

## ***Wellington Town Committee***

### **Terms of Reference**

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#### **1. Values and Expectations**

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

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

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

#### **2. Aim**

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

#### **3. Purpose**

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

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

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

#### **4. Membership**

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

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

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

#### **5. Positions**

Membership will comprise of:

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

The Chair will be a Councillor representative.

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

## **6. Support and Administration**

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

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

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

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

Committee members will be responsible for the following:

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

## **7. Delegations and Reporting**

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

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

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

## **8. Meetings**

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

## **9. Outcomes**

The quorum is half plus one.

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

## **10. Order of Business**

The order of business for each committee meeting will be:

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

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

## **11. Confidentiality and Communication**

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

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

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

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

## **12. Code of Conduct**

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