mayor.

4.2.4 If the Mayor so chooses, a vehicle will be provided in accordance with the corporate Fleet policy. This service is reviewed following each Mayoral election, having regard to the sustainability of the vehicle prior to changeover.

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

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

4.2.6 Preparation of media material for the Mayor in respect of Council activities.

4.2.7 Reasonable expenses for the Mayor and partner/accompanying person to attend on behalf of Council in the office of Mayor on official (including conferences) or legal occasions including travel, accommodation subsistence and the like. Attendance at local functions (excluding conferences as defined in section 3.1) by the Mayor and partner/accompanying person shall be paid by Council.

4.2.8 If the Mayor so chooses, a credit card facility with a monthly card limit up to \$5,000 to be used for expenses incurred in the pursuit of official Council business. The credit card facility is to be used in situations where it is not possible to go through Council's normal procedure for the ordering and/or payment of goods and services. Initial approval to hold a Corporate Purchase Card must come from the CEO. The Corporate Purchase Card cannot be used for the following:

- Cash advances under any circumstances.
- Accommodation/travel and work related expenses – preferred payment is via the administration team of the Mayor's Office. The Mayor's Purchase Card may be used for accommodation/travel related expenses in emergency situations and must be submitted to the Manager Corporate Governance as soon as practicable.
- Fines and penalties, unless approved by the CEO (e.g., Toll Notices).

- Private expenditure or personal purchases with a view to reimburse Council at a later date.
 - Split purchases - the cardholder to pay in one credit card transaction and not split the payment.
 - Purchases in conjunction with award points or any personal award card or membership benefits (e.g., Frequent Flyer or Woolworths Rewards).
- 4.2.9 Provision of appropriate Council branded clothing including, but not limited to, blazer, jacket, polo shirt or t-shirt as approved by the Chief Executive Officer.

5. OTHER MATTERS

5.1 ACQUISITION AND RETURNING OF FACILITIES AND EQUIPMENT BY COUNCILLORS

- 5.1.1 Councillors will be issued with facilities as provided for under this policy upon election to Office.
- 5.1.2 All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.
- 5.1.3 Should a Councillor wish to purchase Council equipment previously allocated to them at the cessation of their duties, a written request should be submitted to the CEO. A fair market price will be proposed at the time of purchase.

5.2 ANNUAL FEES – MAYOR AND COUNCILLORS

Fees Payable to Councillors

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

Fees Payable to the Mayor

- 5.2.3 Pursuant to Section 249 of the Act, the Council shall, prior to 30 June each year, set by resolution, the annual fee to be paid to the Mayor for the following year commencing 1 July

provided that such fee shall be within the range for the Council determined annually by the Local Government Remuneration Tribunal.

- 5.2.4 Pursuant to Section 249(5) of the Act, the Council may pay the Deputy Mayor (if there is one) a fee determined by Council for such time as the Deputy Mayor acts in the office of the Mayor. The amount of the fee so paid must be deducted from the Mayor's annual fee.
- 5.2.5 There will be an automatic transfer of the additional annual mayoral fee during any leave of absence of the Mayor, to the person acting in the role of the Mayor.

Fees from Paid Board Positions

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

5.3 SUPERANNUATION

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

6. END SECTION

6.1 RESPONSIBILITIES

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

6.2 APPENDICES

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

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

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

6.2.4 Appendix 4 – Expenses of Members of Council – Statutory Declaration Form

EXPENSES OF MEMBERS OF COUNCIL

Incidental Expenses

(Including meals when purchased within the Dubbo Regional LGA)



OFFICE USE ONLY	
Total payable	
Cost Number	

APPROVAL			
MGIC Signature		Date	
CEO signature		Date	

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

EXPENSES OF MEMBERS OF COUNCIL**Vehicle Allowance**

Section 252, Local Government Act 1993



Please complete this form and return to the Governance Team Leader

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

APPLICANT DETAILS	
Title	Councillor
Name/s	

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

APPLICANT SIGNATURE	
Signature	
Print Name	
Date	

Submit to: governance@dubbo.nsw.gov.au

Deliver to: Mayor's Office

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

Page 29 of 33

EXPENSES OF MEMBERS OF COUNCIL

Vehicle Allowance

Section 252, Local Government Act 1993



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

APPROVAL			
MCG Signature		Date	
CEO signature		Date	

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

EXPENSES OF MEMBERS OF COUNCIL

Meals – Outside of LGA



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

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

APPLICANT DETAILS	
Title	Councillor
Name/s	

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

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

APPLICANT SIGNATURE	
Signature	
Print Name	
Date	

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

APPROVAL			
MCG Signature		Date	
CEO signature		Date	

Submit to: governance@dubbo.nsw.gov.au

Deliver to: Mayor's Office

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

Page 31 of 33

EXPENSES OF MEMBERS OF COUNCIL

Statutory Declaration



[Redacted header bar]

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

do solemnly and sincerely declare

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

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

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

See over page for notes, including witness requirements

EXPENSES OF MEMBERS OF COUNCIL

Statutory Declaration



NOTE 1.-A person who wilfully makes a false statement in a statutory declaration under the *Statutory Declarations Act 1959* as amended is guilty of an offence against that Act, the punishment for which is a fine not exceeding \$200 or imprisonment for a term not exceeding six months or both if the offence is prosecuted summarily, or imprisonment for a term not exceeding four years if the offence is prosecuted upon indictment.

NOTE 2.-A statutory declaration may be made before a Magistrate, a Justice of the Peace, a Commissioner for Affidavits, a Commissioner for Declarations, a Notary Public, **a person before whom a statutory declaration may be made under the law of the State in which the declaration is made**, an Australian Consular Officer or an Australian Diplomatic Officer as defined by section two of the Consular Fees Act 1995, a chiropractor, a dentist, a legal practitioner, a medical practitioner, a nurse, a patent attorney, a pharmacist, a veterinary surgeon, an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public, a bailiff, a bank officer with five or more years of continuous service, a building society officer with five or more years of continuous service, the chief executive officer of a Commonwealth court, a civil marriage celebrant, the clerk of a court, a credit union officer with five or more years of continuous service, the holder of a statutory office, the Judge of a court, the Master of a court, a member of the Australian Defence Force who is an officer or a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with five or more years continuous service or a warrant officer within the meaning of the Act, a member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants, a member of the Institute of Corporate Managers, Secretaries and Administrators, a member of the Institution of Engineers, Australia other than at the grade of student, a member of the Parliament of the Commonwealth, the Parliament of a State, a Territory legislature or a local government authority of a State or Territory, a minister of religion registered under Division 1 of Part IV of the Marriage Act 1961, a permanent employee of the Commonwealth or of a Commonwealth authority or a State or Territory or of a State or Territory authority or a local government authority with five or more years continuous service, a permanent employee of the Australian Postal Corporation with five or more years continuous service who is employed in an office supplying postal services to the public, a police officer, the Registrar or Deputy Registrar of a court, a Senior Executive Service officer of the Commonwealth or of a State or Territory or of a Commonwealth, State or Territory authority, a Sheriff, a Sheriff's officer, or a teacher employed on a full-time basis at a school or tertiary education institution.

Submit to: governance@dubbo.nsw.gov.au

Deliver to: Customer Experience Centre

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

Page 33 of 33



DUBBO REGIONAL
COUNCIL

REPORT: Community Engagement Groups 2024-2028

DIVISION: Strategy, Partnerships and Engagement
REPORT DATE: 4 November 2024
TRIM REFERENCE: ID24/2064

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none"> Seek endorsement Seek direction or decision 	<ul style="list-style-type: none"> Addressing Council resolution
Issue	<ul style="list-style-type: none"> The report is in response to a Notice of Motion from the 24 October Council Meeting “Reinstatement of the Villages Committee” and the resolutions associated with CCL24/93 Review of Community Committees – Guiding Principles. 	
Reasoning	<ul style="list-style-type: none"> Consultation with former community committee members, staff and the newly elected body have informed the proposed groups. 	
Financial Implications	Budget Area	Various, Divisional Operating budgets
	Funding Source	Various, Divisional Operating budgets
	Proposed Cost	To be confirmed.
	Ongoing Costs	To be confirmed.
Policy Implications	Policy Title	Code of Meeting Practice – Community Committees and Working Parties
	Impact on Policy	It is proposed to amend the policy as per CCL24/93 and the proposed Community Engagement Groups models outlined in this report.

STRATEGIC DIRECTION

The Towards 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes six principal themes and a number of objectives and strategies. This report is aligned to:

Theme: 4 Leadership

CSP Objective: 4.1 Council provides transparent, fair and accountable leadership and governance

Delivery Program Strategy: 4.1.1 Council encourages and facilitates two-way communication with and between stakeholders and the community

RECOMMENDATION

1. That Council endorse the Community Engagement Group models as outlined in Table 1 of this report.
2. That Council endorse the creation of six Council Community Committees, being;
 - Wellington Town Committee
 - Villages Committee
 - Youth Council
 - Renewable Energy Community Benefit Fund Committee
 - Sister City Committee
 - Multicultural Advisory Committee
3. That work commences to see a call for expressions of interest for membership on the six Council Community Committees in January 2025, with the first committee meetings to be held in February and March 2025.
4. That Council endorse the creation of a new Dubbo Region Interests Council, being;
 - Dubbo Region Arts and Culture Council
5. That work commences to see a call for expressions of interest for executive committee membership on the Dubbo Region Arts and Culture Council in January 2025, with the first meeting to be held in March 2025.

Murray Wood
Chief Executive Officer

JB
Director Strategy
Partnerships and
Engagement

BACKGROUND

Previous Resolutions of Council

<p>CCL23/291 26 October 2023</p> <p>Review of Council Community Committees</p>	<ol style="list-style-type: none"> 1. <i>That Council maintain the existing committees until the end of the Council term.</i> 2. <i>That the findings of the service review be considered by the new council following election in September 2024.</i> 3. <i>That each community committee hold a workshop with members to improve effectiveness and propose relevant changes to the terms of reference to enable better community engagement outcomes.</i>
<p>CCL24/93 24 April 2024</p> <p>Review of Community Committees – Guiding Principles</p>	<ol style="list-style-type: none"> 1. <i>That Council endorse the Guiding Principles as outlined in the report.</i> 2. <i>That, in addition to the findings of the Service Review (as per CCL23/291), the incoming Council be provided with a summary and feedback following the implementation of the Guiding Principles.</i>
<p>CCL24/256 24 October 2024</p> <p>Notice of Motion – Clr J Cowley OAM</p>	<p><i>That the CEO provide a report to Council in November 2024 on the reinstatement of the Villages Committee to ensure full and strategic representation for all Villages within our Local Government Area.</i></p>

Service Review – Council Community Committees (Appendix 1)

Council staff completed the service review on Council Community Committees in October 2023. The recommendations of the review were not adopted by the former elected body; however, the resolution was in line with the overarching intent to improve the effectiveness and sustainability of community committees.

In part...

3. That each community committee hold a workshop with members to improve effectiveness and propose relevant changes to the terms of reference to enable better community engagement outcomes.

A copy of the report and service review final report is included at **Appendix 1**.

Council staff undertook workshops with the community committees as resolved, with the results provided to the former elected body in April 2024. A copy of the report is provided at **Appendix 2**. Many of the community committees held meetings quarterly, most only holding one other meeting between April and August 2024.

REPORT

A Councillor Workshop was held on Tuesday 5 November 2024 and provided Councillors with an overview of key findings from the service review, additional information on Council’s Community Engagement Strategy and the current range of tactics, avenues, and platforms for engagement, that are being utilised by Dubbo Regional Council.

Councillors from the previous term of Council, were able to share their experiences with community committees including opportunities and challenges that were realised during the previous term.

The workshop broadly considered:

- Whose voices does Council want to elevate formally throughout this term?
- Which issues does Council want to prioritise and keep front of mind?
- What level of influence do stakeholders desire and which tactics best support this level of influence?
- What can now be considered business-as-usual or supported through a different process?

Staff considered the workshop discussions in conjunction with the administration, governance and legislative requirements associated with formal meeting models and are recommending the three groups summarised in **Table 1** below and detailed at **Appendix 3**.

Council Community Committees	Dubbo Region Interests Councils	Reference Group
<p>A formally established Council Community Committee where membership is predetermined by position and has Councillor membership positions, operating in a formal capacity similar to previous terms of Council.</p> <p>The committee's role is to be a voice for the community sector/s to which they represent. Committee members are active participants and act as a conduit for information between the committee and the community.</p>	<p>An interest group, that operates under the general model of:</p> <ul style="list-style-type: none"> - open invite - established executive committee including a minimum of one Council staff member, and no Councillor representation. - group specific charter and meeting practices. <p>The group is facilitated/ administrated by Council staff to operate as a self-functioning group under the guidance of the charter. The group becomes a key stakeholder for Council when consulting on matters that may directly impact the group.</p>	<p>An informal, group/network (through targeted/invited or opt-in database) who are regularly kept informed on Council activity being undertaken in areas of interest and consulted on specific matters within that area of interest. A group may be established as required for example, strategy development.</p> <p>The role of the group is to support a higher level of information sharing with invested community members and enable active participation in engagement activities or facilitated sessions generally over an extended period.</p>

Council Community Committees	Dubbo Region Interests Councils	Reference Group
<ul style="list-style-type: none"> • Wellington Town Committee • Villages Committee • Youth Council • Renewable Energy Community Benefit Fund Committee • Sister City Committee • Multicultural Advisory Committee 	<ul style="list-style-type: none"> • Dubbo Region Sports Council • Dubbo Region Arts and Culture Council 	<ul style="list-style-type: none"> • Community Safety and Crime Prevention Reference Group • Reconciliation Action Plan Working Group • Disability Access and Inclusion Reference Group • Housing Reference Group • Environmental Sustainability Reference Group • Dubbo Regional Livestock Markets Advisory Group

Table 1: Summary of Community Engagement Groups

Consultation

- All members including community representatives, Council representatives (staff) and Councillors were given the opportunity to provide feedback as part of the service review in 2023. Insights from the service review have been used in the development of the meeting models.
- Councillors were consulted by way of a workshop held in November 2024. Discussions held at the workshop have been reflected in the proposed groups.

Resourcing Implications

- Council Community Committees, following the similar meeting structure to Council meetings, requires the administrative services of the Corporate Governance Branch. Over the service review period of 14 months (99 meetings, across 15 community committees) an estimated 371.25 hours was utilised for pre and post meeting administration. This is in addition to non-Corporate Governance Branch staff time. The proposed reduction to six community committees will significantly reduce the Corporate Governance Branch hours required to facilitate these meeting types to approximately 150 hours annually.
- There is little change estimated for non-Corporate Governance Branch staff time, as this time would be utilised to support, facilitate, promote, and participate in the fit-for-purpose models of Dubbo Region Interests Councils and Reference Groups.

Total Financial Implications	Current year (\$)	Current year + 1 (\$)	Current year + 2 (\$)	Current year + 3 (\$)	Current year + 4 (\$)	Ongoing (\$)
a. Operating revenue	0	0	0	0	0	0
b. Operating expenses	7,074	7,074	7,074	7,074	0	0
c. Operating budget impact (a – b)	-7,074	-7,074	-7,074	-7,074	0	0
d. Capital Expenditure	0	0	0	0	0	0
e. Total net impact (c – d)	-7,074	-7,074	-7,074	-7,074	0	0
Does the proposal require ongoing funding?	Yes					
What is the source of this funding?	Corporate Governance Branch, operational					

Table 1. Ongoing Financial Implications

Options Considered

- The findings of the service review detailed that the existing meeting structure was not effective or sustainable for all groups. The alternative models proposed are conceptually sound and fit-for-purpose. Should the proposed model be endorsed, it will be recommended that a check-in review be undertaken at end of the first Mayoral term to assess how the model is performing.

Next Steps

- Finalise the operational details of the group models, including where required Terms of Reference/Charters, membership positions and responsible officers.
- Establish an Expression of Interest process, where required.
- Develop an engagement and communication plan to raise awareness of the Community Engagement Groups and encourage participation.

APPENDICES:

- [1](#) Review of Council Community Committees - Ordinary Council Meeting - Thursday, 26 October 2023
- [2](#) Review of Community Committees - Guiding Principles - Ordinary Council Meeting - Wednesday, 24 April 2024
- [3](#) Detailed Community Engagement Group Models

ORDINARY COUNCIL MEETING
26 OCTOBER 2023

CCL23/291



REPORT: Review of Council Community Committees

DIVISION: Organisational Performance
REPORT DATE: 13 October 2023
TRIM REFERENCE: ID22/2626

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none"> Provide review Seek direction or decision 	
Issue	<ul style="list-style-type: none"> In February 2022, Council resolved to create 16 Community Committees. One of the resolutions during implementation of the community committees, specifically request a review of the committees to consider the effectiveness and sustainability (due in October 2023). 	
Reasoning	<ul style="list-style-type: none"> The Governance team engaged the Strategy Partnership and Engagement division to complete a service review to inform and provide insight into these committees and how they are currently functioning. The review has been completed with the aim to ensure effective engagement of the community in the most practical and relevant manner, to enhance engagement and provide meaningful outcomes for the community. The review of these committees provides information to enable the elected body to make an informed decision on the most effective way forward for the community committees given the evolving purpose. 	
Financial Implications	Budget Area	There are no financial implications arising from this report.
Policy Implications	Policy Title	There are no policy implications arising from this report.
Consultation	Corporate Strategy and Performance function	Service Review

STRATEGIC DIRECTION

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

Theme: 4 Leadership

ORDINARY COUNCIL MEETING
26 OCTOBER 2023

CCL23/291

CSP Objective:	4.1 Council provides transparent, fair and accountable leadership and governance
Delivery Program Strategy:	4.1.1 Council encourages and facilitates two-way communication with and between stakeholders and the community

RECOMMENDATION

1. That Council endorse recommendations 1 to 4 of the Service Review Final Report Community Committees.
2. That Council note the development of the new framework consisting of four Engagement Communities being; Community Committee, Advisory Group, Working Group and Community Interest Group.
3. That Council note that the Villages Committee, Wellington Town Committee and Youth Council will be retained as formal Community Committees.

Jane Bassingthwaighe
Director Organisational Performance

AR
Manager Corporate
Governance

ORDINARY COUNCIL MEETING
26 OCTOBER 2023

CCL23/291

BACKGROUND

Previous Resolutions of Council

10 March 2022	In Part
CSC22/10	3. <i>That all committees, working parties, forums and panels outlined in the report be reviewed in 2023 as to their effectiveness and sustainability, with a report provided to Council in October 2023.</i>

The Manager Corporate Governance engaged Council's Corporate Strategy and Performance function to undertake a review of the committees, working parties, forums and panels in line with the above resolution. The review addresses the current delivery of the adopted community committees and whether the committees are delivering valuable outcomes for the community and the best use of time and resources for all of the parties involved. The service review is attached at **Appendix 1**.

The service review concentrated on whether the current structure of community committees are:

- Meeting the engagement goals of the Council and community
- Providing community value relative to resourcing
- Aligned to Council's Engagement Strategy
- Supporting accountability and implementation of the Community Strategic Plan

REPORT

At the beginning of the current term of Council, Councillors and staff workshopped what type of community committees could be created to provide a public forum for Councillors and Council staff to consult with representatives of the local community on important local issues.

16 committees were created as a result of the workshop and an Expression of Interest process followed. The first committees commenced in July 2022 (and were to run) until October 2023, whereby this service review of the committees was completed, and reported back to council.

An extensive service review was undertaken by the Corporate Strategy and Performance function within Council to ascertain the value and effectiveness of these committees to the community, Councillors and staff alike. It was important to ascertain how effective the committees were, if the current structure was meeting Community and Council expectations, and whether the committees were delivering outcomes for the community as they were intended.

Consultation

- Stakeholder consultation was undertaken with community members, councillors and directors;

ORDINARY COUNCIL MEETING
26 OCTOBER 2023

CCL23/291

- Some of the concerns and feedback raised in the attached service review includes, (but not limited to):
 - Lack of clear outcomes being achieved from the committees,
 - Meetings not being productive and meaningful,
 - Over commitment of some councillors and staff on several committees,
 - Committees being cancelled with little or no notice,
 - Quorum not being met,
 - No agenda items.
- Stakeholder Surveys found four main key insights:
 - 1. Common confusion or misunderstanding about the aim and purpose,
 - 2. Current structure is misaligned to the (assumed) intent of committees,
 - 3. Willingness to look at new ways of engaging that are fit for purpose,
 - 4. Council's intent to engage is viewed as a positive, but it needs to be meaningful.

Resourcing Implications

- Staffing resources are outlined in the attached service review, this includes:
 - Directors and Managers - need to come up with relevant agenda items and topics for discussion, attendance (usually out of hours), significant time commitments;
 - Councillors - many of whom are on several committees, along with their current councillor duties (and personal/professional roles), it is a significant additional obligation;
 - Governance team - scheduling of meetings, multiple business papers for production, significant time resource for a small team which taking them away from other necessary functions and duties (this translates to significant delays by some months on projects/tasks);
- Future resourcing should be taken into consideration going forward.

Options Considered

- Exploring an alternative model of service delivery, with consideration to:
 - The Engagement Environment -including community attitude and Council Engagement capability;
 - Engagement needs of Council and Community - how current service is or isn't meeting those needs;
 - Internal resources to deliver the service;
 - External resources provided by others - community members volunteering time;
 - Engagement fatigue;
 - Fit for purpose design in line with the desired priority outcome for each area of interest.

Preferred Option

- Development of the new Dubbo Region Engagement Communities framework;
- Allowing a fit for purpose framework to ensure:
 - Community Committees that are operating effectively and sustainably and primarily meeting Council and community goals will be retained;

ORDINARY COUNCIL MEETING
26 OCTOBER 2023

CCL23/291

- That the level of influence that either Council or community may be seeking is not restricted by the committee's Terms of Reference;
- Significant Council resources will not be utilised to administer over 100 community committee meetings a year that may not be meeting any stakeholder goals;
- Current and future committee members remain enthusiastic to participate in influencing the decision making for their community;
- Taking this direction will allow greater flexibility on group creation and provide an appropriate governance approach in line with the level of influence.

Planned Communications

- If the proposed format is adopted, current community committee members be advised of the change and thanked for their participation to date and encouraged to continue to participate in the renewed approach.

Timeframe

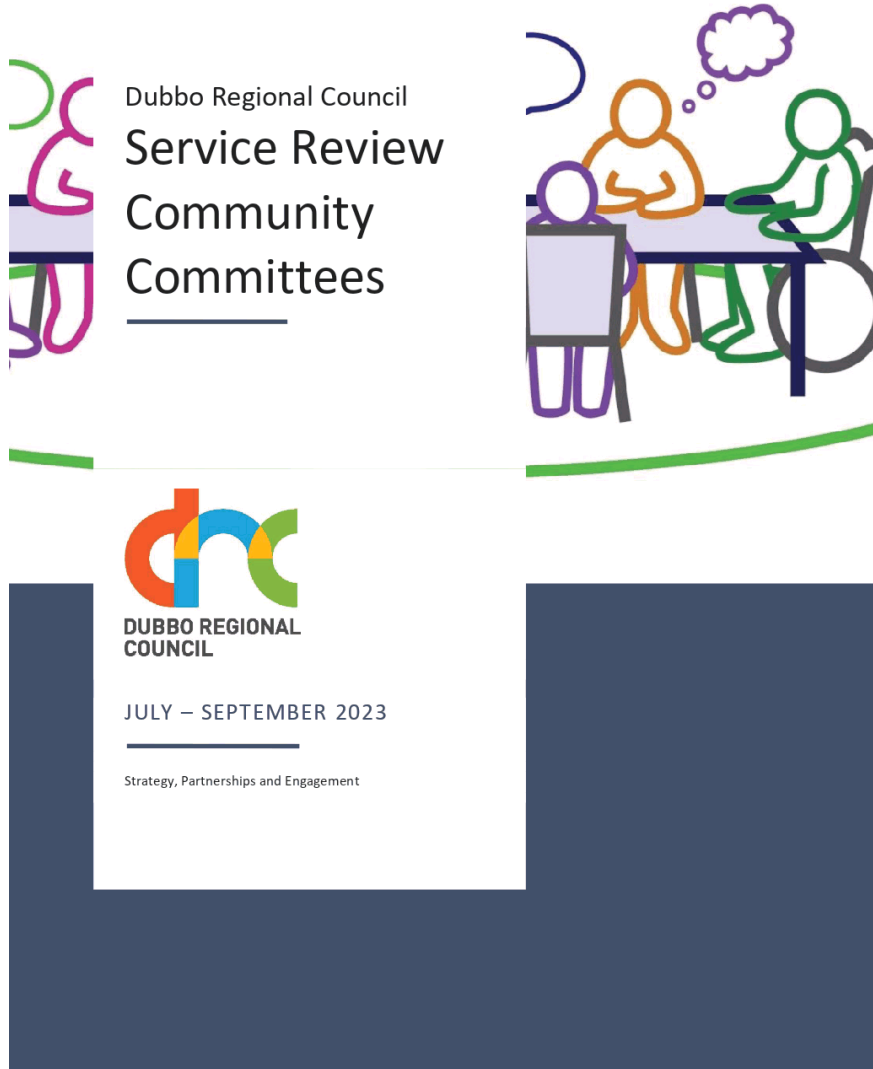
Key Date	Explanation
26 October 2023	Council resolve to re-frame the community committees as recommended in the service review.
October 2024	A report monitoring the community committees and statistics be provided in 12 months time (following the election in September 2024).

Next Steps

- Advise current committee members of the outcome of this report and resulting changes to the current committees.

APPENDICES:

- 1 Service Review Final Report - Community Committees



Contents

1. BACKGROUND	2
1.1 REVIEW TIMELINE	2
1.2 HISTORY OF COMMUNITY COMMITTEES	3
1.3 DEFINITIONS	3
1.4 OUR APPROACH TO SERVICE REVIEWS	3
2. EXECUTIVE SUMMARY	4
3. CURRENT SERVICE DELIVERY	6
3.1 REVIEW SCOPE	6
3.2 MEETING SCHEDULE	7
3.3 RESOURCES/COST OF SERVICE	8
3.4 COMMUNITY GROUP CONSULTATION AT OTHER COUNCILS	10
4. STAKEHOLDER FEEDBACK	11
4.1 STAKEHOLDER SURVEYS	11
4.2 COUNCILLOR WORKSHOP	15
5. SERVICE EFFECTIVENESS AND SUSTAINABILITY	18
6. DELIVERING COMMUNITY ENGAGEMENT OUTCOMES	21
6.1 DRC ENGAGEMENT CAPABILITIES MARCH 2022	21
6.2 DRC ENGAGEMENT CAPABILITIES SEPTEMBER 2023	21
7. A FIT FOR PURPOSE CONSULTATION APPROACH	22
8. RECOMMENDATIONS	24

1. BACKGROUND

Dubbo Regional Council's 2022/2023 Delivery Program and Operational Plan specified the following action.

Community Strategic Plan

Theme: Leadership

4.1: Council provides transparent, fair and accountable leadership and governance

Delivery Program

4.1.1: Council encourages and facilitates two-way communication with and between stakeholders and the community

Operational Plan – Action

4.1.1.3: Establish community committees and facilitate active community participation and engagement

Council at its meeting held 10 March 2022 resolved the below recommendation.

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

The review will seek to identify if the current approach to community group engagement, including the administration of community committees;

- meets the engagement goals of the Council and community
- is providing community value relative to resourcing
- aligns to Council's Engagement Strategy
- supports accountability and implementation of the Community Strategic Plan, Delivery Program and Operational Plan
- ensures that monitoring and reporting is undertaken with the lens of continuous improvement.

The review will seek to recommend the following for consideration;

- any need to revise how committees are structured and established
- any clarity required for aims, purposes and expectations of community committees
- any need for how group community engagement is administered and resourced
- a future review period to monitor for community value

1.1 REVIEW TIMELINE



1.2 HISTORY OF COMMUNITY COMMITTEES

March 2022: Committees adopted

Proposed	Adopted
Aquatics Working Party	Aquatics Working Party
Climate Change and Resilience Committee	Climate Change and Resilience Committee
Dubbo Regional Livestock Market Advisory Committee	Dubbo Regional Livestock Market Advisory Committee
Financial Performance Committee	Financial Performance Committee
Multicultural Advisory Committee	Multicultural Advisory Committee
Public Spaces Tree Committee	Public Spaces Tree Committee
Reconciliation Action Plan Working Party	Reconciliation Action Plan Working Party
Renewables Committee	REMOVED
Sister City Committee	Sister City Committee
Social Justice Advisory Committee	Social Justice Advisory Committee
SPARC Committee	SPARC Committee
Visitor Experience Strategy and Performance Committee	Cultural and Tourism Facility Committee
Wellington Town Committee	Wellington Town Committee
Wiradjuri Tourism Project Committee	Wiradjuri Tourism Project Committee
Women in Leadership Forum	Supported for action but a formal committee was not established.
Youth Council	Youth Council
	ADDED – Villages Committee
	ADDED – Disability Access and Inclusion Advisory Committee

The Disability Access and Inclusion Advisory Committee was added in December 2022 with first meeting held 11 July 2023.

All committee members were invited to provide input to the service review although the main survey period had closed, the committee was provided the opportunity to participate following their first meeting.

1.3 DEFINITIONS

For the purpose of the report, Community Committees (“committees”) is a collective term for Working Party, Working Group, Forums, and Panels as referenced in table 1.2.

The “service” is the management, administration, coordination and participation of key stakeholders and members of the 15* committees. The review considered the services both in an overall sense and by individual committee.

*as adopted and amended there are 17 committees, feedback was received on 15 (one was not established and one has no community members)

The review period is from 27 June 2022 to 8 September 2023 (14 months). Noting that the Disability Access and Inclusion Committee did not hold their first meeting until July 2023.

1.4 OUR APPROACH TO SERVICE REVIEWS

In reference to Council’s Service Review Framework and the outcome desired from this service review:

“The objective of any service review exploring service delivery models is not centred on necessarily finding an alternative model – the process in fact may prove the current approach is providing the best value for money for our ratepayers. Such an outcome is just a valuable in confirming that we are doing what community needs in an effective way.”

In reflecting on the review inputs and providing recommendations the project approach specifically considered:

- potential rationalisation
- increased efficiency and service performance
- alternative service delivery mechanisms
- minimising corporate risk.

Just as equally the project approach also considered

- improve service delivery
- respond to changing stakeholder priorities and needs
- aligning the service with Council’s vision and engagement goals.

2. EXECUTIVE SUMMARY

In March 2022, 15 Community Committees (“committees”) were established by Council with a view of enhancing community engagement in priority areas and increasing community input to Council decision-making. In adopting these committees Council also resolved for the committees to be reviewed as to their sustainability and effectiveness. As part of Council’s Service Review Program a review of the committees (*the ‘service’*) was undertaken by Council’s Corporate Strategy and Performance function. The review included surveys and interviews with internal and external stakeholders, analysis of meeting schedules, governance process and resourcing requirements. The review also examined the alignment of the service with Council’s draft Community Engagement Strategy and suitability in the context of Council’s engagement capability which has developed significantly since March 2022.

The review process highlighted a number of key insights based on stakeholder input including common confusion with committees aim/purpose, general misalignment of Council and member engagement goals and willingness to look at new ways to engage to ensure meaningful engagement. Members are open to Council exploring alternative methods to deliver this service, however, any change would need to further clarify Council’s intent and purpose, and that any engagement activities be undertaken in the context of the level of involvement or influence Council is seeking from community.

With 149 formal Council and community committee meetings held in the review period, resourcing is significant for Council and community, in both administration and actual meeting hours. The investment required for the current service is provided in context of opportunity cost to help Council determine if such resources could be used to more effectively to better support Council’s engagement intent. The cost effectiveness of the service has not been quantified as the service outcomes are not easily identified or comparable with an industry benchmark or with other committees.

In the 14 months to September 2023, 99 Community Committee meetings were scheduled with 18 cancelled and/or did not meet quorum. Analysis of attendance at meetings indicates that many Councillors and some Executive staff are stretched across numerous committees. Over the review period, it is estimated undertaking pre and post meeting administration required staff resources equivalent to 32 working weeks. The current service design has required one Director alone to spend at least 5.2 working weeks on committee administration and meeting attendance.

The review has identified that for the majority of committees the current Terms of Reference restrict effectiveness of the committees. Effectiveness considerations included ability to hold meaningful discussions, ability to openly participate in solution focused discussions and achievement or significant progress towards outcomes. Whilst there are some committees that appear to be more effective than others the review has identified that the current levels of investment required to manage, administer and participate in the high number of committees are not sustainable when considering the overall of effectiveness of meetings. Sustainability considerations included the percentage of meetings held and attendance, reasonable ability for the organisation to absorb service delivery as part of core service function and investment of time in management, administration and participation is described by community and Council as a “valuable use of time”.

Examination of how other councils are structuring their approach to community interest group consultation indicates that effectiveness or committee success is linked with flexibility in consultation design based on topic, level of participation sought and the specific needs of the community group and the council on the area of interest.

Across 15 diverse committees with over 220 community representatives, it was expected that the review would reflect a diversity of views on the current service and how it was delivering value to community. In exploring an alternative model of service delivery the review has considered the current engagement environment including improvements in Council's engagement capability and capacity, the understood engagement needs of Council and community, organisation and community capacity to meet demands of the current service and the value of a more fit for purpose design in line with Council priorities.

The review recommends the redesign of the current service through the creation of a new "Dubbo Region Engagement Communities" framework. Aligned to the (draft) Community Engagement Strategy, the framework would include four distinct group definitions for group-based consultation activities, these being Community Committee, Advisory Group, Working Group and Community Interest Network.

Based on Council's engagement goals, the proposed approach would provide Council greater flexibility through a fit for purpose service delivery. Increased flexibility in group design, administration and governance would support role clarity, outcome-focused engagement and member participation/expectation management in line with the level of influence. Redesigning the approach and governance structure would also reduce the resources required for community committee administration time (not including actual meeting time) from a comparable 1,188 hours to 144 hours.

It is also recommended that key stakeholders be effectively engaged in any potential change process to firstly sense-check the approach in context of the review findings with clarification on Council's engagement goals regarding each area of interest. Secondly, this engagement will maximise the retention of community members for participation in a redesigned service. There may be some community engagement goals that the proposed framework may not be able to address. Council would need to consider those on a case-by-case basis to see if alignment within the framework is needed or if Council is willing or able to meet such goals.

3. CURRENT SERVICE DELIVERY

3.1 REVIEW SCOPE

The project reviewed 15 committees, defined as DRC Community Committees (“committees”).

Predominately the committees set quarterly meetings. Three of the committees commenced with monthly meetings. The committees have a minimum of two Councillors representatives (one of which holds the position of Chairperson) a number of committees have three or four Councillor representatives. DRC staff, typically Managers and Director positions, hold membership positions on committees dependent on the primary purpose of the committee, administration staff from the lead division will typically be the minute taker. There are an average of 16 members on each committee, with a minimum of five community representatives.

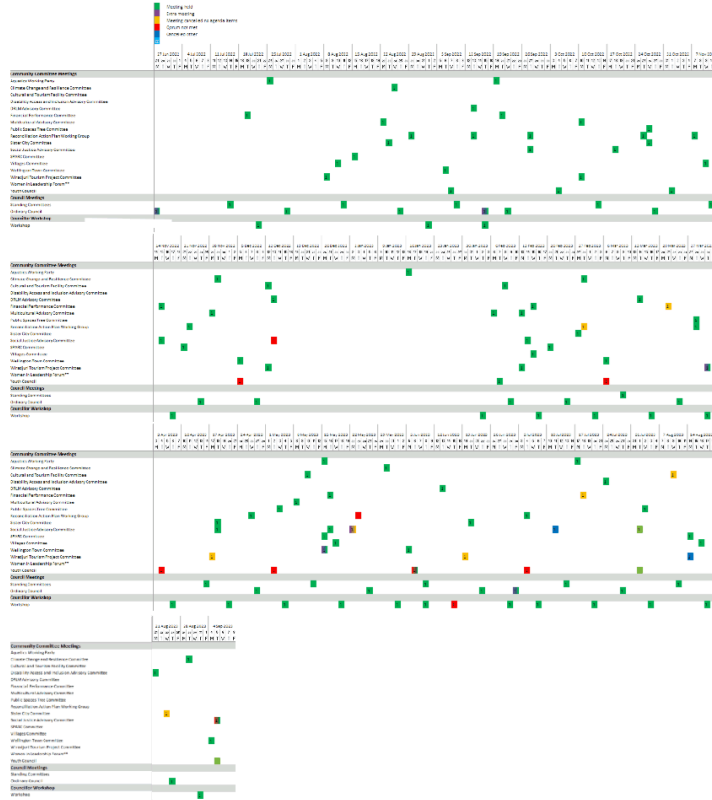
The 15 Community Committees are listed below.

- Aquatics Working Party
- Climate Change and Resilience Committee
- Disability Access and Inclusion Committee
- Dubbo Regional Livestock Market Advisory Committee
- Multicultural Advisory Committee
- Public Spaces Tree Committee
- Reconciliation Action Plan Working Party
- Sister City Committee
- Social Justice Advisory Committee
- SPARC Committee
- Villages Committee
- Cultural and Tourism Facility Committee
- Wellington Town Committee
- Wiradjuri Tourism Project Committee
- Youth Council

Responsibilities for the Branch/Division responsible, committee members and the Corporate Governance branch are set out in the Terms of Reference and are common across all Community Committees, the Aquatics Working Party – Terms of Reference is attached at Appendix 1. The Terms of Reference also sets out the delegations and reporting standards.

3.2 MEETING SCHEDULE

The chart below has been collated to show the frequency of all Community Committee meetings, in addition to scheduled internal Council workshops and formal Council meetings.



As at the week Tuesday 5 September 2023 there were;

149	Meetings held (including Council, Standing Committees, Councillor Workshops, and Community Committee)	8	Did not meet quorum
99	were Community Committee meetings	8	Cancelled – no agenda items
	Of the Community Committee meetings	2	Cancelled - other

3.3 RESOURCES/COST OF SERVICE

Overall commentary from stakeholders is that there is tremendous investment of time allocated to committees, both for DRC (staff and Councillors) and for the volunteering community representatives.

Stakeholders overwhelmingly viewed engagement as important and the opportunity to consult and meet is highly valued, however many committees are providing limited direct or indirect value. This is reflected in the lack of clear or acknowledged outcomes being achieved, limited examples of decision-making being influenced or enhanced and feedback from stakeholders that overall many meetings are not productive and meaningful. Given this insight, the investment required for the current service is provided to help Council determine if such resources could be used to more effectively support Council's engagement intent.

Resources: Councillor Representation

Many Councillors are nominated representatives on numerous Committees. This, combined with already busy work schedules and other Council commitments, likely contributes to a high proportion of apologies (80) by Councillors to various committee meetings. There are examples of some Councillors being unable to make a single meeting for committees they nominated for over the 14 month period. A number of the meetings have not proceeded due to lack of committee members to meet quorum, which impacts effectiveness in addition to volunteer member engagement. Whilst any committee members unavailability may be for genuine reason the presence of Councillors was seen as highly important to both internal and external stakeholders and the absence of Councillor representatives was perceived by some stakeholders as a reflection of their interest or held value of the committee. The committees that experienced regular Councillor representation were overall deemed more productive by members. The services high demand on Councillors time across multiple committees, clarity/agreement on expectations/need of Councillor attendance and Councillors personal capacity to meet that expectation is a resourcing challenge that needs to be considered in the service design.

Resources: Committee administration process

The below tables have been provided to quantify staff time spent on meeting administration and member time spent at a typical committee meeting of the Wellington Town Committee. This table does not include travel time for staff and members.

Note: This data is not presented to inform cost effectiveness as the value of the outcomes is not easily quantifiable. There are also significant differences across the committees regarding preparation time and meetings. Staff administering the Wellington Town Committee were highly invested in the committee being meaningful but also highly experienced in meeting administration and facilitating engagement. It should be noted that whilst staff had capacity and capability to effectively facilitate meetings the time for other committee administration may have been more or less due to a number of factors including ease of agenda development and committee member engagement and capability.

Action (pre and post meeting)	RO	Estimated hours	Action (meeting)	RO	Estimated hours
Coordination of Correspondence and QoN Draft Agenda	EO*	3	Consider calendar and accept invite	All	0.125
	EO	0.25	Read agenda and prepare for meeting	Chair + Councillors + Directors	1.5
Coordination of agenda item, content for presentation	EO	3	Read agenda and prepare for meeting	Members	0.25
Director, approval of agenda, reports, presentation etc.	Director	0.5	Prepare room (physical and virtual)	EO	0.5
Run Agenda and distribute	Governance	0.5	Presentations and presentation of standing items	Director, staff	1
Coordinate attendance and apologies	EO/ Governance	1	Pre/post meeting discussions	All	0.75
Draft Minutes	EO	1			
Approval of Minutes	Director/s	0.5			
Run Minutes and Distribute	Governance	2			
Prepare Minutes (report) for Notation at Standing Committees	Governance	0.25			
Estimate in hours		12	Estimate in hours		4.125

*EO = Executive Officer (or Administration Officer of the Division who administers the meeting)

Over this period it is estimated Council staff hours in undertaking committee pre and post meeting administration for 99 meetings was 1,125 hours/160 days/32 working weeks. These hours reflect the reduction in time for the 18 meetings that were cancelled did not require minutes.

Resources: Executive committee membership

The Director Community Culture and Places has a membership position on 11 of the 15 committees. This position has been required to attend 78% of the Community Committee meetings held. Typically meetings are scheduled for one hour and held quarterly per committee. The minimum time that the Director sits in committee meetings is 1.8 working weeks per annum. In reality meetings often go more than an hour and require general pre and post meeting discussions. Considering this and the time the Director spends on meeting administration (agendas/minutes) time required equates to at least an additional 2.5 hours per meeting. It is therefore estimated that the Director spent at least 5.2 working weeks on and in community committee meetings in the review period.

This example is highlighted in context of resource requirement and opportunity cost. It does not consider the interconnection of a Director participating in these meetings addressing their core accountabilities or if the function of the committee actually helps the Director deliver greater outcomes for community. Overall feedback from executive stakeholders identified that whilst there is value from enhanced engagement practices, there is limited direct value being realised in many of the committees. Executive felt that indirect outcomes such as relationship building and improved information and idea sharing could be, and are, being achieved via other means. Executive felt that a community interest group approach for priority areas with more specific engagement intent would support shared understanding of purpose and be more effective in delivering community value.

Resources: Governance management

The Corporate Governance branch responsibilities are set out in the Terms of Reference and are common across all committees, the Aquatics Working Party – Terms of Reference is attached at Appendix 1 for reference.

As identified in the above Resources/Cost of Service table; the Corporate Governance branch would invest 3.75 hours into each committee meeting.

Over the review period of 14 months, 99 meetings represent 371.25 hours. At 1,515.5hours FTE over the review period, this represents approximately 25% of one team member.

At the time that the committees were endorsed there was no specific allocation of additional resources or reduction in services provided to by the Corporate Governance team, or any other staff across the organisation that committee administration was allocated to. A number of meetings are held outside of the core business/working hours for staff, requiring time in lieu or overtime payments.

The review has examined the opportunity cost - how the resources required to administer the committees such as meeting schedules, frequency and reporting structure - are being redirected from other core services of the Corporate Governance branch would otherwise undertake.

The opportunity cost of the Community Committee administration of the Corporate Governance branch includes;

Matter	Impact
Policy Register projects	currently delayed 10 months +
Policy review's	currently delayed 3 months +
Complaints process and rescinding of 'Internal Ombudsman' position	currently delayed 6 months +
GIPA requests	currently unable to recoup many statutory charges as the requests are being determined outside of the review period

3.4 COMMUNITY GROUP CONSULTATION AT OTHER COUNCILS

Research was undertaken into the manner in which other councils administer community groups for the purpose of consultation. A summary of three regional councils is provided below, however councils across Australia are widely varied when providing this service to their communities. It appears the approach is very much 'what has worked or is working for their individual communities' with a carefully considered balance of meeting the needs of the community group and the council. The topical nature of the committees also determines how the committee/group is administered and the level of participation that is sought.

Council 1	<ul style="list-style-type: none"> • Currently have 33 Section 355 Committees. These group operate autonomously to their council, with volunteers organising meetings and taking minutes. The minutes are forwarded to Tamworth Council to ensure they meeting in line with the Section 355 Committee Operational Manual • These committee assist their council with the management of facilities ie halls, reserves • The committee runs its own AGM and elections and must have a strategic plan • Councillors do not sit on these committees • Staff do not generally attend these meetings, only upon request • Any money made is put back into the facility. Financial statements are audited by the council • A service review of these committee will possibly be undertaken soon to ascertain how viable they are along with maintenance of the facility • Some of these committees were from previous councils pre-merger and have been continued. • Hard to maintain the number of volunteers needed to keep each of the committees operating
-----------	--

Page 10 of 30

	<ul style="list-style-type: none"> A possible future change could be to have combined meetings with merged groups (as opposed to their delegated function)
Council 2	<ul style="list-style-type: none"> A review of community committees was undertaken in 2022 Most committees were disbanded at that time – was 10 in total at the time of review Current committees run themselves, can come up with own actions – no decision making power A list of the community groups are located on the council website
Council 3	<ul style="list-style-type: none"> Mixture of committees where councillors are members of some. Others are information based meetings Terms of Reference are reviewed annually The committees can provide recommendations No service review undertaken in at least the last two years

4. STAKEHOLDER FEEDBACK

4.1 STAKEHOLDER SURVEYS

Findings from review have been presented in line with four key insights.

- Insight 1: Common confusion or misunderstanding about the aim and purpose
 Insight 2: Current structure is misaligned to the (assumed) intent of (some) committees
 Insight 3: Willingness to look at new ways of engaging that are fit for purpose
 Insight 4: Council's intent to engage is viewed as a positive, but it needs to be meaningful

Insight 1: Common confusion or misunderstanding about the aim and purpose.

There is a significant amount of confusion and misunderstanding regarding the aim and purpose of most of the committees. *"In each meeting we have held of this Committee, the community question the aim and purpose as they don't understand."* It is not always clear what the role of the community representative is, as individuals acting as a community representative and as a collective. *"Most members do not know what can and cannot be discussed at the meetings."*

There is a perception with some stakeholders that the committees can be a *"waste of time and community members are helping DRC tick boxes"*. Both staff and community members desire meetings that are productive and positive and that their contributions are being both heard and considered in a respectful manner. There is confusion when topics or matters for discussion are perceived by a party to not be in line with the adopted Terms of Reference (ToR). This feeling of confusion can be increased when the Chairperson is perceived to not 'run' the meeting in line with the ToR, or when there is a perception that the committee and or a committee member has a deciding-voice in matters.

"Committees were created as a reaction to the prior committees that were in place 5+ years ago and as a reaction to the previous Council removing them and the new Council wanted to bring them back. But the committees, although having a positive influence in the past, were a dying product and unnecessary. The decision was not thought out and reactionary."

"With changes in the way people consume and distribute information and data, the need for public committees are gone. Council has invested significant funds and resources setting up a new engagement

Page 11 of 30

process, website, staff etc to provide feedback, collect information, gather community thoughts and true 2-way engagement. ...consultation has so many other ways of collecting this information. It is a waste of resources, waste of community time and waste of staff time."

Insight 2 is a key trigger to the confusion and misunderstanding felt in relation to aim and purpose.

Insight 2: Current structure is misaligned to the (assumed) intent of the (some) committees.

Stakeholder feedback and examination of the process suggests that current structure of the meeting and the administration of the committee is misaligned to the (assumed) intent of the committees. Some, not all committees feel like a "talk-fest", where the discussion goes off topic or an information session. No participatory, impact or influence outcomes are recorded or achieved. *"The TOR are confusing and the output and outcomes as well as the reason of committee's existence is confusing."* *"I feel what the council hopes to achieve, by their ToR, and what the communities would like to achieve might be different. A chance for actual open dialogue between the two groups might go a long way so that there was some joint ownership of the ToR."*

Directly from the ToR "Dubbo Regional Council (DRC) committees, working groups and panels are established to provide community and industry feedback to Council on a range of issues in an advisory capacity. Committees, working groups and panels are not decision-making bodies. Community committees allow a public forum for Councillors and Council staff to consult with representatives of the local community on important local issues." Most stakeholders understood committees not being a decision making body, but many frustrations seemed centered on (just) providing feedback to already formed concepts or the standard of what was deemed an important local issue.

Whilst the intent described is advisory and consultative, the somewhat formal and very "Council" feel to the meetings in some cases does not feel consultative or that the community has an open opportunity to provide advice, and in some cases if advice or feedback is provided on a matter there is a lack of knowledge as to how that feedback has been considered or if roles of authority are made aware of the feedback on that particular matters. *"I do not see where it may add any civic value at this stage, as Council appears to have a rubber stamp, one way agenda rather than genuinely consult, engage and respond."*

It was clear that some community members wanted to have more impact by presenting their ideas – not just providing input to what was already underway *"I do not expect us to have everything we submit adopted, but I do expect our items to be considered, and for valid reasons to be given when they are not feasible."* However from other stakeholders *"We need to be mindful that staff don't just walk away with more to do lists from Committee meetings. Whilst staff may be open to hearing new ideas and views on what the committee believe should be done - it's important that community members are encouraged to provide input, or identify solutions or opportunities in context of the priorities the community has already set for Council in the adopted delivery program"*. The source of contention evident in these two quotes should be considered in the operation of the current community committees and/or inform a redesign or use of other engagement channel to support expectation alignment with all stakeholders.

It should be noted that some committees appear to be getting the balance right in enabling genuine community member input and influence, whilst operating within a structure of relevance (adopted operational plan), or timely consultation on a current challenge or opportunity being explored. In addition to having an effective chair and participatory members, to achieve this outcome requires discipline with agenda, but also effort (primarily from staff) to create an engaging agenda. *"Some of these meetings do*

Page 12 of 30

not provide true outcomes or progression, just an opportunity to gain another report or update of information from council or connected stakeholder."

If the intent for the committees is not for community to drive the agenda and Council want to manage the risk of staff workload being increased by committee requests, all agendas needs to include opportunities for community members to have genuine impact through feedback and input. This may often require staff to look across the organisation for relevant matters, not just items within the most likely aligned function. For example, the Wellington Town Committee does not have specific or regular direct operational links to the division of Strategy, Partnerships and Engagement. The division sought agenda items from across the organisation for relevant content. Manager of Recreation and Open Space (from Community, Culture and Places) presented on two occasions on the Wellington Street Tree Master Plan and the associated public exhibition period, the Director Infrastructure became a standing invite to provide updates specially related to Wellington based projects and infrastructure matters and the Chief Financial Officer (from Organisational Performance) presented on the Water and Sewer Harmonisation, which also coincided with a public exhibition period. Topics of interest to the committee or relevant in locality that are not directly Council matters were also covered when staff were able to invite externals to present these matters to the committee, for example Energy Co. presented on the Central West Orana Renewal Energy Zone, and ASML Aero Pty Ltd presented on the Aero Vertiia project underway at the Wellington Aerodrome and Recreation Park.

In addition to misalignment with level of influence, there is misalignment of the ToR and practicalities of members seeking input for any level of influence to occur. A simple example of this perceived misalignment is that Section 11 of the ToR states: Confidentiality is to be maintained by all members of the working party, pursuant to guidelines of the Local Government Act. Discussions will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media. *"Whilst I understand the ToR to some extent the outcomes expected in it. I am however still confused about the link to informing and engaging the community in an active way. Also about the manner in which ideas can be raised and how items put forward are updated back to the Community."*

The general process to have minutes finalised, is that the minutes from the community committee meeting will be noted by the relevant Standing Committee of Council, the minutes of the Standing Committee of Council are then to be adopted at the Ordinary Meeting of Council, in some cases this could mean 4-6 weeks between a matter discussed at a community committee meeting and the committee members being able to take that matter to the communities that they represent. Furthermore the formal governance processes are stifling the open and active participation that Council appears to have wanted to encourage in establishing committees. The committee design is almost a contradiction to the role community are currently required to play. The highly governed process could actually be contributing to the misconception of level of influence because it is so formalised, so there is a natural link to value and impact.

The challenge of the minute taker and staff producing the minutes is to formally and in line with legislative process for public record documents (business papers and minutes of Council meetings) capture the outcomes of these committees, which by the ToR are not decision making bodies and have no delegated authority from the Council to make decisions building to the Council. *"It is a toothless tiger," The meetings seem more like a token gesture."*

Whilst the Code of Meeting Practice Community Committees and Working Groups states 4.6 (d*) details of any outcomes reached during the meeting, noting that these outcomes do not bind the Council to any

Page 13 of 30

action. It raises the question of what is the value in capturing outcomes in such a way that the outcomes that are action based can then be perceived to be adopted by Council.

"When I joined the committee I thought it was going to be a healthy and robust space in which we could communicate constructively. I also thought that council would have more policies and projects in place or in the works, and that as committee members we'd be providing feedback and guidance on this."

*the indented lettering under 4.6 has a typographical error.

Insight 3: Willingness to look at new ways of engaging that are fit for purpose

Feedback from stakeholders to the review was overall quite constructive and stakeholders remain positive about the value of community participation. There appears a desire, or at least an openness to explore if there is a better way if value is not being achieved for Community or for Council. There is a small number of stakeholders (Council and community) that appear very aligned to the 'formal' structure of community committees. Whilst the reasoning was not explored in the review feedback from some internal and external stakeholders suggests this could reflect their positive experience with the current committees, the idea of structure and control, alliance to the way things were/or have always been or potentially the perceived status and visibility associated with a 'committee'. Regardless of the ToR a number of stakeholders associate the word 'committee' with decision making. The misalignment between being so structured and governed with no authority or real impact is acting out as contradiction in a number of committees. This presents an opportunity to develop a shared understanding around impact and influence as opposed to decision making, and how that can be achieved without formal governance structures.

Whilst the survey data did identify that 35% of respondents agree that the "frequency and length of the meeting is appropriate, allowing the committee to meet its aims and purpose" the greatest percentage of respondents (35%) were neutral in believing that the Community Committee is meeting its aim and purpose as per its ToR. When considering this data in conjunction with Insight 1 and 2 commentary, the current format in which DRC is receiving advice and consulting on topics/matter via the adopted community committees must be reconsidered if improvement in effectiveness is to be sought. *"Community members are frustrated in their attempts to for this committee to have a meaningful role, and for us to be actively involved in decisions and choices."* *"It would be better if the community members issues raised are Agenda items and discussed properly rather than just called 'correspondence in' or 'questions and answers' and answered in a few sentences in writing and not even discussed. This is very dismissive."*

Stakeholder research indicates that members were open to Council exploring other avenues or alternative methods to deliver this service. Any change needs to be considered in context of the committee intent. *"Use the committees as a sounding board for major decisions rather than a practice run for publicising your decisions."* Given the diversity of committees and areas of interest, it would seem fitting that perhaps different areas of interest need a different engagement approach. *"Some people just want somewhere online where they can chat or put up a question that is answered."* *"I think these committees could be less formal as other council meetings, it is helpful when we have interested community members who want to chair however we have a 'rule' that it has to be a councillor must be chair can we ease the restrictions?"* This extended to flexibility of meeting times that are driven by an engagement need rather than pre-determined. *"The Committee possibly could have more frequent meetings in the lead up to exchanges to provide some assistance and input, and then could make it less infrequent in the quiet periods between."*

Regardless of any potential change in engagement method for some, none or all of the existing committees, each committee or engagement approach needs clarity of purpose, and that this is defined context of other committees.

"A lot of the Committees are quite similar and there is sometimes confusion between which Committee a particular issue should be raised at. If it is decided to continue with these, I suggest to reduce the number of meetings that don't seem effective or frequently have little agenda items, that they be combined"

"If Committees are to continue going forward, I believe the two should be consolidated to create more purposeful and fulfilling meetings with multiple discussion and feedback items."

"In theory, if there were updates to provide or consultation agreed, a meeting every second month would be adequate timing due to this being a project that we can hopefully proceed with shortly and there are a lot of aspects to consider and get consultation on."

Insight 4: Council's intent to engage is viewed as a positive, but it needs to be meaningful

Whilst it was identified that the current process or the structure of some committees may not be perfect, overall Councillors, staff and community stakeholders believe it is positive in intent and they value the opportunity to engage. The review sought to understand from the members what parts of the current format that they believe are working well. *"On a positive note we feel that this committee provides a forum where the different 'silos' within the bureaucracy can meet hear each other's problems and points of view."*

The general feeling is that the opportunity to meet with the other party (share, discuss, be informed by) is positive. *"The fact we can meet and discuss plans, issues, and concerns in a respectful manner, and bring Councillors, community, and staff from different 'silos' of the bureaucracy together."*

"I enjoy the staff reports which are well-presented, informative and well-prepared. It broadens my understanding of DRC projects, goals and aims without political bias, and allows me to get to know staff members."

"I think it is important for community to have a voice and feel that they do have a voice, so I believe if run more effectively these Committees could provide that. For this to be achieved, there has to be greater clarity on what the outcomes are to be achieved from this particular Committee."

"I think the cultural groups and community members who are represented on this Committee appreciate the opportunity to feel their voice is being heard in some capacity. Unfortunately, often this can be misaligned with the purpose of the Committee."

The premise on which the parties 'meet' is valued, however the perception is that the current way that the opportunity is being provided is not advantageous to the intent.

4.2 COUNCILLOR WORKSHOP

In addition to the rating activity (included in 5.Service Effectiveness and Sustainability) summary of the discussions held at the workshop is included below under the headings of three questions that were asked.

What general or specific outcomes have the committees you are on achieved?

- Wellington and Villages Committees; generally people feel more engaged, evolved past glorified CRM platform, committee driven draft budget workshop and CBD audit action, regular progress update on relevant/priority operational plan actions .
- Villages Committee; has grown in numbers after increased awareness, progressed and clarified open space maintenance program and approach.

Page 15 of 30

-
- Reconciliation Action Plan Working Group; naming of the meeting rooms and chamber
 - Youth Council; the event of Youth Week
 - Disability Access and Inclusion Advisory Committee; the intention to review the action plan
 - Dubbo Regional Livestock Markets Advisory Committee; positive input, deal with issues as they come up
 - General outcomes include people feeling heard, awareness of council activities, action plan, specifically input to Councils decision-making, such as recent naming of the rooms.

What general or specific input would you like to see considered as part of this review on the Committees?

- Climate Change and Resilience Committee; the ToR does not reflect what the committee needs/expectations are, there is a disconnect in understanding staff intention was to consult on what we (DRC) are doing vs the committee wanting to know what DRC is doing for community.
- Aquatic Working Party; disconnected, the committee wanted a lot of input, therefore there was a great deal of frustration with not achieving any outcomes. The ToR requires review.
- Workload; the Corporate Governance team expressed the significant workload required to manage and administer the Community Committees for the Corporate Governance team. The perception is that the workload is reflective of the number of committees and not reflective of “meaningful” meetings.
- Commentary throughout the review period has expressed that meeting for meeting-sake (which is often viewed as a box ticking exercise by community) is the not beneficial and is a waste of resources and community member time (time which is predominantly volunteered).
- A common theme is that there is a lack of understanding from community about;
 - Level of resources available
 - What jurisdiction or level of control/influence that Council can have in some matters
 - What matters are prioritised over others, and how that decision was made.
- Wellington Town Committee was identified as a community that must be retained.

What ideas do you have to achieve the community engagement outcomes that were sought through the committees?

- Platforms for community members to “chat with”, be heard in a less formal setting, but still able to receive a meaningful response.
- Meetings should be held when necessary
- Meetings could be more workshop style in the early stages; likely that engagement levels would increase if members were able to contribute and participate in the design and development of matters.
- For matters that are issue focused; distribution of a message would be better (i.e. updates/ regular progress information).
- A number of other Council renumerate their Youth Council.
- Consider does Council need to manage/administer the committee, or could it be a meeting that is facilitated by Council.
- Some committees would benefit from clearer parameters.
- Opportunity to bring Youth Council members (Youth lens) into different committee meetings.
- Combining the Social Justice Committee with the Youth Committee.
- References to the Operational Plan can provide structure to meetings.
- An example of positive engagement is the Wellington Town Committee asking for a specific budget session to ensure an informed submission.
- Members need to understand where and how they can add value and can make relevant contributions.

Page 16 of 30

-
- Issues raised; Subcommittees trying to direct work to staff which is not in line with the adopted strategic direction or within the available resources.
 - Difficult for some committees to have momentum without having key guiding documents (i.e. RAP and Operational Plan)
 - If time is right, committees, called inform, agreed, action plans, but importantly, play a role in monitoring, the implementation of said action plans and having pre-engagement and input to specific actions
 - Management of value and passionate people about particular matters, vested interest and unable to see challenges or other points of interest.
 - Management of expectations.
 - Meeting on an as needs basis.
 - General outcomes include people feeling heard awareness of council activities used week development and review of community safety. Action plan, specifically input to councils decision-making, such as recent naming of the rooms.

5. SERVICE EFFECTIVENESS AND SUSTAINABILITY

It was important for the review to consider effectiveness and sustainability hand-in-hand; the concept of a committee being sustainable rests on the recognised success of the committee, in essence its effectiveness to achieve the intended objectives and learned outcomes.

As outlined in this review report stakeholders bring their own individual lens to the effectiveness of the committees in accordance with what they understand or want the intent, purpose or outcome of community committees to be. This varies between stakeholder groups (councillors, Council staff and community committees members – and within such groups.

To best ensure objectivity the review accessed effectiveness and sustainability of the service in identified terms which was informed by the understood intent of Council in establishing these community committees.

Effectiveness

- The review has identified that the current Terms of Reference for the Community Committees restrict 'effectiveness' of the committees.
- Effectiveness has been defined as;
 - Ability to hold meaningful discussions regarding topics and matters that are of importance to community.
 - Ability to openly participate in solution focused discussions and resolve issues collaboratively and with a community focus.
 - Achievement or significant progress towards outcomes or objectives set by the Committee, or defined as part (purpose and aim) of the Terms of Reference.
- When considering the Committees most frequently ranked with strongly agree statements, the Villages Committee and the Multicultural Advisory Committee would be considered the most 'effective'.
- Although the SPARC Committee also frequently ranked with strongly agree statements, the SPARC Committee also ranked as strongly disagree across all questions. Due to this irregularity in the rating, it has not been considered as an example 'effective'.
- Overall through survey and open feedback Councillors believed the committees were more effective in comparison to community members and Council staff and Executive.

Sustainability

- The review has identified that the current levels of investment required to manage, administer and participate in the Community Committees is not sustainable when considering the level of effectiveness of the meetings.
- Sustainability has been defined as;
 - Greater than 90% meetings held (i.e. no quorum meetings have not been included)
 - Reasonable ability to absorb increased services within the key service function or at a minimal cost.

Page 18 of 30

- Resources/cost of service of member time, staff management and administration time is described as a "valuable use of time".

The below table represents rankings by community members and staff involved in committee administration. Strongly Agree (SA) and Agree (A) have been group together as well as Disagree (D) and Strongly Disagree (SD) either side of Neutral (N). The table demonstrates the wide range of responses within each committee and more broadly the whole service.

Committee Name	I understand aim and purpose			Meeting aim and purpose			Connected		
	SA-A	N	D-SD	SA-A	N	D-SD	SA-A	N	D-SD
Aquatics Working Party	•					•	•		
Climate Change and Resilience Committee	••		•	•	•	•		••	•
Cultural and Tourism Facility Committee	••	•	•	•	•	••	•	••	•
Disability Access and Inclusion Committee	•••			•	••		••	•	
Dubbo Regional Livestock Market Advisory Committee		•			•		•		
Multicultural Advisory Committee	••	•		•	••		•	••	
Public Spaces Tree Committee	••••			•	•	•••		••	••
Reconciliation Action Plan Working Party	••••	•		••		•••	•••	•	•
Sister City Committee	••		•	•		•	•	•	•
Social Justice Advisory Committee	••	•		•	••		•	••	
SPARC Committee	••	••••	••	•	•••	••••	•	••••	•
Villages Committee	••••			•	•••		••	••	
Wellington Town Committee	••••••	•		••••••	•	•	••••••	•	••
Wiradjuri Tourism Project Committee		•	•			••		•	•
Youth Council	••			•••			••		

As an indicator of 'effectiveness' Councillors and Directors who held membership positions were asked to rate if the meetings they have attended felt 'productive'. The green "Survey" points represents community representatives and staff.



KEY SURVEY QUESTIONS

I feel that the meetings I have attended are productive.

● Survey ● Councillor ● Director

COMMITTEE	STRONGLY AGREE, AGREE	NEUTRAL	DISAGREE, STRONGLY DISAGREE
AQUATICS WORKING PARTY		••••	
CLIMATE CHANGE AND RESILIENCE COMMITTEE		•••	••
CULTURAL AND TOURISM FACILITY COMMITTEE			••••
DISABILITY ACCESS AND INCLUSION ADVISORY COMMITTEE	••	••••	
DUBBO REGIONAL LIVESTOCK MARKETS ADVISORY COMMITTEE	•		•
MULTICULTURAL ADVISORY COMMITTEE	••	••	
PUBLIC SPACES TREE COMMITTEE	••••	••••	••••
RECONCILIATION ACTION PLAN WORKING GROUP		••	••
SISTER CITY COMMITTEE	••	••	••
SOCIAL JUSTICE ADVISORY COMMITTEE	••	••••	••
SPARC COMMITTEE	••	••••	••••
VILLAGES COMMITTEE	••••	••	••
WELLINGTON TOWN COMMITTEE	••••••	••	
WIRADJURI TOURISM PROJECT COMMITTEE			••
YOUTH COUNCIL	••		••

Note:

- The Public Spaces Tree Committee held a meeting on 2 August 2023, commentary on this meeting was that it was a very positive and productive meeting. This was not common commentary to previous meetings.
- The Disability Access and Inclusion Advisory Committee only held its first meeting on 24 July 2023.

In designing service review recommendations, the assertion has been made based on the above data, open response feedback through the survey and individual interviews with committee representatives, that without clear consensus that the current format of the community committees is 'working' an alternative model of service delivery should be explored.

In exploring an alternative model of service delivery the review has considered;

- The 'engagement environment (including community attitude and DRC Engagement capability)
- Engagement needs of Council and Community (and how current service is or isn't meeting those needs)
- Internal resources to deliver the service
- External resources provided by others (community members volunteering time)
- Engagement fatigue
- Fit for purpose design in line with the desired priority outcome for each area of interest.

6. DELIVERING COMMUNITY ENGAGEMENT OUTCOMES

When the Community Committees were established in 2022 the newly appointed Council resolved to reform or newly establish a large number of committees to “allow a public forum for Councillors and Council staff to consult with representatives of the local community on important local issues.” “These committees will provide an avenue for consultation between staff and Councillors regarding important community issues”. In addition to providing avenues for community input this response was underpinned by Council’s desire to rebuild trust and reestablish relationships with community they believed had suffered in previous years.

In developing recommendations for the future structure of the community committees it is valuable to understand the significant change in DRC engagement capabilities in the 18-month period since the committees were initially established as a desired way to improve Council/Community engagement. In doing so, fit for purpose consultation can be developed in context of the broader engagement environment including culture, policy, capabilities and capacity.

In 2022 Council Executive also recognised the organisation was some way from best practice in regards to community engagement and participation. This was reflected in a lack of identified commitment and focus, capability and capacity.

6.1 DRC ENGAGEMENT CAPABILITIES MARCH 2022

- there was no centrally led specialised engagement service
- related activities were undertaken by Communications staff which inherently resulted in such activities largely being one direction promotion or information
- The Council policy position on engagement resided within the Community Engagement and Communication Policy that was developed in April 2017 and had not been reviewed.
- DRC did not have a Community Engagement Strategy (an IP&R requirement) so therefore had no identified and agreed standards or approach
- DRC’s corporate website and social channels were utilised to share information and notify of activities and only provided base level engagement through standard contact forms and social media comments/responses. more open forum or discussion type level engagement that is common of effective community engagement.

6.2 DRC ENGAGEMENT CAPABILITIES SEPTEMBER 2023

- investment in a specialised Engagement and Customer Insights function to support the organisation in undertaking best practice approach to community engagement activities
- drafted Community Engagement Strategy to identify, guide and measure engagement activities in line with best practice, community expectations and relevant legislation.
- Clear and transparent approach on engagement method application and how these methods are determined according to the level of community participation that is being sought.

Page 21 of 30

-
- Comprehensive online Your Say platform that facilitates meaningfully and accessible engagement. Facilitates a wide variety of engagement tools enabling community to provide input and feedback. The platform supports the creation of community interest group databases to support targeted issue base consultation.

7. A FIT FOR PURPOSE CONSULTATION APPROACH

The draft Community Engagement Strategy identifies topical or specialised committees, working parties, project control groups and advisory groups as key internal stakeholder groups. It also identifies that in person engagement activities allow an opportunity for discussion, enabling stakeholders to not only have their say, but also listening to others to understand their point of view.

Following the public exhibition period and adoption of the draft Community Engagement Strategy the intent is to apply the strategy holistically to all engagement activities of DRC. Service Review recommendations have been developed in alignment with the draft strategy and identify a fit for purpose consultation approach.

When the review findings are considered in conjunction with the high-level principles of public participation as outlined in the Draft Community Engagement Strategy, the intent to provide a service that **“allows a public forum for Councillors and Council staff to consult with representatives of the local community on important local issues”** can be achieved, and is likely many of the engagement outcomes that are sought from the current community committees would be more effectively achieved if provided in an alternative way or by another method of engagement.

In context of the engagement spectrum, there are five defined levels of influence that community committees could influence decision making. In this vein, feedback from a high number of community representatives indicates that members have an expectation that their level of influence through the committee is at the higher side of the scale – Involve, Collaborate and Empower. In reality, in line with the ToR and the related meeting practices and process, committees are primarily operating in line with the inform and consult participation standard.

Across 15 diverse community committees, with 236 members it is to be expected that there would diverse views on what level of consultation could be applied, or should be set as a standard for any particular committee or in fact any particular item to such a committee.

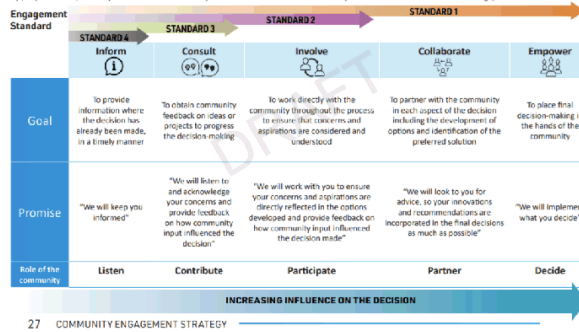
To address this challenge it is proposed that a decision tree process **for each current community committee** be undertaken:

- Define the primary engagement goal (define the primary engagement purpose?) Council want to achieve in that areas of interest i.e. what level of influence will community participation achieve – is it the same level across all items they would potentially consider
- Consider the primary engagement goal (purpose) Community have indicated they want to achieve in that area of interest i.e. is it the same level across all items they would potentially consider

Page 22 of 30

- Consider the suitability/flexibility of a Community Committee (with current governance structure/ToR) to meet any or both of the above goals (purpose)
- Consider the suitability of another engagement method to meet any or both of the above goals

The International Association for Public Participation Spectrum (IAP2) Spectrum has five levels of engagement that correspond to the community's increasing level of influence on decision-making. The IAP2 Spectrum helps to determine the appropriate scope of input from the community and the role that the community will have in the decision-making process.



27 COMMUNITY ENGAGEMENT STRATEGY

Ultimately priority should be given to the engagement standard that best meets Council's goal, however it is important to consider in context the Community influence and the potential need to mitigate risk of community disengagement. It also enables Council to consider any difference in goals as an opportunity to reshape an existing committee structure to a more flexible method the engagement to support primary goals of both Council and Community.

A fit for purpose consultation approach (framework) will best ensure:

- Community Committees that are operating effectively and sustainably and primarily meeting Council and community goals (purpose) can be retained;
- that the level of influence that either Council or Community may be seeking is not restricted by the committee's ToR
- significant Council resources are not being utilised to administer over 100 community committee meetings a year that may not be meeting any stakeholders goals (expectations); and
- Current and future committee members remain enthusiastic to participate in influencing the decision making for their community.

8. RECOMMENDATIONS

1. That DRC establish a framework to facilitate the redesign of the current Community Committee services, "Dubbo Region Engagement Communities".

The proposed framework would align to the (adopted) Community Engagement Strategy and set out a standard process and practice for if/when a 'community group' is established. The framework would include four group definitions with each identifying alignment with the engagement spectrum. The approach would enable greater flexibility on group creation and provide an appropriate governance approach in line with the level of influence. Groupings should not be confused with level of importance or value, rather considered through a fit for purpose lens based on Council's engagement goals, in context of community engagement goals.

Group name:	COMMUNITY COMMITTEE
Definition, role and intent	<ul style="list-style-type: none"> A formally established community committee where membership is predetermined. Positions are obtained via an EOI/criteria process. The committee is established in line with the Mayoral term (usually 2 years) and meets quarterly with additional meetings called as required. The committee's role is to be a voice for the community sector/s to which they represent. Committee members are active participants and act as a conduit for information between the committee and the community. The intent of the committee is to facilitate community insight to views, concerns, risks and priorities of the community sector/s they represent in a formal capacity.
Level of influence	Inform, Consult, Involve, Collaborate <i>"We want you to be an active conduit to a broader community interest group"</i>
Governance	Similar to the current meeting structure administered by the Corporate Governance branch, however any ToR would be reviewed to support members being effective conduits and identifying priority matters for agenda consideration. Documented minutes will be provided to Council and reported back to the committee in a formal manner. Proposed group lead: Nominated Director Proposed group admin: EO or Admin Officer of nominated Director
Example	Wellington Town Committee (example reflects actual committee action) <ul style="list-style-type: none"> Representatives from Energy Co. and AMSL Aero made presentations to the committee, the committee was able to ask questions on behalf of community and provided with slide packs which could be shared with others in the community. Committee called a 'special' meeting to discuss in more detail the draft budget and operational plan. Staff were made available to respond to questions to build members awareness of changes/impacts. Members were enthused to share those understandings with the wider community, encouraging them to make an informed submission. Outcomes included a well formed request for CBD review that was in alignment of Council's existing strategic priorities and in context of achievable resourcing. Committee identified priority actions from the adopted operational plan for specific progress updates (for example policing or key projects)
In practice	Community Committee members would be provided with 'packs' of information in addition to formal minutes and presentations that would support the community representatives to disseminate information and/or proactively engage with the broader community with the intent to bring back to the committee community feedback and sentiment. Members would contribute to development of agendas.

Page 24 of 30

Agenda items would range from information provision and updates, through to as required collaboration on a priority matter of Council. Any collaboration is likely centered on solution design or approach to a challenge/opportunity specifically relevant to the community sector/s. Community Committee members would be publicly recognised as relevant on Council's website and in Council reports.

Group name:	ADVISORY GROUP
Definition, role and intent	<ul style="list-style-type: none"> A formally established advisory group, that regularly provides well informed advice on matters relating to a particular subject area that the members are a matter expert or identified community leader on. Positions are obtained via an EO/criteria process. The group is established in line with the Mayoral term (usually 2 years) and meets as required based on significant of risk/opportunity and need for subject expertise to inform strategic decision making. The role of an Advisory Group would typically be to provide guidance, counsel and recommendations on matters that are strategic in nature, policy driven or have significant stakeholder impact. An advisory group may be engaged to provide direction on an operational matter that is of particular significance or of a confidential nature. The intent of the Advisory Group is to provide subject expertise and experience to support informed Council decision making through a partnership approach.
Level of influence	Inform, Consult, Involve, Collaborate <i>"We want your insight and experience to inform our decision making"</i>
Governance	An established Advisory Group would have a private project page on Council's Your Say platform. The group would have a fit for purpose charter based on a provided template in regards to meetings, confidentiality, expectations and influence. Members would not hold any liability to advice provided to Council. Members would be encouraged to engage with each other as well as with Council. The site would provide the documented notes/minutes from meetings held and would be accessible to the Advisory Group only. Documented minutes and detailed notes from meetings would be created using a provided template. Member engagement on the site would be moderated under the standard Your Say platform house rules and guidelines. Group lead: Nominated Manager or Director of relevant area Group admin: EO or Admin Officer of relevant area
Example	Dubbo Regional Livestock Markets Advisory Group <ul style="list-style-type: none"> Members provide advice on how to effectively introduce the operation of service transit service and provide input to project risks. Members provide advice regarding fees and charges and prioritisation of capital projects with context of industry environment and evidenced best practice. Members are asked to collaborate on designing an industry education program in regards to animal welfare management and stakeholder expectations.
In practice	Advisory Group members would be given minimum two weeks' notice of a meeting (outside emergency or crisis). Agenda would include high level briefing on the subject matter to be discussed with clear direction on the advice/input being sought from the advisory meeting. The group Lead would be required to appropriately reflect advice from the Advisory Group in context of any relevant internal or Council reports. Advisory Group members would be publicly recognised as relevant on Council website and in Council reports.

Group name:	WORKING GROUP
Definition, role and intent	<ul style="list-style-type: none"> A defined or targeted group membership established to achieve a specific goal, task or project in a specific area of interest. Membership is determined by the Group lead in consultation with the CEO. For a project of high community interest, value or risk membership may be determined by Council. Potential participants are identified by registered interest through Council's Your Say platform, through relevant industry/organisation nomination or direct approach from Council. Tenure of the group is determined by the goal, task or project. The role of the members is to actively participate in the design, revitalisation and/or development of a specific project, service, strategy, program or policy in an identified area of interest for a specific period of time. The intent of the Working Group is to utilise community capability, creativity and insight help ensure community/interest area centered design and delivery.
Level of influence	Consult, Involve, Collaborate <i>"We want to develop something specific in partnership with you"</i>
Governance	The Working Group would have a private project page on Council's Your Say platform. The group would have a fit for purpose charter based on a provided template in regards to meetings, confidentiality, expectations and influence. Depending on the outcomes sought meetings may be more in the style of a project control group meeting with a focus on actions (for completion) or may be highly interactive seeking participation. Group project pages would contain relevant information/notes/minutes from meetings held and would be fully accessible to the Working Group. Whilst there may be examples where the Group charter identified that the group will be empowered to make a decision in regards to endorsing a resulting outcome, the realisation of that decision will still need to be undertaken in accordance with any requirements of the Local Government Act, Council process or delegations of Council officers and/or Council. Group lead: Manager or Director of relevant area Group admin: EO or Admin Officer of relevant area
Example	Wiradjuri Tourism Centre Working Party <ul style="list-style-type: none"> The Working Party provided cultural and community insight and requirements to inform design project scope which was partnered with technical and financial insight from expert Council staff. The Working Party received a presentation from tendering architects for design. The Working Party was empowered to make a decision on the preferred consultant to ensure an outcome of community centered design and delivery. The community led process was undertaken in alignment with technical assessment in line with Council procurement requirements.
In practice	The Council or CEO can determine the need to establish a community based Working Party in accordance with agreed definition, role and intent. In seeking membership community would be advised of the purpose, time required and specific outcomes the working group is looking to achieve. Establishment of a Working Group would likely occur in very early stages of an endorsed project engagement program. Working Party members would be publicly recognised as relevant on Your Say project pages, at events, in media releases and Council reports.

Group name:	COMMUNITY INTEREST NETWORK
Definition, role and intent:	<ul style="list-style-type: none"> An informal, network (through a targeted or registered database) who are regularly kept informed on Council activity being undertaken in areas of interest and consulted on specific matters within that area of interest. The role of the Network is to support a higher level of information sharing with invested community members and enable active participation in engagement activities or facilitated sessions. Engagement activities would occur on an as needs basis and be centered on providing constructive and informed input, ideas, and feedback on a "matter." The intent is to establish a range of Networks that could be utilised to support targeted engagement that would support effective and efficient participation and provide flexibility for community members to participate on specific matters within their areas of registered interest including: <ul style="list-style-type: none"> Environment Sustainability Arts and Culture Business and Visitor Economy Community Wellbeing and Safety Transport <p>Network members could also utilise the Your Say platform to engage with each other on ideas or concerns.</p>
Level of influence	<p>Inform and Consult</p> <p><i>"We want your feedback on something we've developed or propose to develop"</i></p>
Admin/Governance	<p>An agreed Community Interest Network would have an open project page on Council's Your Say platform. Documented outcomes from Community Interest Network sessions would be made public through the relevant project page and would be a required inclusion for related Council reports requiring a Council decision.</p> <p>Member engagement on the site would be moderated under the standard Your Say platform house rules and guidelines.</p> <p>Group lead: Project Manager or relevant Council Officer Group admin: Engagement and Customer Insights Partner.</p>
Example	<p>Social Justice</p> <ul style="list-style-type: none"> The Manager Community Services is required to undertake a review of the Social Change Policy. The Manager works with the Engagement and Customer Insights Partner to identify potential the Community Interest Networks to support the review. The Partner reaches out to members who have registered interest in the Community Wellbeing and Safety Network to invite them to join an online or face to face session to review the policy and provide feedback for improvement. Participants are kept informed when the draft policy is on public exhibition/ being presented to Council/adopted by Council.
In practice	<p>The value of engaging with a Network on a "matter" is the decision of the relevant Council officer. The potential value to members of the network being asked to participate in a session is determined by a member of the Engagement and Customer Insights team. This is to ensure there is value in the process for all stakeholders and that any particular Network is not over consulted during any period.</p> <p>Any community member registered with Your Say could register an interest in any listed networks. Community members would receive information via brief emails on Council projects being undertaken in their areas of interest. As required by Council network members would be invited to participate via online or face to face sessions on a specific topic/matter/interest (dependent on time and scale a Working Group may be formed from sections of a Community Interest Network). This engagement activity may be part of a formal public exhibition or engagement program or may be utilised at project concept or issue/opportunity identification stage.</p>

Page 27 of 30

A summary of input gained from a Network session is posted back to the open project page and participants are advised on how their input will be considered or has informed a response to the matter. A summary of insights received from any network sessions would be included any relevant internal or Council reports. Community to community conversations would be enabled on the interest group page, would be publicly viewable and monitored in accordance with standard Your Say platform house rules and guidelines. Council staff would not respond to or resolve matters raised in such conversations but rather the platforms purpose would service to connect like-minded community members and potentially facilitate constructive representation to Council through appropriate channels on a priority matter. For example; submission to a public exhibition item, input to Community Strategic Plan, lodging a CRM or formal correspondence to Council.

The proposed framework does not specify Councillor participation, however in context of the proposed governance approach for each grouping Council could consider having two nominated representatives to each Community Committee (three) and Advisory Group (four) and Working groups as required. This would potentially require all Councillors to be on one committee/group, and four Councillors to be on two committees/groups. Currently a number of Councillors are nominated on five or six community committees.

The finalised framework would detail the minimum requirements and expectation of each community groups and group leads would be provided templates to ensure minimum requirements of group administration are met. The details contained within the framework would inform a basic charter for any created group without unnecessary governance administration.

2. That if the development of the new 'Dubbo Region Engagement Communities' framework is resolved by Council, Council consider redesigning the current 17 Community Committees through a fit for purpose process.

The following proposals are based on the existing committees, insight gained from this service review and interpretation of Council's (understood) engagement goal for each area of interest. These proposals should be considered pending consultation with determined 'group' lead (DRC staff member), Manager Customer Experience and Engagement, and Manager Corporate Governance.

Current Community Committee	Proposed
Aquatics Working Party	Working Group Managed by Belgravia (as identified in contract)
Climate Change and Resilience Committee	Community Interest Network Included with "Environmental Sustainability"
Disability Access and Inclusion Committee	Advisory Group
Dubbo Regional Livestock Market Advisory Committee	Advisory Group
Financial Performance Committee	Moved to be a sub-committee of Council
Multicultural Advisory Committee	Advisory Group
Public Spaces Tree Committee	Community Interest Network Included within Environmental Sustainability
Reconciliation Action Plan Working Party	Advisory Group Established to provide advice on the implementation and monitoring of the RAP

Page 28 of 30

Sister City Committee	Working Group
Social Justice Advisory Committee	Community Interest Network Included within Community Wellbeing and Safety
SPARC Committee	Community Interest Network Included within Community Arts and Culture
Villages Committee	Community Committee
Cultural and Tourism Facility Committee	Community Interest Network Included within Community Arts and Culture and Business and Visitor Economy
Wellington Town Committee	Community Committee
Wiradjuri Tourism Project Committee	Working Group Established for project construction when funding strategy is achieved. Approach to be reviewed in future for ongoing community governance of service delivery.
Women in Leadership Forum	Not treated as a 'Committee' as not currently established, intent to connect into already established networks
Youth Council	Community Committee Increased structure in seeking participation through schools and youth focused services. Facilitated interaction as relevant with other committees, working groups and community interest network sessions.

Redesigning the approach and governance structure of the current service as proposed would reduce the resources required for community committee administration (not including creation or actual meeting time) from a comparable 1,188 hours to 144 hours. This is based on the proposed four committees and four advisory groups meeting four times a year. Whilst facilitating Working Group meetings or targeted sessions with Network members will require some administration this workload would be undertaken by a wider variety of staff and would be undertaken in accordance with their existing accountabilities to deliver projects or community outcomes (engagement work they would be expected to undertake regardless). The approach also significantly reduces administration demands on limited governance staff and senior executive staff enabling this time to be appropriately redirected to other accountabilities.

3. That if a new framework is adopted that clear pre and post measures be undertaken with members and stakeholders to review performance.

That 'group' members and community (participants of engagement activities) be surveyed at the beginning and end of the identified term (initially 12-month term).

That an end of term report, including performance measures be presented to the newly elected Council (2024) no later than their second meeting for consideration. The survey should seek to identify if the implemented recommendations have resulted in improvements in DRC community consultation activities. The report would be presented to assist the Council in determining any future approach to engaging with community groups for the purpose of consultation.

-
4. **That if a process of change is undertaken members of the current community committees be thanked for participation in a committee, informed of the outcomes of this review and encouraged to remain engaged.**

Members who are part of the current Community Committees approach should be thanked for their participation. All members, regardless if they participated in the review should be provided with a summary of review outcomes. Community Committee members impacted by any resulting change of this review should be encouraged to participate in the renewed approach.



Aquatics Working Party

Terms of Reference

1. Values and Expectations

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

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

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

2. Aim

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

3. Purpose

Provide advice on Aquatic Leisure Centre Developments



4. Membership

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

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

5. Positions

Membership will comprise of:

- Two Councillors
- Relevant Director
- Manager Aquatic Leisure Centres
- Up to five community representatives.

The Chair will be the Councillor representative.

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

6. Support and Administration

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

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





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

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

Working Party members will be responsible for the following:

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

7. Delegations and Reporting

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

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

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

8. Meetings

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

9. Outcomes

The quorum is half plus one.

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



3



10. Order of Business

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

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

11. Confidentiality and Communication

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

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

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

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

12. Code of Conduct

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



4

ORDINARY COUNCIL MEETING
24 APRIL 2024

CCL24/93



REPORT: Review of Community Committees - Guiding Principles

DIVISION: Organisational Performance
REPORT DATE: 2 April 2024
TRIM REFERENCE: ID24/613

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none"> Seek endorsement Addressing Council resolution 				
Issue	<ul style="list-style-type: none"> Council resolved to hold workshops with the current Community Committees. 				
Reasoning	<ul style="list-style-type: none"> Resources and time required to adopt (new) Terms of Reference and Code of Meeting Practice – Community Committees is not feasible. Staff are proposing that Council endorse a simple set of Guiding Principles and amendments to the current documents in response to workshop feedback to support improvements to the operation of Community Committees for the remaining term of Council. 				
Financial Implications	<table border="1"> <tr> <td>Budget Area</td> <td>There are no financial implications arising from this report.</td> </tr> </table>	Budget Area	There are no financial implications arising from this report.		
Budget Area	There are no financial implications arising from this report.				
Policy Implications	<table border="1"> <tr> <td>Policy Title</td> <td>Code of Meeting Practice for Community Committees and Working Parties</td> </tr> <tr> <td>Impact on Policy</td> <td>Proposed amendments to Correspondence and Questions on Notice Sections 2.5 to 2.6</td> </tr> </table>	Policy Title	Code of Meeting Practice for Community Committees and Working Parties	Impact on Policy	Proposed amendments to Correspondence and Questions on Notice Sections 2.5 to 2.6
	Policy Title	Code of Meeting Practice for Community Committees and Working Parties			
Impact on Policy	Proposed amendments to Correspondence and Questions on Notice Sections 2.5 to 2.6				

STRATEGIC DIRECTION

The Towards 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes six principal themes and a number of objectives and strategies. This report is aligned to:

- Theme: 4 Leadership
- CSP Objective: 4.1 Council provides transparent, fair and accountable leadership and governance
- Delivery Program Strategy: 4.1.1 Council encourages and facilitates two-way communication with and between stakeholders and the community

ORDINARY COUNCIL MEETING
24 APRIL 2024

CCL24/93

RECOMMENDATION

1. That Council endorse the Guiding Principles as outlined in the report.
2. That, in addition to the findings of the Service Review (as per CCL23/291), the incoming Council be provided with a summary and feedback following the implementation of the Guiding Principles.

Jane Bassingthwaighe
Director Organisational Performance

AR
Manager Corporate
Governance

ORDINARY COUNCIL MEETING
24 APRIL 2024

CCL24/93

BACKGROUND

Previous Resolutions of Council

10 March 2022 CSC22/10	In Part <i>That all committees, working parties, forums and panels outlined in the report be reviewed in 2023 as to their effectiveness and sustainability, with a report provided to Council in October 2023.</i>
26 October 2023 CCL23/291	<ol style="list-style-type: none"> 1. <i>That Council maintain the existing communities until the end of the Council term.</i> 2. <i>That the findings of the service review be considered by the new Council following election in September 2024.</i> 3. <i>That each community committee hold a workshop with members to improve effectiveness and propose relevant changes to the terms of reference to enable better community engagement outcomes.</i>

REPORT

This report provides a summary of the workshops held and proposes a set of guiding principles for all Council Community Committees. The principles have been designed to support the ongoing improvements that have already been realised and continue efforts towards increased effectiveness of the committees. The guiding principles are intended to be flexible in their application and be applied where most appropriate for the individual committees.

Overall, the key insights of the 2023 service review remained the same.

1. Common confusion or misunderstanding about the aim and purpose;
2. Current structure is misaligned to the (assumed) intent of committees;
3. Willingness to look at new ways of engaging that are fit for purpose; and
4. Council’s intent to engage is viewed as a positive, but it needs to be meaningful.

The workshops enabled conversations between Councillors, Council staff and community representatives to establish a common understanding regarding the intent of the committees.

In lieu of changes to the documents it is proposed that the **Guiding Principles** as outlined in the report be endorsed as a boarder context to the existing Terms of Reference and Code of Meeting Practice – Community Committees. Specific intended departures from the documents are also outlined in the report.

Consultation

Community Committee	Workshop summary/comment
Aquatics Working Party	Workshop not required. Aquatic Leisure Centres now managed by Belgravia Leisure.
Climate Change and Resilience	<ul style="list-style-type: none"> • Purpose of this Committee meeting is to assist Council

**ORDINARY COUNCIL MEETING
24 APRIL 2024**

CCL24/93

Committee	<p>and the community tackle climate change.</p> <ul style="list-style-type: none"> • The Committee reinforced they value the sharing of information and/or feedback with the community. • Support more flexibility with agenda items (with accepted timeframes, format and relevance). • Ad-hoc meetings supported.
Cultural and Tourism Facility Committee	<ul style="list-style-type: none"> • Attendance (Councillors required to meet quorum) was raised as an ongoing issue. • Committee would like to see earlier and more 'strategy' level items (direct and indirect relevance), more background as to 'why'. • Confirmed that operational matters to be addressed with individual facility managers. • General feedback on YourSay platform • Increased distribution of direct links to resources (i.e., items on Public Exhibition) prior to the meeting. • Support more flexibility with agenda items (with accepted timeframes, format, and relevance). • Clear indication given if views are as an individual or as a representative of a network or other community group. • Clear indication if a matter is for inform purposes only. • Dispersing information. • The committee is viewed by some as an opportunity to influence Councillors. • Committee wants to be engaged in events upcoming in the region.
Disability Access and Inclusion Advisory Committee	<ul style="list-style-type: none"> • Consider alternative pathways for community feedback.
Dubbo Regional Livestock Market Advisory Committee	<ul style="list-style-type: none"> • Information style, regular updates on matters working well.
Financial Performance Committee	<ul style="list-style-type: none"> • No workshop required.
Multicultural Advisory Committee	<ul style="list-style-type: none"> • Consider other options for sharing information.
Public Spaces Tree Committee	<ul style="list-style-type: none"> • Committee has been working well following discussions on purpose and aim.
Reconciliation Action Plan Working Party	<ul style="list-style-type: none"> • Identified challenge with engaging community members, as well as experiencing delayed progress, resulting from extensive engagement with Reconciliation Australia and absence of quorums at meetings.
Sister City Committee	<ul style="list-style-type: none"> • Purpose – provide advice to Director on Sister City matters; foster relationships with Sister Cities; foster goodwill and respect; student exchange; economic development; sporting/artistic/educational programs.

**ORDINARY COUNCIL MEETING
24 APRIL 2024**

CCL24/93

	<ul style="list-style-type: none"> • Report on action/progress/success. • Indigenous culture is an area of neglect with the exchange program. • Clearer understanding of level of influence on some matters. • Consider locations, Dubbo, and Wellington
Social Justice Advisory Committee	<ul style="list-style-type: none"> • More purpose arising from the development of the Community Safety and Crime Prevention Action Plan.
SPARC Committee	<ul style="list-style-type: none"> • Issues about raising agenda items – protocols with these going to CEO for approval is restricting. • Meetings to be meaningful and valuable use of all members’ time. • Community representative to drive agenda items (must be related) • Frustrations with not having enough information to come into the meetings to have considered the discussion. • Meeting minutes don’t show any information for what was discussed so members cannot understand what they missed in those previous meetings. • SPARC Plan and measurements of success/progress and timelines. • Purpose is very specific and seems restrictive. • Needs to be more about creative and cultural involvement nationally, Dubbo is not taking its place at the table in terms of national creative future • Committee is an opportunity for Council staff and Councillors to hear cultural aspects that they uniquely know about and to use this insight to help advise future policy (speak to what is emerging for our sector). • SPARC plan review. • Committee members to encourage wider community input and action. • Committee strongly agree it should be a two-way street between community and council staff. • Perceived power imbalance though, would like to see more transparency with Council accepting their feedback and why/why not they will take on board submissions. • Committee is not aware of the Community Engagement Strategy. • Feedback on YourSay platform and data collection. • Initially meetings felt inform only, progress has been made to involve on some matters.
Villages Committee	<ul style="list-style-type: none"> • Preference for single meeting location. • Inclusion of Standing Agenda item “Central West Orana

**ORDINARY COUNCIL MEETING
24 APRIL 2024**

CCL24/93

	Renewable Energy Zone”. • Inclusion of a Future Matters section for representative contributions.
Wellington Town Committee	• Inclusion of Standing Agenda item “Central West Orana Renewable Energy Zone”.
Wiradjuri Tourism Project Committee	• Ah-hoc meetings are suitable as the outcome of funding applications will determine progress on this project.
Youth Council	• More purpose arising from event planning and proposed Youth Strategy in conjunction with the Community Safety and Crime Prevention Action Plan.

Resourcing Implications

- Staff, Councillor and community representative resourcing of the community committees remains at the same level, there is a substantial amount of time required for the management and administration of the committees. However, the frequency of meetings not ‘run’ (no quorum or cancelled no agenda items) has significantly reduced.
- As at March 2024 a total of 28 of the 127 community committee meetings were identified as not ‘run’. There have been zero instances of a meeting not ‘run’ in 2024.
- The operating expenses in the table below are based on the estimation of time allocated to a single community committee meeting (the example was provided as part of the Service Review);
 - estimated 16.125 hours required for pre and post meeting activities, plus meeting time.
 - estimated 100.28 meetings required over a 12 month period
 - estimated average hourly rate of pay \$64.42 (typical positions as membership positions, administration roles and/or management, excluding the Chief Executive Officer).

Total Financial Implications	Current year (\$)	Current year + 1 (\$)	Current year + 2 (\$)	Current year + 3 (\$)	Current year + 4 (\$)	Ongoing (\$)
a. Operating revenue	0	0	0	0	0	0
b. Operating expenses	104,168	0	0	0	0	0
c. Operating budget impact (a – b)	104,168	0	0	0	0	0
d. Capital Expenditure	0	0	0	0	0	0
e. Total net impact (c – d)	104,168	0	0	0	0	0

Does the proposal require ongoing funding? To be determined by the new elected body.

What is the source of this funding? Various

Table 1. Ongoing Financial Implications

ORDINARY COUNCIL MEETING
24 APRIL 2024

CCL24/93

Guiding Principals

The four guiding principles described below are proposed to be in addition to the meeting principles of Transparent, Informed, Inclusive, Trusted, Respectful, Effective and Orderly as outlined in the Code of Meeting Practice – Community Committees and Working Parties.

1. Engage actively and respectfully

The committee recognises its role as ‘listeners’ and ‘contributors’, acknowledges the engagement standards being ‘inform’ and ‘consult’ and respects the contributions of others. (International Association for Public Participation (IAP2) Spectrum – Community Engagement Strategy).

2. Openness, inclusivity and encouragement

The committee seeks input from all members and encourages questions for better understanding, creating an environment where everyone feels they are heard.

3. Commitment to Community

Community representation is centric to the success of the committee. The Dubbo Region Towards 2040 Community Strategic Plan describes the community’s vision and aspirations and underpins the work that we, as the committee, do.

4. Adaptability

Matters brought before the committee can vary in scope, scale and priority, the committee adjusts to changing circumstances. Matters may also include the meeting formats/location and style of presentation or reports.

Specific amendments from documents

Document Specifics	Departure/Amendment	Guiding principle supported
<p>Terms of Reference</p> <p>7. Delegations and Reporting The committee will have no delegated authority from the Council to make decisions binding the Council. Outcomes of the committee will inform reports, with recommendations, as required, to the Council under the Director Development and Environment.</p> <p>Reports may include:</p> <ul style="list-style-type: none"> • Meeting minutes – to be submitted for notation to the Planning, Development and Environment Committee • Specialist reports as requested by the Council 	<p>Ongoing matters or topics that are discussed by the committee may not always have direct outcomes that are suited for the minutes/business paper format.</p> <p>Committee members are encouraged to take their own notes on discussion points.</p> <p>When a slide deck has been used as part of an address to a committee meeting. A copy of the slide deck may be provided to the committee either prior to or shortly after the meeting and does not need to be held over until such time that the minutes are distributed.</p>	1,4
<p><u>Terms of Reference</u></p> <p>8. Meetings</p> <p>Meetings will take place quarterly or as required for consideration of matters brought by the CEO.</p>	<p>Meeting requirements can determined by the committee, such as: ad-hoc meetings, whereby the meeting content is meaningful or time sensitive.</p>	4
<p><u>Terms of Reference</u></p> <p>11. Confidentiality and Communication</p> <p>Confidentiality is to be maintained by all members of the committee, pursuant to guidelines of the Local Government Act. Discussions will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media. The identity, including personal information (such as contact details) of committee members is not to be shared without the express permission of the member in question. Prior to any public and/or media comment (including social media) on matters addressed by the committee, members will consult with the Director Development and Environment.</p>	<p>With the exception of an agenda item that is identified as “Confidential” all matters/agenda items discussed at a community committee meeting may be spoken to by a committee member.</p> <p>This is to support the timely dissemination of information for the purpose of community consultation activities, including gathering information on community sentiment in a timely manner whereby committee members are representing the view of their individual communities/networks.</p> <p>Amendments have been <u>underlined</u></p> <p>11. Confidentiality and Communication Confidentiality is to be</p>	1,2,4

ORDINARY COUNCIL MEETING
24 APRIL 2024

CCL24/93

<p>Committee members will not speak publicly on behalf of the committee without the express direction of the Director Development and Environment.</p> <p>(Note: the Directorate name will change dependent on the committee)</p>	<p>maintained by all members of the committee, pursuant to guidelines of the Local Government Act. <u>Discussions held on matters identified as Confidential on the Agenda, or advised by the Chair, will be treated as confidential until the minutes are finalised and distributed, or as agreed for release to the media.</u> The identity, including personal information (such as contact details) of committee members is not to be shared without the express permission of the member in question. Prior to any public and/or media comment (including social media) on matters addressed by the committee, members will consult with the Director Development and Environment. Committee members will not speak publicly on behalf of the committee without the express direction of the Director Development and Environment.</p>	
<p><u>Code of Meeting Practice</u> Correspondence and Questions on Notice Sections 2.5 to 2.6 are only relevant for the following committees:</p> <p>Public Spaces Tree Committee</p> <p>Villages Committee</p> <p>Wellington Town Committee</p> <p>2.5 Inclusion of any items submitted under Correspondence or Questions on Notice will be at the discretion of the CEO.</p> <p>2.6 Correspondence or Questions on Notice must be submitted prior to a scheduled meeting, as indicated in each individual Terms of Reference. Correspondence and Questions on Notice can be submitted prior to a meeting being scheduled. This period</p>	<p>The formalities under (items for discussion, questions and rule of debate) are not conducive to the spirit and overall intent of the committees.</p> <p>Engagement standard Consult; Goal: To obtain community feedback on ideas or projects to progress the decision-making. Promise: "We will listen to and acknowledge your concerns and provide feedback on how community input influence the decision"</p> <p>Correspondence and Questions on Notice is not exclusive to the three listed committees. Where applicable a committee may determine to have a standing agenda item for an ongoing topic or matter. For example; Orana Central West Renewable Energy Zone – Wellington Town and Villages committees.</p>	<p>1,2,3</p>

**ORDINARY COUNCIL MEETING
24 APRIL 2024**

CCL24/93

<p>of notification allows staff adequate time to gather sufficient information to accurately respond to any questions.</p> <p>Items for Discussion</p> <p>Questions</p> <p>Rules of Debate</p>	<p>Where suitable such matters determined as Correspondence or Questions on Notice may be considered in a Further Matters and Questions on Notice* section of the meeting, which is at the discretion of the Director of the relevant area. Reasonable periods of notice, format and relevance apply.</p> <p>*Committees may wish to include a Further Matters and Questions on Notice section at the start of the meeting whereby community representatives share a brief update on matters within their respective community/networks. i.e., each community member on the Villages Committee shares events, high community interest matters, general community sentiment/feedback from their respective Village.</p> <p>Where applicable Operational Plan Action items are linked to the committee, progress reports on actions can be provided to the committee.</p>	
<p>Terms of Reference (various)</p>	<p>Where a Director is listed as membership position, 'or delegate' be permitted.</p> <p>That the membership position of the Chief Executive Officer be removed from the Climate Change and Resilience Committee.</p>	

Next Steps

- Advise current committee members of the outcome of this report and resulting changes or amendments.

	Council Community Committees	Dubbo Region Interests Councils	Reference Groups
Definition	<ul style="list-style-type: none"> A formally established and operated Council Community Committee where membership is predetermined by position. A minimum of two Councillors will be members of each committee. Positions are obtained via an expression of interest process, and assessment based on set criteria. The committee is established in line with the Council term (usually 4 years) and meets at a minimum, twice yearly, with additional meetings called as required. The committee's role is to be a voice for the community sector/s to which they represent. Committee members are active participants and act as a conduit for information between the committee and the community. The intent of the committee is to facilitate community insight to views, concerns, risks and priorities of the community sector/s they represent in a formal capacity. 	<ul style="list-style-type: none"> An established interest group, that operates under the general model of: <ul style="list-style-type: none"> - operating under group specific charter - open invite to interested community members - have an established executive committee to will oversee the operations of the interest group, and have a minimum of one Council staff member. (The role of the Council staff member/s is to provide administration support and assist the executive committee as per the group charter, and facilitate communications and the sharing of information between the group and Council) As per the group charter, the meeting minutes are made available to Council (informally via staff) to provide well informed advice on matters relating to a particular subject area that the members are a matter expert or identified community leader on. The group is established in line with the Council term (usually 4 years) and meets as per the group charter. 	<ul style="list-style-type: none"> A less formal, group/network (through targeted/invited or opt-in database) who are regularly kept informed on Council activity being undertaken in areas of interest and consulted on specific matters within that area of interest. Reference Groups can be invite-only, open or a combination of both. A group may be established as required for example, a specific strategy development. The role of the group is to support a higher level of information sharing with invested community members and enable active participation in engagement activities or facilitated sessions generally over an extended period. Engagement activities would occur on an as needs basis, be flexible on participation, and be centered on providing constructive and informed input, ideas, and feedback on the area of interest.
Level of influence	Inform, Consult, Involve, Collaborate "We want you to be an active conduit to a broader community group, we want to you represent and be the voice of your community."	Involve, Collaborate "We want your insight and experience to inform our decision making"	Inform and Consult "We want your ongoing insights on something we've developed or propose to develop, we want you to work with us to implement something. "
Governance	<ul style="list-style-type: none"> Similar to the current Council meeting structure administered by the Corporate Governance Branch, following a Terms of Reference/charter. Documented minutes will be provided to Council and reported back to the committee in a formal manner. 	<ul style="list-style-type: none"> Similar to the operational Dubbo Regional Sports Council. The group would have a fit for purpose charter based on a provided template in regard to meetings, confidentiality, expectations and influence. Members would not hold any liability to advice provided to Council. Members would be encouraged to engage with each other as well as with Council. The Council staff member that sits on the executive committee of the group would administer meeting agendas and minutes. Whilst there may be examples where the Group charter identifies that the group will be 	<ul style="list-style-type: none"> Councils Executive Leadership Team will determine the need for a reference group and its requirements by way of purpose, membership style, its activities and reporting requirements. The management and administration of the Reference Group may be delegated to a Council Officer.

		empowered to make a decision in regard to endorsing a resulting outcome, the realisation of that decision will still need to be undertaken in accordance with any requirements of the Local Government Act, Council process or delegations of Council officers and/or Council.	
Identified groups	<ul style="list-style-type: none"> Wellington Town Committee Villages Committee Youth Council Renewable Energy Community Benefit Fund Committee Sister City Committee Multicultural Advisory Reference Group 	<ul style="list-style-type: none"> Dubbo Regional Sports Council Dubbo Region Arts and Culture Council 	<ul style="list-style-type: none"> Community Safety and Crime Prevention Reference Group Reconciliation Action Plan Working Group Disability Access and Inclusion Reference Group Housing Reference Group Environmental Sustainability Reference Group Dubbo Regional Livestock Markets Advisory Reference Group
In practice	<ul style="list-style-type: none"> Community Committee members would be provided with 'packs' of information in addition to formal minutes and presentations that would support the community representatives to disseminate information and/or proactively engage with the broader community with the intent to bring back to the committee community feedback and sentiment. Members would contribute to development of agendas. Agenda items would range from information provision and updates, through to as required collaboration on a priority matter of Council. Any collaboration is likely centered on solution design or approach to a challenge/opportunity specifically relevant to the community sector/s. Community Committee members would be publicly recognised as relevant on Council's website and in Council reports. 	<ul style="list-style-type: none"> Members would have private access to a dedicated YourSay page and shared contact details for the sharing of information. The platform would not only serve as a record, but it may also host a range of interactive tools for engagement, including forum community-to-community style communications. Member engagement on the site would be moderated under the standard Your Say platform house rules and guidelines. 	<ul style="list-style-type: none"> A community member registered with YourSay could register an interest in any listed Reference Group. Reference Groups may have an open or private dedicated YourSay page and shared contact details. The platform would not only serve as a record, but it may also host a range of interactive tools for engagement, including forum community-to-community style communications. Member engagement on the site would be moderated under the standard Your Say platform house rules and guidelines. Members would receive information via brief emails on Council projects being undertaken in their areas of interest. As required by Council, group members would be invited to participate via online or face to face sessions on a specific topic/matter/interest (dependent on time and scale a sub-group may be formed from sections of a Reference Group). This engagement activity may be part of a formal public exhibition or engagement program or may be utilised at project concept or issue/opportunity identification stage.



REPORT: Proposed Village Roadshow Program

DIVISION: Strategy, Partnerships and Engagement
REPORT DATE: 4 November 2024
TRIM REFERENCE: ID24/2063

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none"> Addressing Council resolution Seek direction or decision 	
Issue	<ul style="list-style-type: none"> The report is in response to a Notice of Motion from the 24 October Council meeting “Village Roadshow Program”. The report provides background information for identifying villages in the Dubbo Regional Local Government Area. 	
Reasoning	<ul style="list-style-type: none"> To better facilitate holistic engagement activities throughout the Local Government Area in line with Council’s Community Engagement Strategy, it is proposed to address the Notice of Motion following the recommendations and outcomes of CCL24/315 Community Engagement Groups 2024-2028. 	
Financial Implications	Budget Area	To be determined at a future meeting.
	Funding Source	To be determined at a future meeting.
	Proposed Cost	To be determined at a future meeting.
	Ongoing Costs	To be determined at a future meeting.
Policy Implications	Policy Title	There are no Policy implications arising from this report.
	Impact on Policy	N/A

STRATEGIC DIRECTION

The Towards 2040 Community Strategic Plan is a vision for the development of the region out to the year 2040. The Plan includes six principal themes and a number of objectives and strategies. This report is aligned to:

Theme: 4 Leadership

CSP Objective: 4.1 Council provides transparent, fair and accountable leadership and governance

Delivery Program Strategy: 4.1.1 Council encourages and facilitates two-way communication with and between stakeholders and the community

RECOMMENDATION

- 1. That the matter of a Village Roadshow Program be deferred until such time that a determination is made on a Villages Community Committee, and such Committee can be involved in the development of a potential schedule and format for a Villages roadshow.**
- 2. That Council notes the recent engagement with the villages as part of the 2025-2029 Delivery Program (Table 1).**

Murray Wood
Chief Executive Officer

JB
Director Strategy
Partnerships and
Engagement

BACKGROUND

Previous Resolutions of Council

24 October 2024 CCL24/258 Notice of Motion – Clr S Chowdhury	<i>That the CEO prepare a report for the November 2024 Council meeting, outlining a potential schedule and budget for a "Village Roadshow Program." This program will facilitate feedback opportunities and foster stronger relationships and dialogue among village residents, Councillors, and Executive staff.</i>
24 October 2024 CCL24/256 Notice of Motion – Clr J Cowley OAM	<i>That the CEO provide a report to Council in November 2024 on the reinstatement of the Villages Committee to ensure full and strategic representation for all Villages within our Local Government Area.</i>

REPORT

At the October 2024 Ordinary Council meeting, a Notice of Motion was put forward to develop a potential schedule and budget for a Village Roadshow Program, to facilitate feedback opportunities and foster stronger relationships and dialogue among village residents, Councillors, and Executive staff.

This report seeks to defer the development of a Village Roadshow Program, in order to:

1. Consider input from the proposed Villages Community Committee
2. Consider feedback from the villages as part of the current engagement on the Delivery Program 2025-2029
3. To consider the best timing and format to meet the stated objectives of the Notice of Motion, i.e. facilitate feedback opportunities and foster stronger relationships and dialogue among village residents, Councillors, and Executive staff.

Villages of Dubbo Regional Council

The Dubbo Regional Council Local Government Area (LGA) comprises an area of 7,536 square kilometres and 54,922 people (2021 Census). There are a number of villages that have been identified by Council as part of previous engagement strategies and actions. They include:

- Eumungerie
- Mogriguy
- Brocklehurst
- Ballimore
- Elong Elong
- North Yeoval
- Wongarbon
- Geurie
- Mumbil
- Stuart Town
- Euchareena

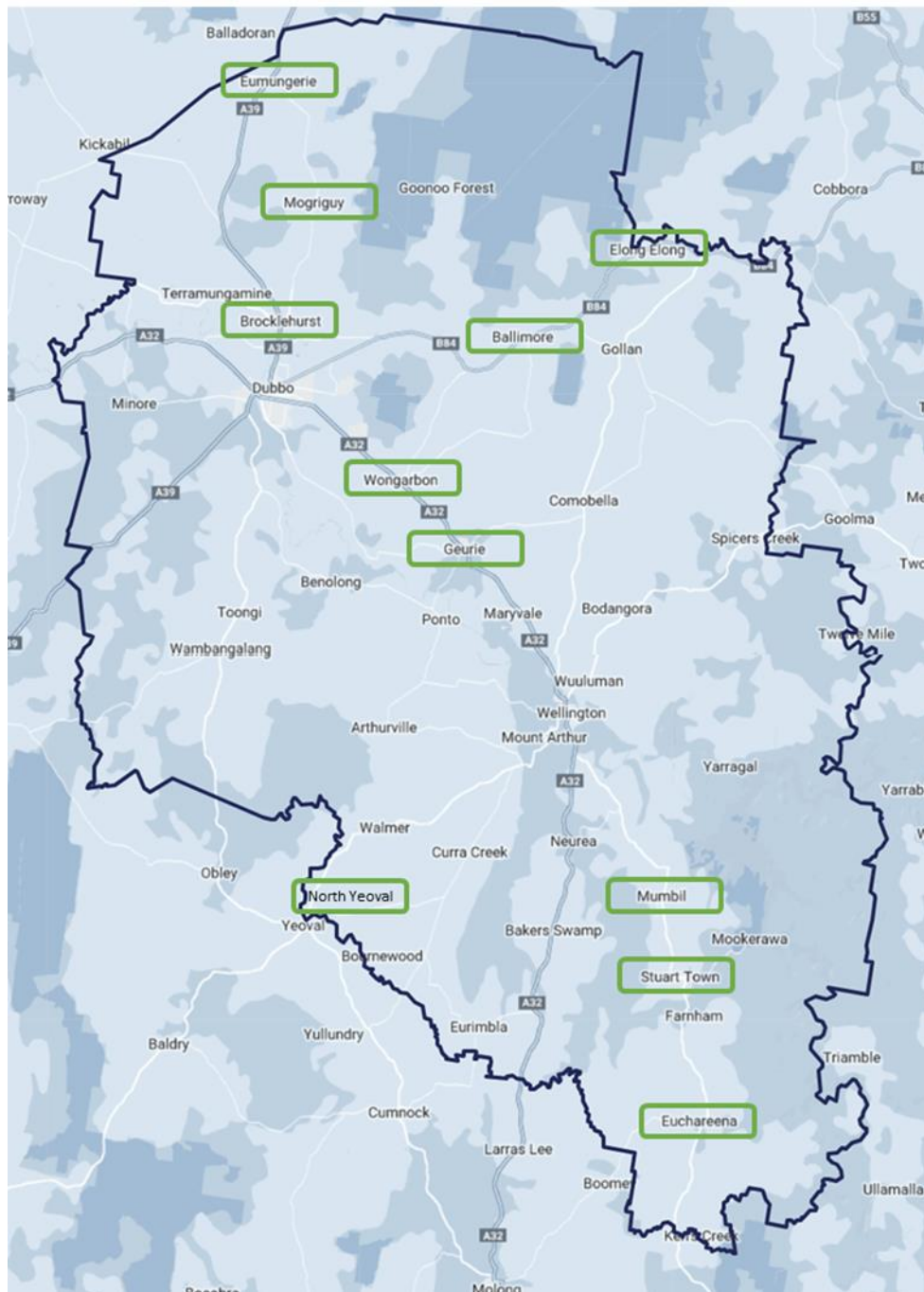


Figure 1: Dubbo Region LGA – identified villages.

Council is being asked to consider the reinstatement of a Villages Committee as part of its Community Engagement Groups, with representation called for by expression of interest from the villages listed above.

Consultation is currently occurring to inform the development of the 2025-2029 Delivery Program. Consultation locations are listed below.

Date	Location	Venue
31/10/2024	Wellington	Wellington Aquatic Leisure Centre
1/11/2024	Brocklehurst	Western Plains Cultural Centre
11/11/2024	Wongarbon/Geurie	Wongarbon Hall
12/11/2024	Eumungerie/Mogriguy	Eumungerie Hall
13/11/2024	Stuart Town/Mumbil	Stuart Town Hall
28/11/2024	Ballimore and Elong Elong	Ballimore Hall

Table 1. Delivery Program engagement sessions

The sessions with village communities have been some of the most well attended and vocal sessions held as part of the Delivery Program engagement. An engagement summary, outlining the view expressed at the sessions, will be provided as part of the draft Delivery Program for Council's consideration.

Consultation

The requested deferral of the roadshow program will allow for input from the proposed Villages Community Committee into the best timing, locations and format to facilitate feedback opportunities and foster stronger relationships and dialogue among village residents, Councillors, and Executive staff.

Resourcing Implications

Resourcing implications will be considered in the future report to Council, following the input of the proposed Villages Community Committee. Should Council wish to undertake a shorter village familiarisation trip, proposed as part of the induction process, budget has been set aside for this purpose.



REPORT: Draft Council Policy - Technology Provisions for Councillors

DIVISION: Strategy, Partnerships and Engagement
REPORT DATE: 13 November 2024
TRIM REFERENCE: ID24/2137

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none"> Adopt a policy 	
Issue	<ul style="list-style-type: none"> The Draft Council Policy, Technology Provisions for Councillors must be endorsed for the purpose of Public Exhibition. 	
Reasoning	<ul style="list-style-type: none"> Policies of council require regular review. Administrative changes made in this review are detailed in the report. It is proposed to have the policy on public exhibition for a period of 42 days, where it will be available for review and feedback. 	
Financial Implications	Budget Area	There are no financial implications arising from this report.
Policy Implications	Policy Title	Technology Provisions for Councillors
	Impact on Policy	Once adopted, this will become the policy of council.

STRATEGIC DIRECTION

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

Theme: 4 Leadership
 CSP Objective: 4.1 Council provides transparent, fair and accountable leadership and governance
 Delivery Program Strategy: 4.1.4 Statutory requirements are met and services are provided in a cost-effective and timely manner

RECOMMENDATION

1. That the draft Council Policy, Technology Provisions for Councillors, as attached as

- Appendix 1, be endorsed for the purpose of public exhibition for a period of 42 days.
2. That a further report be submitted to Council detailing the results of public exhibition and adoption of the final policy.

Jessica Brown
Director Strategy Partnerships and Engagement

LB
IS Project Delivery Partner

REPORT

A review of the policies under the purview of Information Services has presented an opportunity to consolidate existing policies pertaining to Councillors. This effort has led to the development of the draft 'Technology Provisions for Councillors Policy' **Appendix 1**. This draft policy is intended to replace the existing policies 'Access to Councillor Email Messages' **Appendix 2** and 'Provision, Operation, and Management of Corporate Devices for Councillors' **Appendix 3**.

The review findings indicate the following:

- The core content and intent remain unchanged.
- Security measures have been enhanced to ensure alignment with adopted security frameworks.
- Obsolete technologies and practices have been removed from the proposed policy. This includes reference to provision of warranty packs and data plans, establishment of iTunes accounts and providing CD/DVD for copies of business papers.
- Contemporary communication styles and methods have been considered.
- The increased capability and usage of mobile devices have been reflected.

Additional information included in the proposed policy:

- The type of technology provided is not explicitly specified, rather is at the discretion of the Chief Information Officer.
- Providing a suitable support system for Councillors in consideration with Councillor interaction requirements.
- Technology management includes the ability to locate a device through GPS or tracking.

Consultation

- Key user groups and stakeholders, including Information Services, Governance, and the Senior Leadership were consulted.
- A report summarising the review process was presented to the Executive Leadership team, accompanied by a copy of the draft policy seeking endorsement.
- Feedback received was primarily related to general formatting and editing.

Resourcing Implications

- The task was completed using only existing staffing resources within the branch, effectively managed alongside current workloads.
- No ongoing or future commitments are required.

Options Considered

The existing policy has been reviewed, along with the following key considerations for the final policy:

- To comply with the objectives and requirements of the NSW State Records Act 1998.
- To allow Information Services to manage the security of devices in alignment with those used by staff.
- To facilitate the Councillor's ability to fulfill their responsibilities effectively.

- To ensure adequate technology provisions are in place for the councillor's to perform their civic duties.
- To confirm that the technology remains the property of Council.

Next Steps

- Should the Policy receive endorsement, it will be made available for public exhibition for a period of 42 days, this duration has been selected in consideration of the Christmas/New Year period.
- A subsequent report will be presented to Council, outlining the results of the public exhibition, in preparation for the adoption of the final policy.
- Following adoption, the Policy will be published on Council's website in compliance with the Government Information (Public Access) Act.
- Relevant staff members will be informed of the updated policy.

APPENDICES:

- 1 [↓](#) Draft - Council Policy - Technology Provisions for Councillors
- 2 [↓](#) Council Policy - Access to Councillor Email Messages
- 3 [↓](#) Council Policy - Provision Operation and Management of Corporate Devices for Councillors



Council Policy

Technology Provisions
for Councillors

ED24/188701

Document Overview

Document Category	Council Policy
Policy Title	Technology Provisions for Councillors
Date	15/11/2024
Resolution Date	TBA
Clause Number	TBA
Responsible Position	Chief Information Officer
Branch	Information Services
Division	Strategy, Partnerships and Engagement
CM Reference Number	ED24/188701
Version	Draft
Review Period	Three years
Review Date	TBA
Consultation	Executive Staff Committee 22/10/2024 Ordinary Council 26/11/2024 Public Exhibition – TBA Ordinary Council – TBA
Document Revision History	Date
Policy Statement	To ensure technology supplied and the mailbox provided for councillors is managed, maintained and operated in accordance with Council requirements.

ED24/188701

Contents

Document Overview	2
Contents	3
Purpose.....	4
Background and Related Information.....	4
Related Legislation.....	4
Scope	4
Policy.....	4
Responsibilities.....	5
Definitions.....	6

DRAFT

ED24/188701

Purpose

To ensure technology supplied for councillors is managed, maintained and operated in accordance with Council requirements.

Background and Related Information

Dubbo Regional Council's Information Services Branch provide councillors with adequate technology provisions to enable the councillor to execute their civic duties.

This Policy should be read in conjunction with Dubbo Regional Council's *Code of Conduct, The Councillor and Staff Interaction Policy* and with the *Social Media Policy*.

Related Legislation

This Policy relates to the below legislation:
Government Information (Public Access) Act 2009
Local Government Act 1993
State Records Act 1998.

Scope

This Policy relates specifically to the technology devices provided to councillors, and the mailbox provided for the purpose of disseminating Council information to enable the councillor to execute their civic duties.

Policy

The technology provided by Dubbo Regional Council (Council) to the councillors will be at the discretion of the Chief Information Officer and may include a laptop, tablet device and/or mobile phone and telephony services along with associated peripherals (e.g. protective coverings and keyboard/mouse).

The equipment supplied by Council to councillors is predominantly for Council use and must be operated in a responsible and ethical manner in accordance with Council's Code of Conduct, Workplace Health and Safety, the Councillor and Staff Interaction Policy and any other policies relevant to councillors.

For laptops and desktop computers, councillors must not install any software other than that installed by Council's Information Services staff. For mobile phones and tablet devices, applications (apps) may be downloaded from an approved online app store (e.g., Apple's App Store or Google's Play Store). No data held on any of these devices is backed up and accordingly storing data on the device is done so at the councillors' risk.

Maintenance, troubleshooting problems and upgrades to equipment supplied by Council will only be carried out by Council's Information Services staff. Non-Council provided technology will not be configured or supported by Council's Information Services staff.

Support and requests should be raised in writing through Council's Request Management System.

ED24/188701



Technology provided may be remotely managed or wiped by Council’s Information Services staff, including the ability to locate the technology via GPS or tracking information in the context of technology management.

All equipment is to be returned to Council when a councillor stops providing services to Council, or if the device requires replacement, repair or upgrading.

Councillors must not use their personal email address for Council business. Any personal email address used for Council’s business requires the approval of the Chief Executive Officer. Council provides a corporate email address to enable the councillor to execute their civic duties. It is acknowledged that these addresses are corporate addresses and accordingly must be managed in accordance with the NSW State Records Act 1998.

Staff from Council’s Information Services Branch provide an administrative role to all of Council’s information systems, including the email system. This administrative role requires these technical staff to perform administrative tasks associated with all Council’s email addresses, including backing up and upgrading of mailboxes where required, as a part of this process communications may be viewed. If any content viewed is deemed inappropriate, Council’s Information Services staff are obliged to report any issues to the Chief Information Officer and or Chief Executive Officer.

Information Services staff have full access to each of the mailboxes located on Council’s email servers. It is important to recognise that ‘a record made or received by a person in the course of exercising official functions in a public office, or for a purpose of a public office, or for the use of a public office’ is a State record as defined under section 3(1) of the State Records Act 1998. As such, Council’s email system stores a copy of every email sent and received in an archive database.

Email messages that have been sent to, or by, councillors in their civic duties of a councillor, may only be accessed after the express permission of Council’s Chief Executive Officer has been granted or where legally required. Councillors will be advised when access to their email messages has been granted and provided with the reason why the access was required.

Responsibilities

Position	Responsibility
Councillors	<ul style="list-style-type: none"> Compliance with this Policy. Maintain, troubleshoot and upgrade Council supplied equipment.
Information Services staff	<ul style="list-style-type: none"> Provide administrative role to Council’s information systems. Report any inappropriate email content to the Chief Information Officer and or Chief Executive Officer.
Chief Information Officer	<ul style="list-style-type: none"> Provision of technology for councillors to enable the councillor to execute their civic duties.
Chief Executive Officer	<ul style="list-style-type: none"> Review and assess councillors’ requests to use personal email addresses for official Council business.

ED24/188701

- Review and consider requests for access to councillors' email communications.

Definitions

To assist in interpretation, the following definitions apply:

Term	Definition
Corporate email	Email that forms part of the corporate record.
Device	A piece of physical hardware made or adapted for a particular purpose, especially a piece of mechanical or electronic equipment. This includes; mobile phones, tablets, computers, laptops, USB.
Personal email	Email of a personal nature that has no relevance to the business of Council.

ED24/188701

Document Control

Responsible Officer:	Chief Information Officer
Division:	Strategy, Partnerships and Engagement
Prepared by:	Chief Information Officer
Version:	Draft
Revision:	
Document Date:	
Effective:	

Previous Cover



Cnr Church and Darling Streets, Dubbo
 Cnr Nanima Crescent and Warne Street, Wellington

Ph: (02) 6801 4000
 dubbo.nsw.gov.au





COUNCIL POLICY

Access to Councillor Email Messages

Date	1 November 2017
Council Resolution Date	27/11/2017
Clause Number	CCL17/172 (EDBC17/17)
Responsible Position	Manager Information Systems
Branch	Information Systems
Division	Corporate Services
Version	1.0
TRIM Reference Number	ED17/151015
Review Period	3 Years
Review Date	November 2020
Consultation	Relevant internal stakeholders

Document Revision History	
Description	Date
Draft prepared for Executive Leadership Team	October 2017
Notes	

POLICY

PURPOSE

The purpose of this policy is to define the process whereby a Councillor's email inbox or related email messages are accessed by Council staff. It is required to define a policy around this process to provide Councillors with confidence that no inappropriate access to email messages sent to Councillors in their duties as a Dubbo Regional Council Councillor occurs.

SCOPE

The scope of this policy relates specifically to email messages addressed to a Councillor's official corporate email address.

POLICY

Council provides a corporate email address for Councillors to enable them to undertake duties related to their position. It is acknowledged that these addresses are corporate addresses and accordingly must be managed in accordance with the NSW State Records Act 1998.

Staff from Council's Information Services branch provide an administrative role to all of Council's information systems, including the email system. This administrative role requires these technical staff to perform administrative tasks associated with all Council's email addresses including backing up and upgrading of mailboxes where required. As part of this administrative access, Information Services staff have full access to each of the mailboxes located on Council's email servers. It is important to recognise that *"any record made and kept or received and kept, by any person in the course of the exercise of official functions in a public office, or for any purpose of a public office, or for the use of a public office"* is a state record as defined under section 3(1) of the State Records Act 1998. As such, Council's email system stores a copy of every email sent and received in an archive database.

Email messages that have been sent to, or by, Councillors in their duties of a Councillor, may only be accessed after the express permission of Council's General Manager has been granted. Councillors will be advised when access to their email messages has been granted and provided with the reason why the access was required.

RESPONSIBILITIES

The Manager Information Services is responsible for enacting this policy.



COUNCIL POLICY

Provision, Operation and Management of Corporate Devices for Councillors

Date	4 September 2024
Council Resolution Date	26/11/2012
Clause Number	FPC12/114
Responsible Position	Chief Information Officer
Branch	Information Systems
Division	Strategy, Partnerships and Engagement
Version	2.0
TRIM Reference Number	ED13/54141
Review Period	3 Years
Review Date	November 2024
Consultation	Relevant internal stakeholders

Document Revision History	
Description	Date
Draft prepared for Executive Leadership Team	October 2020
Notes	

POLICY

The Device

Each Councillor will be provided with a Council supplied device for the purpose of disseminating Council information to enable the Councillor to execute his/her duties in respect of the role of Councillor. *Non Council provided devices shall not be configured or supported for this purpose.*

- The device will be provided with a standard cover inclusive of keyboard, warranty pack, screen protector and commissioning of mobile data service.
- Should Councillors wish to choose an individual cover or case for the device it will be up to them to do so and funding of this purchase is to be arranged through Administrative Services.
- A data plan shall be applied to each Councillor's device. Please note that international data roaming will be disabled by default. Should this facility be required it must be arranged through Information Services.

Applications

An adopted set of applications (apps) shall be installed to the device initially and only these applications shall be supported by Information Services

Additional apps may be installed at the Councillors discretion, including Facebook, however these apps are to be sourced, installed and funded by the Councillor. Information Services are unable to support any additional apps over and above those approved by the organisation. No data held within any of these apps is backed up and accordingly storing data on the device is done so at the Councillors risk.

Security

As the device is configured to access the Councillors email and other features, security of the device must be treated seriously. All Councillors must provide a passcode to the device to secure access to the device. Should the device be lost or stolen, Information Services has the ability to remotely delete the entire contents of the device, including any private information that may be stored on the device, and accordingly Information Services should be notified immediately so the appropriate action can be taken.

Email

Council provided devices will be configured to access the Councillor's corporate email address, eg clrjoe.bloggs@dubbo.nsw.gov.au.

Data

No data stored on these devices is backed up in any way. Accordingly, the storing of data on the device is done so at the risk of the Councillor. To reduce the impact on the storage capacity of the device, Council shall provide to Councillors in January annually a CD/DVD with a copy of all the previous year's business papers and related documents for that Councillor's personal archive.

Any non Dubbo Regional Council data shall be treated as personal data and it is placed on this Device at the risk of the Councillor.

Personal data such as photos or music may be stored on the device however this is done so at the risk of the Councillor. Should the device be required to be reset to factory default, every effort (but no guarantee) will be attempted to save personal or non Dubbo Regional Council data.

iTunes Account

An individual iTunes account will be established for each Councillor to allow Councillors to install software they may wish to acquire. These iTunes accounts shall be provided to the Councillor with a zero credit balance and Council purchases should be made by first acquiring iTunes credit and applying it to the iTunes account. This iTunes credit may be purchased by the individual Councillor and recovered through Council's reimbursement procedures. Any purchases on this account shall be funded by Council and any personal music or apps must be funded by the individual Councillor.

Code of Conduct

One of the standard functions of the device is the ability to browse the Internet. Accordingly, inappropriate use of this device may be considered as a breach of Council's Code of Conduct and disciplinary action may be taken as appropriate. Clause 10.18 of Council's Code of Conduct states *"You must not use council's computer resources to search for, access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature"*.