



AGENDA

CORPORATE SERVICES COMMITTEE

10 MARCH 2022

MEMBERSHIP: Councillors J Black, L Burns, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon, P Wells and M Wright.

The meeting is scheduled to commence at .

	Page	
CSC22/7	LEAVE OF ABSENCE (ID22/397)	
CSC22/8	CONFLICTS OF INTEREST (ID22/400)	
CSC22/9	DRAFT COUNCIL POLICY - PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR THE MAYOR AND COUNCILLORS (ID22/222)	2
	The Committee had before it the report dated 1 March 2022 from the Executive Manager Governance and Internal Control regarding Draft Council Policy - Payment of Expenses and Provision of Facilities for the Mayor and Councillors.	
CSC22/10	DRAFT TERMS OF REFERENCE - COMMUNITY COMMITTEES (ID22/246)	34
	The Committee had before it the report dated 2 March 2022 from the Executive Manager Governance and Internal Control regarding Draft Terms of Reference - Community Committees.	
CSC22/11	INVESTMENT UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT - FEBRUARY 2022 (ID22/290)	112
	The Committee had before it the report dated 1 March 2022 from the Acting Chief Financial Officer regarding Investment Under Section 625 of the Local Government Act - February 2022.	



REPORT: Draft Council Policy - Payment of Expenses and Provision of Facilities for the Mayor and Councillors

DIVISION: Executive Services
REPORT DATE: 1 March 2022
TRIM REFERENCE: ID22/222

EXECUTIVE SUMMARY

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

STRATEGIC DIRECTION

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

Theme: 4 Community Leadership
CSP Objective: 4.3 The resources of Council are appropriately managed
Delivery Program Strategy: 4.3.1 The organisation displays the elements of sound management and strategic planning

Theme: 4 Community Leadership
CSP Objective: 4.4 Statutory requirements are met and services are provided to the organisation in a cost-effective and timely manner
Delivery Program Strategy: 4.4.1 The organisation meets all statutory requirements

RECOMMENDATION

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

Abbey Rouse
Executive Manager Governance and Internal Control

AR
Executive Manager
Governance and Internal
Control

BACKGROUND

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

Previous Resolutions of Council

23 August 2021 (in part)	1. That the <i>Policy for the Payment of Expenses and Provision of Facilities for the Mayor and Councillors</i> as attached as Appendix 1 to the report of the Governance Team Leader dated 5 August 2021, be adopted.
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REPORT

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, allowing for community consultation.
- Any public submissions will then be addressed before a final version of the policy is presented to Council for adoption.
- The policy has been created with reference to [Guidelines for the payment of expenses and provision of facilities for Mayors and Councillors in NSW](#), under section 23A of the Act.
- The Policy complies with section 403 of the Local Government (General) Regulation 2021 (the Regulation) and section 252 of the Act.

Resourcing Implications

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

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

Table 1. Ongoing Financial Implications

Preferred Option

The attached draft Policy (**Appendix 1**) is based on the recommended template from the Office of Local Government as there is no Model Policy at present. 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 by the State Government in 2009.

The proposed updates are highlighted in red text in the attachment and are summarised as follows:

Minor Changes

Administrative updates – to bring the Policy in line with the template and reflect layout/numbering changes.

Addition of Definitions at clause 1.4 to clarify terms.

Additional wording to emphasise restrictions and increase transparency, such as:

- 2.2.2 In accordance with section 403 of the Regulation, this policy does not include the provision for a general expense allowance.
- 2.2.1 Councillors must not obtain a private or political benefit from any expense or facility provided under this policy.

Timeframes for claiming reimbursements have been added to the policy, specifically three month and six month deadlines, to provide accountability and better finance processes.

There are further amendments to the issuing and returning of equipment, and the new provision for superannuation to Councillors (as a result of a report to the Ordinary Council meeting on 24 February 2022).

Monetary Limits

The Monetary Limit Tables have been reviewed and expanded to provide very clear amounts for each provision:

- Travel – The values for reimbursements for travel are based on the Local Government (State) Award 2020. This is now in line with staff calculations taken from the State Award, and the amounts have been detailed in a table within the Policy to increase transparency, in addition to the live link. This also means that the same approval forms and processes can be utilised.
- Accommodation and Subsistence – These rates are based on the rates determined by the Australian Tax Office (ATO) within the current Taxation Determination. This is now also in line with staff calculations, which again means the same forms and approval processes can be utilised. As the State Award does not address limits under this category, the ATO is considered the next most appropriate authority. The amounts have been detailed in the draft Policy to increase transparency, in addition to the live link.

The Guidelines for the Payment of Expenses and Provision of Facilities to Councillors refer to setting limits for provisions:

1.6.6 Limits

The payment of expenses and the provision of equipment and facilities to the councillors must not be open-ended. However, these guidelines do not specify particular monetary limits. Rather, councils must agree and set monetary limits to all expense provisions in their policy, where practicable and where appropriate, as well as standards for the provision of equipment and facilities provided to councillors. In doing so, councils need to consider what is a reasonable and acceptable level or provision.

Accordingly, the proposed limits for reimbursements for the use of a private vehicle in the attached policy are set at \$10,000 for the Mayor and \$5,000 for Councillors (Councillors will need to seek their own accounting advice regarding tax requirements on distances claimed over 5,000 km). This limit is within the range of limits set by other councils and takes into consideration the size of the Dubbo Regional Local Government area, and anticipated frequent travel between Dubbo and Wellington. It is also noted that the provision of a Mayoral vehicle over the last term of Council has represented a cost to Council of \$18,000 per annum.

There is also a provision that journeys less than 10 km cannot be claimed.

Mayoral Vehicle

Mayoral Vehicle – Traditionally a Mayoral vehicle is provided in accordance with the Guidelines; during the last Term of Council, this Policy referred to the provision of a council vehicle for the Mayor. However, the newly elected Mayor has chosen to purchase a private electronic vehicle as Council does not currently have the capacity to provide this option of vehicle, and the purchase price of the electronic vehicle exceeded the set limit for Council vehicles. Accordingly, an alternative provision is now required in the policy for an alternate option, that is reimbursement for the mayoral vehicle.

Staff have canvassed several councils' policies in regard to the provision of a mayoral vehicle and/or a provision for reimbursement per km, should the Mayor choose to use their own vehicle. The majority of councils have a policy that centres on providing the Mayor with a vehicle. However, some councils, such as Mosman Council and Tamworth Regional Council, also provide for reimbursement to Councillors and the Mayor for private motor vehicles use.

In the case of reimbursement provisions, the Local Government (State) Award 2020 is best used for rates per km. The rate for below 2.5L is \$0.70 per km which is expressed in the proposed policy (the ATO and the Department of Premier and Cabinet rate for below 2.5L is 0.72 cents per km).

Despite staff from Council's fleet team enquiring about the reimbursement rates payable for electronic vehicles to other councils and State Government bodies, there are no provisions for this and electronic vehicles are included in the rate groupings for engine sizes 2.5L and below.

As this policy is reviewed annually, there may be opportunities in the future for specific electronic vehicle allowances to be developed in conjunction with other governing bodies. If this is the case, appropriate recommendations will be made at the time of the next review of this policy.

Care

Childcare rates have also been reviewed and increased to reflect current pricing (these had remained the same for many years).

Mayor's Credit Card

Additional clauses have been added at 4.2 of the Policy regarding the Mayor's access and use of a council credit card. The amended and new provisions match Council's corporate credit card policy and provide increased accountability and transparency.

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 28 days in accordance with legislation.
- 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.

Timeframe

Key Date	Explanation
10 March 2022	Corporate Services Committee Meeting – draft policy presented for endorsement for public exhibition
24 March 2022	Ordinary Council Meeting (adopt Committee items)
28 March 2022	Policy on public exhibition for 28 days
12 May 2022	Report to Corporate Services Committee – draft policy with public submissions
26 May 2022	Ordinary Council Meeting (adopt Committee items)

APPENDICES:

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



COUNCIL POLICY

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

Date March 2022

Council Resolution Date

Clause Number

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

Document Revision History	
Description	Date
Adopted by Council for the purpose of public exhibition	28 August 2017
Adopted by Council	23 October 2016
Draft considered by Council	11 November 2019
Adopted by Council	8 January 2020
Adopted by Council for the purpose of Public Exhibition	28 June 2021
Adopted by Council	23 August 2021
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.	

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DRAFT

1. INTRODUCTION

1.1 PURPOSE

The objectives of this policy are to:

- enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties
- enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties
- ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors
- ensure facilities and expenses provided to Councillors meet community expectations
- support a diversity of representation
- fulfil the Council's statutory responsibilities.

1.2 BACKGROUND AND RELATED LEGISLATION

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

It ensures accountability and transparency, and seeks to align Councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2021* (the Regulation), and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

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

- Local Government Act 1993, Sections 252 and 253
- Local Government (General) Regulation 2021, sections 217 and 403
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009
- ~~Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities~~
- ~~Local Government Circular 05-08 legal assistance for Councillors and Council Employees.~~

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;
 - 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 using the prescribed form, 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, 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.**
- 2.3.7 Any claim submitted to Council for reimbursement of expenses must be approved by the Executive Manager Governance and Internal Control having regard to appropriateness of the claim and regard to budget allocations. The Chief Executive Officer will then authorise the claim approval form.
- 2.3.8 **All claims must be made within three months of the expense being incurred.**

Advance Payment

- 2.3.9 Council may pay a cash advance for Councillors attending approved conferences, seminars or professional development.
- 2.3.10 The maximum value of a cash advance is \$100 per day of the conference, seminar or professional development to a maximum of \$500.

Requests for advance payment must be submitted to the Chief Executive Officer for assessment against this policy using the prescribed form with sufficient information and time to allow for the claim to be assessed and processed.

- 2.3.12 Councillors must fully reconcile all expenses against the cost of the advance within one month of incurring the cost and/or returning home. This includes providing to Council:
- a full reconciliation of all expenses including appropriate receipts and/or tax invoices

- reimbursement of any amount of the advance payment not spent in attending to official business or professional development.

Notification

2.3.13 If a claim is approved, Council will make payment directly 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.

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

Disputes Resolution

2.3.19 Any dispute relating to the administration of this Policy must be made in writing to the Chief Executive Officer detailing the grounds for the dispute. Any such disputes will be referred to the next scheduled Ordinary Meeting of the Council for determination and resolution.

2.4 MONETARY LIMITS

2.4.1 Expenses under this policy, in most instances, will be reimbursed based on actual expenditure. However, monetary limits have been applied which set a maximum level of expenditure which Council will reimburse for each type of expense. These limits are listed below in the tables.

The monetary limits contained within this policy have been set based on information available on reasonable market rates for the provision of the relevant services. Regional considerations have also been addressed with respect to accommodation costs.

These limits may be amended with any amendment to this policy and will be assessed for relevance and reasonableness on an annual basis in line with the annual policy review.

2.4.2 Monetary Limit Tables

Accommodation and Travel - Outside of LGA

Rate - Accommodation		Limit	Comment
Adelaide	\$157/night	The following limits are for accommodation and travel (outside of LGA) combined: \$2,000/year per Councillor \$5,000/year for the Mayor	Accommodation rates in accordance with the rates determined by the Australian Tax Office within the Taxation Ruling issued in respect of reasonable allowance amounts for each year.
Brisbane	\$175/night		
Canberra	\$168/night		
Darwin	\$220/night		
Hobart	\$147/night		
Melbourne	\$173/night		
Perth	\$190/night		
Sydney	\$198/night		
High cost country centres	See taxation ruling – Table 4		
Tier 2 country centres (taxation ruling Table 5)	\$134/night		
Other country centres	\$118/night		
Rate - Travel			
Air travel	Standard economy air fare		
Train travel	First class fare, including sleeping berth when required		
Taxi	Standard rate		
Bus	Standard rate		

Private vehicle (Applies to journeys greater than 10km only)	Engine size less than 2.5L (including Electronic Vehicles, or EVs): \$0.68/km Engine size 2.5L or larger: \$0.78/km	Kilometre allowance will be capped at the price of an economy class return air fare for single destination travel (for example, drive from Dubbo to 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.
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Travel – Within LGA

Rate		Limit	Comment
Private vehicle (Exclude first 10km of each journey)	Engine size less than 2.5L: \$0.68/km Engine size 2.5L or larger: \$0.78/km	None	Travel rates in accordance with the Local Government (State) Award 2020

Meals

Rate - Meals		Limit	Comments
Capital cities and high cost country centres	Breakfast: \$29.20 Lunch: \$32.85 Dinner: \$56.00	None, when on approved Council business	In accordance with the rates determined by the Australian Tax Office within the Taxation Ruling issued in respect of reasonable allowance amounts for each year.
Tier 2 country centres and Other country centres	Breakfast: 26.15 Lunch: \$29.85 Dinner: \$51.50		

Other Expenses

Expense Type	Rate/Limit	Comments
Registration costs	None	Includes costs relating to official luncheons, dinners and tours/inspections which are relevant to the interests of the Council
Enrolment fees	\$3,000/year per Councillor in accordance with section 3.2	In most cases, Council will arrange and fund attendance of the Mayor and Councillors at training courses
Incidental expenses associated with attendance at seminars, training courses or official functions	\$100 per day	Expenses in this category may include: <ul style="list-style-type: none"> • Parking fees • Tolls The following expenses will not be reimbursed and are the responsibility of the Mayor/Councillors: <ul style="list-style-type: none"> • Any traffic or parking fines • Administrative charges for road toll accounts • Alcohol (not consumed as part of meal) • Cigarettes • Mini-bar items including snack foods
Cost of service provided	None	No payment shall be reimbursed for any component of a ticket which is additional to the service cost of the function, such as a donation to a political party or candidate's electoral fund, or some other private benefit. An additional payment to a registered charity may be acceptable as part of the cost of the function.
Personal care of child care	\$100 per day \$25/hour up to six hours per day. No annual limit.	Council will reimburse costs to a maximum of \$100 to cover a four (4) hour engagement \$25 per hour of a babysitter or carer where required to allow the Mayor or Councillors to attend any Council, Standing Committee, Meetings, Committee Meetings, Working Party or Council

		workshops. The four (4) hour period The period of cover shall include the period of 30 minutes prior to and after the conclusion of the meeting or workshop
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3. PAYMENT OF EXPENSES FOR COUNCILLORS

3.1 ATTENDANCE AT SEMINARS AND CONFERENCES

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

Definition of Conference

3.1.2 In this part **conference** means conferences, seminars, congresses, forums, workshops, courses, meetings, deputations, information and training sessions, events etc related to the industry of local government and held within Australia.

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

3.1.4 Council will allocate a sufficient amount annually in its budget to facilitate councillor attendance at conferences and seminars. This allocation is for all councillors. The Chief Executive Officer will ensure that access to expenses relating to conferences and seminars is distributed equitably.

3.1.5 Approval to attend a conference or seminar is subject to a written request to the Chief Executive Officer. In assessing a Councillor request, the Chief Executive Officer must consider factors including the:

- relevance of the topics and presenters to current council priorities and business and the exercise of the Councillor’s civic duties
- cost of the conference or seminar in relation to the total remaining budget.

Conference Costs

3.1.6 Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the Chief Executive Officer with any necessary bookings to be made through the Chief Executive Officer’s office **and in accordance with this Policy.**

3.1.7 Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement 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.
- 3.1.11 Any advance payments must be properly accounted for on the prescribed form within one (1) month after such conference. Refer to section 2.3.8 to 2.3.11.

Who May Attend Conferences

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

ORGANISATION	DELEGATES	OBSERVERS
Local Government NSW	Mayor, or their nominee, three other Councillors as delegates plus an alternate delegate (to act as delegate if required) and Councillors as determined by the Council	Chief Executive Officer or Nominee and Councillors as determined by the Council
Australian Livestock Markets Association	Mayor, or their nominee, one Councillor and alternate Councillors determined by the Council	Chief Executive Officer or nominee and the Director Culture and Economy
Australian Airport Association	Mayor, or their nominee, one Councillor and alternate Councillors determined by the Council	Chief Executive Officer or nominee and the Director Culture and Economy
Local Government Women’s	Two Councillors and alternate Councillors	Chief Executive Officer or

Conference	determined by the Council	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

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

3.2 TRAINING AND EDUCATIONAL EXPENSES

3.2.1 Council will allocate a sufficient amount annually in its budget to facilitate professional development of councillors through programs, training, education courses and membership of professional bodies.

3.2.2 An amount of \$30,000 will be allocated annually for Councillor Professional Development, being \$3,000 annually for each Councillor.

3.2.3 This amount will be allocated for individual professional training plans for Councillors and any unexpended funds shall not be carried over to the following year.

3.2.4 This allocation may be made available for individual training courses for Councillors or attendance at conferences where the conference directly relates to their role as a Councillor.

3.2.5 Expenses incurred by Council without a reasonable excuse for non-attendance at related events, including but not limited to training sessions and conferences, by a Councillor may result in a possible reimbursement to Council by that Councillor for costs incurred.

3.2.6 In the first year of a new council term, Council will provide a comprehensive induction program for all councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.

3.2.7 Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor’s civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.

3.2.8 Approval for professional development activities is subject to a prior written request to the Chief Executive Officer outlining the:

- details of the proposed professional development
- relevance to Council priorities and business

- relevance to the exercise of the Councillor's civic duties.

3.2.9 In assessing a Councillor request for a professional development activity, the Chief Executive Officer must consider the factors set out in this policy, as well as the cost of the professional development in relation to the available budget.

3.3 LOCAL TRAVEL AND EXPENSES

3.3.1 Where the Councillor attends local functions on behalf of Council, Council will be responsible for the payment of any fees for both the Councillor and their partner/accompanying person.

3.3.2 Councillors will be reimbursed for use of a private vehicle in accordance with monetary limits set out in section 2.4 of this Policy.

3.3.3 Councillors using private vehicles (Councillor's own) in accordance with this policy may claim the kilometre rates for the necessary travel at the rate set out in section 2.4 of this Policy as at the date of travel with such rate deemed to cover and include any claims for accidental amage or repairs to the private vehicle and any loss of no claim bonus and any excess not covered by an insurance.

3.3.4 Vehicle allowance for travel within the LGA can be claimed on any distance excluding the first 10km of the journey.

3.3.5 Councillors may claim vehicle allowance for attendance at Council meetings, Standing Committee meetings and Councillor Workshops with no prior approval required.

3.3.6 Councillors may claim vehicle allowance when undertaking other official duties in their role as a Councillor with prior approval from the Mayor's office.

3.3.7 The most direct route must be taken.

3.3.8 Councillors will be personally responsible for all traffic or parking fines incurred while travelling in private or council vehicles while on council business.

3.3.9 All claims must be made in accordance with sections 2.3.6 to 2.3.8 of this Policy.

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

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

Travel

3.4.2 All reasonable travel costs for delegates to and from the conference location and venue will be met by the Council. Where appropriate, travel will be provided by air (economy class).

Depending upon the location or circumstances, it may be more appropriate for travel to be undertaken by car or train.

- 3.4.3 Where trains are used the Council will provide first class travel, including sleeping berths where available.
- 3.4.4 Where travel by motor vehicle is used it should be undertaken by Council vehicle where available, or by private vehicle subject to prior approval of the Chief Executive Officer.
- 3.4.5 Councillors may use private vehicle allowance in accordance with sections 2.4 and 3.2.3 of this Policy. This claim for kilometre allowance is subject to such claim not exceeding economy class air fares to and from the particular destination.
- 3.4.6 Where air travel is booked by Council for Councillors, Councillors shall not accrue frequent flyer points under the respective airlines program. This is considered a personal benefit.

Accommodation

- 3.4.7 In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the Chief Executive Officer. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the Councillor lives more than 50km from the meeting location.
- 3.4.8 In accordance with section 2.4, Council will pay reasonable double room or twin share accommodation costs the night before and/or after the ~~conference commitment~~ where this is necessary because of travel and/or ~~conference timetables in accordance with section 3.4.7.~~
- 3.4.9 Where evidence is provided that accommodation within the above cost range cannot be provided or is not available then the Chief Executive Officer has the discretion to approve the increase in costs.

Incidental Expenses

- 3.4.10 So that Councillors, as ~~representatives~~ of the Council ~~whilst on official business~~ are not financially disadvantaged, Councillors shall be entitled to claim ~~incidental~~ expenses.
- 3.4.11 The amount of the payment under Clause 3.4.10 shall be equal to reasonable costs substantiated by a tax invoice receipt or statutory declaration to the effect that the expenditure was incurred, ~~and up to the relevant daily limits as per section 2.4 of this Policy.~~
- 3.4.12 Such payment shall be made to cover incidental expenses associated with the ~~official business, such as conferences,~~ such as:
- ~~(a) — telephone, facsimile or internet usage. Council will meet the cost of telephone calls from the delegate to his/her family and to Council during the period of the conference. Other telephone expenses are to be paid for by the delegate;~~
- (a) breakfasts, lunches, dinners and other meals not included in the ~~event~~;

- (b) laundry - Council will meet the cost of reasonable laundry or dry cleaning services whilst **away on Council business**, if necessary;
- (c) optional activities in a conference program where approved by the Chief Executive Officer;
- (d) 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 **incidental** expenses under this clause may be paid, subject to any portion being refundable to the Council within seven (7) days of the conclusion of the **event** if the actual period of attendance is less than that upon which the allowance was assessed. Any request for a cash advance must be completed on the attached form Request for Cash Advance for the Purpose of Travelling on Council Business (Appendix 2). **Refer to sections 2.3.8 to 2.3.11.**

3.5 OVERSEAS TRAVEL

- 3.5.1** Overseas Travel for any purpose which is considered to be relevant to Council business and/or of particular benefit to the local community must be approved by Council. Full details of the travel and the purpose for the travel must be approved on an individual basis.
- 3.5.2** The use of a tabled Mayoral Minute (not included on the Council Agenda) to obtain Council approval for travel is not considered appropriate as it is not consistent with principles of openness and transparency.
- 3.5.3** Retrospective re-imburement for overseas travel is not permitted.
- 3.5.4** After returning from overseas the Councillor, or an accompanying member of Council staff, must provide a detailed written report to Council on the aspects of the trip relevant to Council business and/or the local community.
- 3.5.5** In regard to Sister City Relationships the establishment of a Sister City Relationship will be on the basis that Council bear no cost of staff members, the Councillor or members of the public visiting Sister Cities, with the exception being in respect of the Sister Cities Officer as follows:

That Council fund the salary, travel and accommodation expenses for the Sister Cities Officer to undertake a visit to Minokamo and Wujiang every three years, with the first visit being within the first year of appointment of a new person to the position based upon the following conditions:

- *The visits to both Minokamo and Wujiang being combined during the one (1) overseas trip*
- *A maximum of seven (7) days is spent during any one (1) combined visit*
- *That the Sister City Officer be paid his /her normal salary for a maximum of seven (7) days during any one (1) visit*
- *An economy return air fare being provided from Dubbo to the Sister Cities*
- *The Sister City Officer being paid for subsistence and accommodation during any visit at Level One (1) of the Reasonable Travel Allowance for the Sydney Metropolitan Area as determined from time to time by the Australian Taxation Office and as detailed in Council's Management Policy – Travelling and Subsistence Expense Policy.*
- *Travel insurance, a visa to visit China and travel to and from airports to accommodation being funded by Council.*
- *Council not incurring any other incidental travel costs such as a passport, luggage, clothes, money conversion costs and travel debit / credit card costs.*

3.6 CARE

- 3.6.1** Council will reimburse reasonable costs of care arrangements including childcare expenses and the care of elderly, disabled and/or sick immediate family members of Councillors to allow the Councillors to undertake their Council business obligations.
- 3.6.2** Such costs will be certified by the Councillor to be necessarily incurred in the course of fulfilling their civic duties and/or conducting Council business.
- 3.6.3** Limits for the cost of care are as stated in section 2.4 of the Policy.

3.7 SPOUSE AND PARTNER EXPENSES

- 3.7.1** Where the Councillor attends local functions on behalf of Council, Council will be responsible for the payment of any fees for both the Councillor and their partner/accompanying person (3.3.1).
- 3.7.2** Where the Mayor or a Councillor is accompanied at a conference all costs for, or incurred by, the accompanying person, including travel, breakfast, meals, registration and/or participation in any conference programs, are to be borne by the Councillor/accompanying person and not by the Council. The exception to this is that Council will meet the costs of the official conference dinner for an accompanying person of a Councillor for the Local

Government NSW Annual Conference only. Accompanying person's registration, or accompanying person's program fees, are to be paid to the conference organiser, etc. and paid at the time of registration. The Council is prepared to receive such registration and payments and to forward them on to the conference organiser, etc with any Council delegates' registration.

- 3.7.3** Where the Council meets, on account, any expenditure or cost on behalf of an accompanying person attending a conference, such expenditure must be repaid to the Council by the Councillor/accompanying person within seven (7) days of being invoiced for such expenditure following the conclusion of the conference.

3.8 INSURANCE

Personal Accident Insurance

- 3.8.1** Council carries a personal accident insurance policy on Councillors of Council as set out hereunder.

On the lives of ten (10) Councillors whilst engaged on their duties as Councillors of the Dubbo Regional Council, including whilst travelling.

Professional Indemnity/Public Liability Insurance

- 3.8.2** **Public** Liability – indemnify each insured person(s) for all costs, charges, expenses and defence costs **but** excluding **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 the Council by reason of any **wrongful act** wherever or whenever committed or allegedly committed by the insured person(s) in their capacity as insured person(s), **BUT** subject to any limitations or conditions set out in the policy of insurance which is, at the direction of the Council.

- 3.8.3** Professional Indemnity – for matters arising out of the Councillor's performance of civic duties or exercise of the functions provided the performance or exercise of the relevant civic duty or function is in the opinion of Council bona fide and/or proper and is carried out in good faith, as required under 731 of the Local Government Act, **BUT** subject to any limitation or conditions set out in the policy of insurance, which is, at the direction of Council, taken out.

Councillors' and Officers' Liability Insurance

- 3.8.4** Councillors' and Officers' Liability Insurance provides limited financial protection to Councillors and staff in circumstances where they may be named as an individual to a claim,

and the normal protections under the Local Government Act or Council's General and Professional Liability insurance are not available.

- 3.8.5** The protection provided covers the liability to pay civil damages, the claimant's legal costs, and the Councillor's or staff member's costs incurred in the. The protection extends to the estate and heirs of a deceased Councillor or staff member.

3.9 LEGAL EXPENSES

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

- 3.9.1** Council may, if requested, indemnify or reimburse the reasonable legal expenses of:

- a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the Councillor
- a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor
- a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.

- 3.9.2** In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the Chief Executive Officer to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.

- 3.9.3** Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.

- 3.9.4** Council will not meet the legal costs:

- of legal proceedings initiated by a Councillor under any circumstances
- of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
- for legal proceedings that do not involve a Councillor performing their role as a Councillor.

- 3.9.5** Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

Legal Advice

3.9.6 Legal advice relating to a pecuniary interest, conflict of interest or matter governed by the code of conduct which in the opinion of the Chief Executive Officer is necessary to clarify the Councillor's responsibilities in the performance of his/her duties will be provided and paid for by Council.

3.10 ADDITIONAL EXPENSES FOR THE MAYOR

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

4. PROVISION OF FACILITIES

4.1 PROVISION OF EQUIPMENT AND FACILITIES FOR COUNCILLORS

4.1.1 To assist the Councillors, including the Mayor, in discharging the function of Civic Office, Councillors are, if they request, entitled to receive the following without reduction to the fees payable under Section 248 of the Act.

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

- a) Initiating correspondence to, and answering correspondence received from, residents/ratepayers, Members of Parliament, Government Departments, statutory authorities/bodies, other local authorities, other Councillors, local government related bodies and organizations or the general public in relation to the business of the Council or local government subject to a response to petitions received by Councillors will only be made to the principal person who lodges the petition and not all signatories.
- b) Replying to invitations to attend functions/gatherings received in their capacity as a Councillor;
- c) Communications to Councillors and Council's staff on official business;
- d) Access to a customer service portal to report and manage and complaint/request received as a Councillor

provided that under no circumstances will the Council permit the facilities provided to be used for the initiation or issue of circular type letters or election material/letters.

4.1.3 Appropriate refreshments/meals will be available for Council meetings, Council Committee meetings, Councillor briefings and workshops, approved meetings and engagements, and official council functions as approved by the Chief Executive Officer.

As an indicative guide for the standard of refreshments to be provided at Council related meetings, the Chief Executive Officer must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

4.1.4 Suitable stationery supplies.

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

4.1.5 Access to Information - Councillors can obtain copies of Council information, if the information is required to enable a Councillor to undertake their role as defined under Section 232 of the Local Government Act 1993.

When seeking information on policy issues and day to day matters, in the exercise of their statutory role as a member of the Council, Councillors are to direct their enquiries to the Chief Executive Officer, the relevant Director, or an officer nominated by the Director, **as per the Councillor and Staff Interaction Policy.**

4.1.6 Preparation of media material for the chairpersons of Council's Standing Committees in respect of Committee issues.

4.1.7 Access to a suitable vehicle or vehicles (if available) provided by the Council for use on official duties connected with discharging the duties of Civic Office.

4.1.8 The provision of an electronic tablet device, appropriate broadband communications and a suitable printer in the Dubbo Civic Administration Building.

4.1.9 Provision of appropriate Council branded clothing including, but not limited to, blazer, jacket, polo shirt or t-shirt as approved by the Chief Executive Officer.

4.1.10 An appropriate space for Councillors be provided Monday to Friday 8am – 8pm to allow them to meet with ratepayers.

4.1.11 All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.

4.1.12 When a councillor or the mayor take a leave of absence in excess of one month, they are required to hand in their facilities and equipment, such as vehicle, phone, **tablet** or laptop for the period that they will be on leave.

4.2 **PROVISION OF ADDITIONAL EQUIPMENT AND FACILITIES FOR MAYORS**

4.2.1 The use of Mayoral Robes and Chain of Office

4.2.2 Suitable office accommodation in the Dubbo Civic Administration Building including the provision of a computer and software packages that enable email and internet services.

4.2.3 A range of secretarial and support services including telephone and reception duties, typing, organisation of Civic Receptions including catering, preparation of speeches, press releases, meetings and correspondence and other reasonable requests by the Mayor.

4.2.4 If the Mayor so chooses, a vehicle will be provided in accordance with the corporate Fleet Policy. This service is reviewed following each Mayoral election, having regard to the sustainability of the vehicle prior to changeover.

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

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

4.2.6 Preparation of media material for the Mayor in respect of Council activities.

4.2.7 Reasonable expenses for the Mayor and partner/accompanying person to attend on behalf of Council in the office of Mayor on official (including conferences) or legal occasions including travel, accommodation subsistence and the like. Attendance at local functions (excluding conferences as defined in section 3.1) by the Mayor and partner/accompanying person shall be paid by Council.

4.2.8 If the Mayor so chooses, a credit card facility with a monthly card limit up to \$5,000 and a transportation services charging facility to be used for expenses incurred in the pursuit of official Council business. The credit card facility is to be used in situations where it is not possible to go through Council's normal procedure for the ordering and/or payment of goods and services. Initial approval to hold a Corporate Purchase Card must come from the CEO. The Corporate Purchase Card cannot be used for the following:

- Cash advances under any circumstances.
- Accommodation/travel and work related expenses – preferred payment is via the administration team of the Mayor's Office. The Mayor's Purchase Card may be used for accommodation/travel related expenses in emergency situations and must be submitted to the Executive Manager Governance and Internal Control as soon as practicable.
- Fines and penalties, unless approved by the CEO (eg, Toll Notices).
- Private expenditure or personal purchases with a view to reimburse Council at a later date.
- Split purchases - the cardholder to pay in one credit card transaction and not split the payment.
- Purchases in conjunction with award points or any personal award card or membership benefits (eg, Frequent Flyer or Woolworths Rewards).

~~2.1.3 An allocated car parking space adjacent to the Dubbo Civic Administration Building and secure parking at the Dubbo City Regional Airport (where necessary).~~

4.2.9 Provision of appropriate Council branded clothing including, but not limited to, blazer, jacket, polo shirt or t-shirt as approved by the Chief Executive Officer.

5. OTHER MATTERS

5.1 ACQUISITION AND RETURNING OF FACILITIES AND EQUIPMENT BY COUNCILLORS

- 5.1.1 Councillors will be issued with facilities as provided for under this policy upon election to Office.
- 5.1.2 All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.
- 5.1.3 Should a Councillor wish to purchase council equipment previously allocated to them at the cessation of their duties, a written request should be submitted to the CEO. A fair market price will be proposed at the time of purchase.

5.2 ANNUAL FEES – MAYOR AND COUNCILLORS

Fees Payable to Councillors

- 5.2.1 Pursuant to Section 248 of the Act, the Council shall, prior to 30 June each year, set by resolution the annual fees to be paid to a Councillor for the following year commencing 1 July, provided that such fee shall be within the range for the Council determined annually by the Local Government Remuneration Tribunal.
- 5.2.2 Such payment shall be subject to Section 254A of the Act and any specific resolution of the Council under Section 254A.

Fees Payable to the Mayor

- 5.2.3 Pursuant to Section 249 of the Act, the Council shall, prior to 30 June each year, set by resolution, the annual fee to be paid to the Mayor for the following year commencing 1 July provided that such fee shall be within the range for the Council determined annually by the Local Government Remuneration Tribunal.
- 5.2.4 Pursuant to Section 249(5) of the Act, the Council may pay the deputy mayor (if there is one) a fee determined by the council for such time as the deputy mayor acts in the office of the mayor. The amount of the fee so paid must be deducted from the mayor's annual fee.
- 5.2.5 ~~As resolved by Council at its meeting held 4 May 2021,~~ There will be an automatic transfer of the additional annual mayoral fee during any leave of absence of the Mayor, to the person acting in the role of the Mayor.

Fees from Paid Board Positions

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

5.3 SUPERANNUATION

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

6. END SECTION

6.1 RESPONSIBILITIES

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

6.2 APPENDICES

6.2.1 Appendix 1 – Expenses of Members of Council – Claim Form

6.2.2 Appendix 2 - Request for Cash Advance for the Purpose of Travelling on Council Business – Form

6.2.3 Appendix 3 – Statutory Declaration Form

New Template applies to forms

DRAFT



DUBBO REGIONAL
COUNCIL

REPORT: Draft Terms of Reference - Community Committees

DIVISION: Executive Services
REPORT DATE: 2 March 2022
TRIM REFERENCE: ID22/246

EXECUTIVE SUMMARY

Purpose	Seek endorsement	
Issue	<ul style="list-style-type: none"> Council has undertaken a review of other committees and working parties for the new term of council. As part of these discussions, a list of community committees was established. Draft Terms of Reference have been developed for each committee, and a presented for endorsement. 	
Reasoning	<ul style="list-style-type: none"> Community committees allow a public forum for Councillors and Council staff to consult with representatives of the local community on important local issues. Terms of Reference allow for a consistent understanding for all members regarding expectations, procedures and outcomes of each committee. 	
Financial Implications	Budget Area	There are no financial implications arising from this report.
Policy Implications	Policy Title	There are no policy implications arising from this report.

STRATEGIC DIRECTION

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

Theme: 4 Community Leadership
 CSP Objective: 4.1 Our community is active and engaged
 Delivery Program Strategy: 4.1.1 There is demonstrated unity throughout the community

Theme: 4 Community Leadership
 CSP Objective: 4.2 Our civic leaders represent the community
 Delivery Program Strategy: 4.2.1 The community acknowledges that Dubbo Regional Council is a representative and responsive Council

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.**

Abbey Rouse
Executive Manager Governance and Internal Control

AR
Executive Manager
Governance and Internal
Control

BACKGROUND

At the Councillor Workshop held on 10 February 2022, the following committees were put forward for consideration:

- Aquatics Working Party (**Appendix 1**)
- Climate Change and Resilience Committee (**Appendix 2**)
- Dubbo Regional Livestock Market Advisory Committee (**Appendix 3**)
- Financial Performance Committee (**Appendix 4**)
- Multicultural Advisory Committee (**Appendix 5**)
- Public Spaces Tree Committee (**Appendix 6**)
- Reconciliation Action Plan Working Party (**Appendix 7**)
- Renewables Committee (**Appendix 8**)
- Sister City Committee (**Appendix 9**)
- Social Justice Advisory Committee (**Appendix 110**)
- SPARC Committee (**Appendix 11**)
- Visitor Experience Strategy and Performance Committee (**Appendix 12**)
- Wellington Town Committee (**Appendix 13**)
- Wiradjuri Tourism Project Committee (**Appendix 14**)
- Women in Leadership Forum (**Appendix 15**)
- Youth Council (**Appendix 16**)

The following committees are mandated by external authorities. As such, their Terms of Reference adhere to strict guidelines and will not be placed on Public Exhibition. However, they will be put to Council for endorsement at a later date:

- Audit and Risk Management Committee
- Floodplain Management Committee
- Local Traffic Committee

A Town Hall style meeting will also occur, on a rotational basis, throughout the villages in the Local Government Area.

REPORT

Consultation

- Councillor workshop held Thursday, 10 February 2022 to review new council other committees, working parties and advisory groups.
- These committees will provide an avenue for consultation between staff and Councillors regarding important community issues.
- Draft Terms of Reference documents will go on Public Exhibition for 28 days, allowing for community consultation. Any feedback will be considered when producing final versions of the documents.

Resourcing Implications

The initial set up and recruitment for the community committees will require commitments in terms of staff hours for the following tasks:

- Reviewing public submission on Terms of Reference documents
- Finalising Terms of Reference
- Advertising for community members
- Reviewing expressions of interests (EOIs) for community positions
- Liaising with applicants

Following adoption and implementation of each committee, preparation of reports and minute taking will be the responsibility of the relevant directorate. The following administrative arrangements for each meeting will be the responsibility of the Governance and Internal Control branch:

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

Based on the draft Terms of Reference documents and the frequency of meetings to be held for each committee, it is estimated that at least 77 meetings will need to be organised and held in any given calendar year. As a comparison, 17 community committee or advisory panel meetings were organised and held in 2021. This represents an increase of 60, or 450%, in the number of meetings per calendar year.

There is currently one Council staff member responsible for the above listed administrative tasks surrounding each community committee meeting, as well as 12 Ordinary Council meetings, 10 Standing Committee meetings, unknown number of Extraordinary Council meetings, approximately 19 Councillor Workshops and 18 meetings of mandated committee meetings (as listed in **Table 1**). It is likely that additional staff would be required in order to accommodate this number of additional meetings per year.

Attendance at meetings by Councillors and Council staff, as expanded in the below table (**Table 1**) will generally be outside of business hours to accommodate other commitments of Councillors and community members. As such, overtime allowances for relevant staff will need to be made. As an approximate estimate, assuming each meeting runs for an average of one hour and that 80% of meetings are held outside of business hours, overtime allowances will need to be paid for approximately 120 hours at varying hourly rates (approximately

\$4,800, based on a \$40/hour rate at time and a half). Should arrangements be made for 50% of meetings to be held during office hours, these allowances would drop to 75 hours of overtime (approximately \$3,000).

For Councillors, if each Councillor (including the Mayor) were to sit on the same number of community committees, this would represent an additional 12 meetings per year per Councillor, in addition to the mandated committees, Council meetings, Standing Committee meetings and Councillor Workshops.

Table 1 provides a summary of proposed committees with Councillor representatives to be determined following public consultation.

Committee	Indicative Meeting Frequency	Councillor Members
Aquatics Working Party	Quarterly – 4 per year	1 x Councillor 1 x alt. Councillor Relevant Director
Climate Change and Resilience Committee	Quarterly – 4 per year	2 x Councillors 2 x alt. Councillors CEO or Director 7 x council staff
DRLM Advisory Committee	Quarterly – 4 per year	Mayor 1 x Councillor 1 x alt. Councillor CEO 2 x Directors 1 x council staff
Financial Performance Committee	Every two months or as required – 6+ per year	Mayor Deputy Mayor 2 x Councillors CEO 1 x Director CFO
Multicultural Advisory Committee	Quarterly – 4 per year	2 x Councillors 1 X Director 2 x council staff
Public Spaces Tree Committee	Held as required (3 in 2021)	Mayor One Councillor 3 x Directors
Reconciliation Action Plan Working Group	Held monthly while the RAP is being finalised, and then every second month after launch – 12 per year	1 x Councillor 1 x alt. Councillor 7 x council staff
Renewables Committee	Quarterly – 4 per year	2 x Councillors 2 x alt. Councillors CEO 2 x Directors

Committee	Indicative Meeting Frequency	Councillor Members
Sister City Committee	Held once per year until travel restrictions ease	1 x Councillor 1 x alt. Councillor 1 x Director 1 x council staff
Social Justice Advisory Committee	Quarterly – 4 per year	1 x Councillor 1 x alt. Councillor 1 x Director or Council staff
SPARC Committee	Quarterly – 4 per year	1 x Councillor 1 x alt. Councillor Selected council staff
Visitor Experience Strategy and Performance Committee	Quarterly – 4 per year	1 x Councillor 1 x alt. Councillor
Wellington Town Committee	Quarterly and as required by special projects – 4+ per year	2 x Councillors CEO 1 x council staff
Wiradjuri Tourism Project Committee	Quarterly – 4 per year	1 x Councillor 1 x alt. Councillor
Women in Leadership Forum	3 events per year	1 x Councillor OR Council staff to host
Youth Council	Monthly – 12 per year	1 x Councillor 1 x alt. Councillor
Mandated Committees – Continuing		
Audit and Risk Management Committee	Quarterly – 4 per year	1 x Councillor 1 x alt. Councillor CEO 2 x Directors CFO 2 x Council staff
Floodplain Management Committee	Approx. 2-3 per year	1 x Councillor 1 x alt. Councillor CEO 3 x Council staff
Local Traffic Committee	Monthly – 10 – 11 per year	1 x Councillor 1 x alt. Councillor 4 x Council staff

Next Steps

- Place Terms of Reference documents on Public Exhibition to allow for community feedback.
- Finalise Terms of Reference
- Adopt final Terms of Reference for community committees
- Proceed to expression of interest process to seek community representatives for relevant committees
- Schedule first meetings

APPENDICES:

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



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 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 and relevant Director.

5. Positions

Membership will comprise of:

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

The Chair will be the Councillor representative.

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

6. Support and Administration

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

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



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

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

Working Party members will be responsible for the following:

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

7. Delegations and Reporting

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

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

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

8. Meetings

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

9. Outcomes

The quorum is half plus one.

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



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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.



Climate Change and Resilience Committee

Terms of Reference

1. Values and Expectations

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

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

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

2. Aim

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

3. Purpose

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



4. Membership

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

Community representation will be determined by way of open nomination, with successful applicants being decided by the Council.

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

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

5. Positions

Membership will comprise of:

- Two Councillors with two alternative Councillors
- Three community representatives
- Eight staff representatives coming from each of the divisions of Council:
 - Chief Executive Officer (or alternatively a Director)
 - Manager Resource Recovery and Efficiency (or alternatively the Organisational Sustainability Coordinator)
 - Executive Manager Governance and Internal Control (or alternatively the Executive Manager People, Culture and Safety)
 - Manager Water Supply and Sewerage (or alternatively the Manager Infrastructure Strategy and Design)
 - Manager Recreation and Open Space (or alternatively the Manager Community Services)
 - Manager Building Assets (or alternatively the Manager Procurement)

The Chair will be a Councillor representative.





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

6. Support and Administration

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

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

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

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

Committee members will be responsible for the following:

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

7. Delegations and Reporting

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

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





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

8. Meetings

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

9. Outcomes

The quorum is half plus one.

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

10. Order of Business

The order of business for each committee meeting will be:

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

11. Confidentiality and Communication

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

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

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





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

12. Code of Conduct

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

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Dubbo Regional Livestock Market Advisory Committee

Terms of Reference

1. Values and Expectations

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

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

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

2. Aim

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

3. Purpose

- a. Provide strategic advice
- b. Provide community and industry input and advice on relevant matters, including operational matters
- c. Promote the social and economic value of the Dubbo Regional Livestock Market (DRLM)



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 Chief Executive Officer, Director Culture and Economy and Director Organisational Performance.

5. Positions

- One Councillor, with one alternative Councillor.
- Mayor, or nominee
- The Chief Executive Officer
- Director Culture and Economy
- Director Organisational Performance
- Manager Dubbo Regional Livestock Markets
- 5 Community skill based representatives
- Senior management level government representative/s (ie LLS, transport, Regional NSW)

The Chair will be the Councillor representative.

The minute taker will be the Administration Officer provided by the Culture and Economy Division.

6. Support and Administration

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

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





- Preparing dummy minutes
- Finalising and distributing minutes

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

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

Committee members will be responsible for the following:

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

7. Delegations and Reporting

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

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

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

8. Meetings

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





9. Voting Rights and Rules

The quorum is half plus one.

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

10. Order of Business

The order of business for each committee meeting will be:

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

11. Confidentiality and Communication

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

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

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

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

12. Code of Conduct

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





Financial Performance Committee

Terms of Reference

1. Values and Expectations

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

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

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

2. Aim

The aim of the Financial Performance Review Committee is to:

- Oversee the investigation into financial performance of specific service areas of Council.
- Explore, investigate and deliberate on budget repair options as they relate to service levels and services of Council.
- To recommend to the Audit and Risk Committee and the Council proposed measures that seek to deliver a balanced budget or budget surplus.

3. Purpose



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

4. Membership

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

Internal representation will be determined by way of council resolution.

5. Positions

Membership will comprise of:

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

The Chair will be a Councillor representative.

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

6. Support and Administration

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

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





- Preparing dummy minutes
- Finalising and distributing minutes

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

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

Committee members will be responsible for the following:

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

7. Delegations and Reporting

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

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

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

8. Meetings

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





9. Outcomes

The quorum is half plus one.

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

10. Order of Business

The order of business for each committee meeting will be:

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

11. Confidentiality and Communication

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

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

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

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

12. Code of Conduct

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





Multicultural Advisory Committee

Terms of Reference

1. Values and Expectations

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

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

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

2. Aim

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

3. Purpose

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



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

4. Membership

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

Community representation will be determined by way of open nomination, with successful applicants being decided by the Councillor representative(s) and the Chief Executive Officer.

5. Positions

Membership will comprise of:

- Two Councillor representatives
- Director Liveability
- Manager Community Services
- Sister Cities Officer
- Up to eight community representatives





The Chair will be a Councillor representative.

The minute take will be an Administration Officer from Liveability.

6. Support and Administration

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

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

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

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

Committee members will be responsible for the following:

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

7. Delegations and Reporting

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

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





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

8. Meetings

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

9. Outcomes

The quorum is half plus one.

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

10. Order of Business

The order of business for each committee meeting will be:

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

11. Confidentiality and Communication

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

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

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





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

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.

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Public Spaces Tree Committee

Terms of Reference

1. Values and Expectations

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

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

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

2. Aim

The aim of the Public Spaces Tree Committee is to advise the Committee on tree management matters on Council managed public spaces that consist of parks, urban road reserves and reserves, not including operational land.

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

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



3. Purpose

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

4. Membership

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

Community representation will be determined by way of open nomination, with successful applicants being decided by selection panel after call for nominations.

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

5. Positions

Membership will comprise of:

- Mayor
- One Councillor
- Director Liveability or delegate
- Director Infrastructure or delegate
- Director Development and Environment or delegate
- Up to four community representatives

The Chair will be the Councillor representative.

The minute taker will be an Administration Officer from Liveability.





6. Support and Administration

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

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

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

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

Committee members will be responsible for the following:

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

7. Delegations and Reporting

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

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

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





8. Meetings

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

9. Outcomes

The quorum is half plus one.

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

10. Order of Business

The order of business for each committee meeting will be:

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

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

11. Confidentiality and Communication

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

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

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

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





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.

DRAFT





Reconciliation Action Plan Working Group

Terms of Reference

1. Values and Expectations

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

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

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

2. Aim

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

3. Purpose

- a. Develop a RAP within the context of our organisation's core business.
- b. Establish a collaborative/Consultative process for engaging staff across the organisation.



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

4. Membership

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

Community representation will be determined by way of open nomination, with successful applicants being decided by the Mayor and Chief Executive Officer.

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

5. Positions

Membership will comprise of:

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

The Chair will be the Councillor representative.

The minute taker will be the Executive Officer Liveability.





6. Support and Administration

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

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

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

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

Working Group members will be responsible for the following:

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

7. Delegations and Reporting

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

Outcomes of the working group will inform reports, with recommendations, as required, to the Council under the Director Liveability. Reports may include:

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





8. Meetings

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

9. Outcomes

The quorum is half plus one.

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

10. Order of Business

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

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

11. Confidentiality and Communication

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

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

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

Working Group members will not speak publicly on behalf of the working group without the express direction of the Director Liveability.





12. Code of Conduct

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

DRAFT





Renewables Committee

Terms of Reference

1. Values and Expectations

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

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

- Members will conduct themselves with respect to Council and each other
- Members will 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 Renewables Committee is to make recommendations to Council regarding the allocation of community benefit funds from local Renewable Energy Farm proponents.

To provide feedback and input into the preparation and/or review of Council Strategy and Policy in respect of the Central West and Orana Renewable Energy Zone.

3. Purpose

- a. Make final determinations of allocations of funds prior to being considered by Council.
- b. Note minutes, including any recommendation on the allocation of funds, from all energy farm community consultative committee meetings in the LGA.



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 roles defined below.

5. Positions

Membership will comprise of:

- One Councillor with one alternative Councillor OR two Councillors (one from Wellington and one from Dubbo)
- The Chief Executive Officer (or nominee)
- The Director Development and Environment and/or Manager Growth Planning
- The Director Liveability (or nominee)
- A representative of each Energy Farm developer or owner that has a Planning Agreement with Council and whose project is either under construction or in operation.
- Community members will comprise the Chair (or nominee) of each external Energy Farm Community Consultative Committee, including but not necessarily limited to:
 - Ungula Community Consultative Committee
 - Burrendong Wind Farm Community Consultative Committee
 - Dubbo Project Community Consultative Committee
 - Bodangora Wind Farm Community Consultative Committee

The Chair will be the Councillor representative.

The minute taker will be an Administration Officer from Liveability.

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 Liveability Administration branch will be responsible for the following:

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

Committee members will be responsible for the following:

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

7. Delegations and Reporting

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

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

- Meeting minutes – to be submitted for notation to the Culture and Community committee
- Funding recommendations will be submitted to Council for adoption
- Contributions to relevant Council strategies
- Specialist reports as requested by the Council



8. Meetings

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

9. Outcomes

The quorum is half plus one. Where there is no representative of the relevant Energy Farm development, any item in respect of Community Benefit Fund consideration will proceed in their absence.

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. Reports from Community Consultative Committees
6. Correspondence*

*Correspondence from committee members must be received by GIC at least seven business 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 Chief Executive Officer.





Committee members will not speak publicly on behalf of the committee without the express direction of the Chief Executive Officer.

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.

DRAFT





Sister City Committee

Terms of Reference

1. Values and Expectations

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

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

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

2. Aim

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

3. Purpose

- a. Provide advice to the Director Liveability on Sister City matters.
- b. Foster national and international relationships between Dubbo, Wellington and other cities to promote understanding and friendship.
- c. To promote peace and goodwill through mutual respect.



- d. To appreciate different cultures, customs and traditions through visitor/student exchange programmes.
- e. To foster economic development, tourism and trade relations.
- f. To participate in sporting, artistic and educational programmes.

4. Membership

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

Community representation will be determined by way of open nomination, with successful applicants being decided by the Mayor and Chief Executive Officer, with input from the Director Liveability and Sister Cities Officer.

5. Positions

Membership will comprise of:

- One Councillor with one alternative Councillor
- The Director Liveability
- The Sister Cities Officer
- Six community representatives
- One representative from Charles Sturt University

The Chair will be the Councillor representative.

The minute taker will be the Sister Cities Officer.

6. Support and Administration

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

- Sending meeting invitations
- Booking meeting rooms
- Preparing agendas



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

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

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

Committee members will be responsible for the following:

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

7. Delegations and Reporting

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

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

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

8. Meetings

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



9. Outcomes

The quorum is half plus one.

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

10. Order of Business

The order of business for each committee meeting will be:

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

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

11. Confidentiality and Communication

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

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

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

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

12. Code of Conduct

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





Social Justice Advisory Committee

Terms of Reference

1. Values and Expectations

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

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

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

2. Aim

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

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

The purpose of this policy is to define how Council shall work together with community, government and the Non-Government Organisations (NGO) sector to deliver transformative



outcomes for communities that have high levels of incarceration within the criminal justice system and in particular the over representation of Aboriginal people, high rates of drug and alcohol addiction, high levels of unemployment and other areas of over representation in measures of social disadvantage.

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

3. Purpose

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

4. Membership

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

Community representation will be determined by way of open nomination, with successful applicants being decided by the Mayor and Chief Executive Officer.

5. Positions

Membership will comprise of:

- Once Councillor with one alternative Councillor
- Director Liveability or Manager Community Services
- Six Community members

The Chair will be the Councillor representative.





The minute taker will be the Manager Community Services.

6. Support and Administration

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

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

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

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

Committee members will be responsible for the following:

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

7. Delegations and Reporting

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

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





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

8. Meetings

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

9. Outcomes

The quorum is half plus one.

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

10. Order of Business

The order of business for each committee meeting will be:

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

11. Confidentiality and Communication

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

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

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





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

12. Code of Conduct

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

DRAFT





SPARC Committee

Terms of Reference

1. Values and Expectations

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

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

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

2. Aim

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

3. Purpose

- a. Provide advice on significant investment and long term master planning for creative facilities, programming or activities.
- b. Provide advice on strategic direction and review of SPARC Regional Cultural Plan.
- c. Provide community guidance on the positioning of cultural services and sector within the Dubbo Region.



4. Membership

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

Community representation will be determined by way of open nomination, with successful applicants being decided by the Director Culture and Economy. Delegates will be assessed for selection on sector experience, links to cultural community and cultural facilities or organisation.

5. Positions

Membership will comprise of:

- One Councillors, with one alternative Councillor
- Selected, appropriate staff
- Six community members

The Chair will be the Councillor representative.

The minute taker will be Regional Experiences Administration Officer.

6. Support and Administration

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

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





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

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

Committee members will be responsible for the following:

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

7. Delegations and Reporting

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

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

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

8. Meetings

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

9. Outcomes

The quorum is half plus one.





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

10. Order of Business

The order of business for each committee meeting will be:

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

11. Confidentiality and Communication

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

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

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

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

12. Code of Conduct

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





Visitor Experiences Strategy and Performance Committee

Terms of Reference

1. Values and Expectations

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

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

- Members will conduct themselves with respect to Council and each other
- Members will 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 Visitor Experience Strategy and Performance Committee is to support the strategic direction and guidance of operations within Council facilities providing services to local and non-local visitors.

3. Purpose

- a. Provide strategic direction to the development of Council facilities* to provide professional, engaging experiences to local and non-local visitors.
- b. Provide oversight and input to improvement on the performance of such facilities.
- c. Provide advice and input regarding strategic partnership of facilities with other like-minded regional facilities and wider tourism industry.



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

4. Membership

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

Community representation will be determined by way of open nomination, with successful applicants being decided by the Director Culture and Economy

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

5. Positions

Membership will comprise of:

- One Councillor with one alternative Councillor
- Six industry representatives

The Chair will be the Councillor representative.

The minute taker will be the Administration Officer Regional Experiences.

6. Support and Administration

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

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





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

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

Committee members will be responsible for the following:

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

7. Delegations and Reporting

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

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

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

8. Meetings

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

9. Outcomes

The quorum is half plus one.

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





10. Order of Business

The order of business for each committee meeting will be:

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

11. Confidentiality and Communication

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

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

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

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

12. Code of Conduct

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





Wellington Town Committee

Terms of Reference

1. Values and Expectations

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

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

- Members will conduct themselves with respect to Council and each other
- 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



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 and the Chief Executive Officer.

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 responsible for community 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 Governance and Internal Control.

6. Support and Administration

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

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





- All matters to do with nomination, selection and replacement of committee members

Committee members will be responsible for the following:

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

7. Delegations and Reporting

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

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

- Specialist reports as requested by the Council

8. Meetings

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*

*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 seven business 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 Chief Executive Officer.

Committee members will not speak publicly on behalf of the committee without the express direction of the Chief Executive Officer.

12. Code of Conduct

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





Wiradjuri Tourism Project Committee

Terms of Reference

1. Values and Expectations

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

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

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

2. Aim

The aim of the Wiradjuri Tourism Project Committee is to support the strategic direction and operational guidance for the Wiradjuri Tourism Centre.

3. Purpose

- a. Provide a cultural lens on major strategic and operational direction with oversight of appropriate interpretation themes within the Wiradjuri Tourism Centre.
- b. Ensure values established through the centre's development, through the consultation process, are maintained through a governance model suitable for the facility.
- c. Address challenges and consider opportunities for the facility in regards to strategic partnerships and experience expansion.



- d. Ensure an appropriate balance of experience delivery and financial sustainability for the ongoing operations and programming at the Wiradjuri Tourism Centre.

4. Membership

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

Community representation will be determined by way applicants being decided by the Dubbo Aboriginal Working Party as a sub-committee.

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

5. Positions

Membership will comprise of:

- One Councillor with one alternative Councillor
- Two members of representatives of the Dubbo Aboriginal Community Working Party (DACWP)
- Two members of the Wellington Aboriginal Advisory Panel (WAAP)
- Two Traditional Owners

The Chair will be the Councillor representative.

The minute taker will be the Regional Experiences Administration Officer.

6. Support and Administration

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

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





- Preparing dummy minutes
- Finalising and distributing minutes

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

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

Committee members will be responsible for the following:

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

7. Delegations and Reporting

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

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

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

8. Meetings

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

9. Outcomes

The quorum is half plus one.





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

10. Order of Business

The order of business for each committee meeting will be:

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

11. Confidentiality and Communication

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

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

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

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

12. Code of Conduct

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





Women in Leadership Forum

Terms of Reference

1. Values and Expectations

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

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

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

2. Aim

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

3. Purpose

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



4. Membership

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

5. Positions

There are no formal positions within the Forum.

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

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

6. Support and Administration

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

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

Attendees will be responsible for the following:

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

7. Delegations and Reporting

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





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

8. Meetings

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

9. Order of Business

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

10. Confidentiality and Communication

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

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

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

11. Code of Conduct

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





Youth Council

Terms of Reference

1. Values and Expectations

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

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

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

2. Aim

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

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

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



3. Purpose

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

4. Membership

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

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

Community representation will be determined by way of open nomination, with successful applicants approved by Dubbo Regional Council following interview by the Director Liveability and Manager Community Services.

5. Positions

Membership will comprise of:

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

The Chair will be the Councillor representative.

The minute taker will be the Youth Development Officer.

6. Support and Administration

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



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

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

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

Youth Council members will be responsible for the following:

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

7. Delegations and Reporting

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

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

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

8. Meetings

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



9. Voting Rights and Rules

Voting members of the council will include:

- The eight Youth Council community members

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

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

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

10. Order of Business

The order of business for each council meeting will be:

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

11. Confidentiality and Communication

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

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

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

Council members will not speak publicly on behalf of the council without the express direction of the Director Liveability.





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.

DRAFT





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

DIVISION: Organisational Performance
REPORT DATE: 1 March 2022
TRIM REFERENCE: ID22/290

EXECUTIVE SUMMARY

Purpose	Provide review or update	Fulfil legislative requirement/compliance
Issue	<ul style="list-style-type: none"> Investment Under Section 625 of the Local Government Act 1993 	
Reasoning	<ul style="list-style-type: none"> Section 212 of the Local Government (General) Regulation 2021 Section 625 of the Local Government Act 1993 Council's Investment Policy and Strategy 	
Financial Implications	Budget Area	Organisational Performance
	Funding Source	Interest Earned on Investment
Policy Implications	Policy Title	Investment Policy 2021
	Impact on Policy	There are no policy implications arising from this report

STRATEGIC DIRECTION

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

Theme: 4 Community Leadership
CSP Objective: 4.3 The resources of Council are appropriately managed
Delivery Program Strategy: 4.3.2 The system of raising revenue is regarded as equitable and revenue from grants and other income sources is maximised

RECOMMENDATION

That the information contained within the Investment under Section 625 of the Local Government Act report, dated 1 March 2022, be noted.

Dean Frost
Director Organisational Performance

EM
Acting Chief Financial Officer

BACKGROUND

As required by Section 212 of the Local Government (General) Regulation 2021, set out below are the details of all monies that Council has invested under Section 625 of the Local Government Act as at 28 February 2022.

Investments, when placed, have been done so in accordance with the Local Government Act, Local Government (General) Regulations 2021 and Council's Investment Policy and Strategy. Interest on investments for the month of February 2022 has been accounted for on an accrual basis. This report details investments and annualised returns for the month of February 2022.

Interest earned on investments has been included within Council's 2021/2022 Operational Plan, with total income generated from the Investment Portfolio forecast to be in excess of \$2,484,947.00.

REPORT

Consultation

- Laminar Capital Pty Ltd appointed on 11 January 2021 provides advisory services to Council on any investment related decision.

Resourcing Implications

- The management of Council's investment portfolio is a primary activity of a staff member within Council's Financial Operations branch.

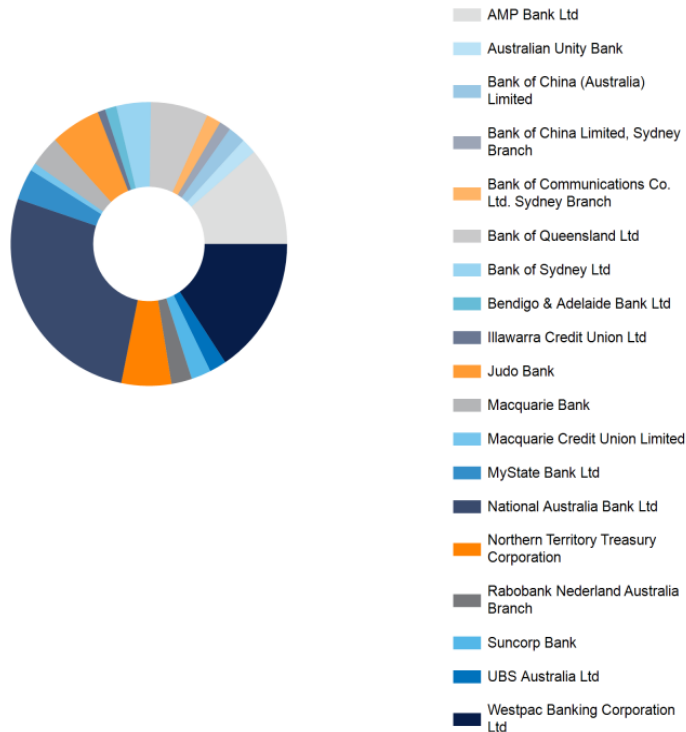
Portfolio Overview

The below table details Council’s current investment portfolio:

Issuer	Market Value	% Total Value
AMP Bank Ltd	25,152,963.03	11.23%
Australian Unity Bank	4,005,841.08	1.79%
Bank of China (Australia) Limited	4,502,308.73	2.01%
Bank of China Limited, Sydney Branch	3,002,460.00	1.34%
Bank of Communications Co. Ltd. Sydney Branch	3,770,887.50	1.68%
Bank of Queensland Ltd	15,051,109.58	6.72%
Bank of Sydney Ltd	9,033,497.26	4.03%
Bendigo & Adelaide Bank Ltd	3,009,024.66	1.34%
Illawarra Credit Union Ltd	2,004,476.72	0.89%
Judo Bank	13,102,904.09	5.85%
Macquarie Bank	7,858,000.00	3.51%
Macquarie Credit Union Limited	2,000,493.16	0.89%
MyState Bank Ltd	7,992,800.00	3.57%
National Australia Bank Ltd	60,292,256.41	26.92%
Northern Territory Treasury Corporation	13,080,550.00	5.84%
Rabobank Nederland Australia Branch	5,391,400.00	2.41%
Suncorp Bank	5,155,550.00	2.30%
UBS Australia Ltd	4,460,895.00	1.99%
Westpac Banking Corporation Ltd	35,117,839.66	15.68%
Portfolio Total	223,985,256.88	100.00%

^Portfolio overview represents total market value. Investment face value is \$223,135,767.42

Market Value by Issuer



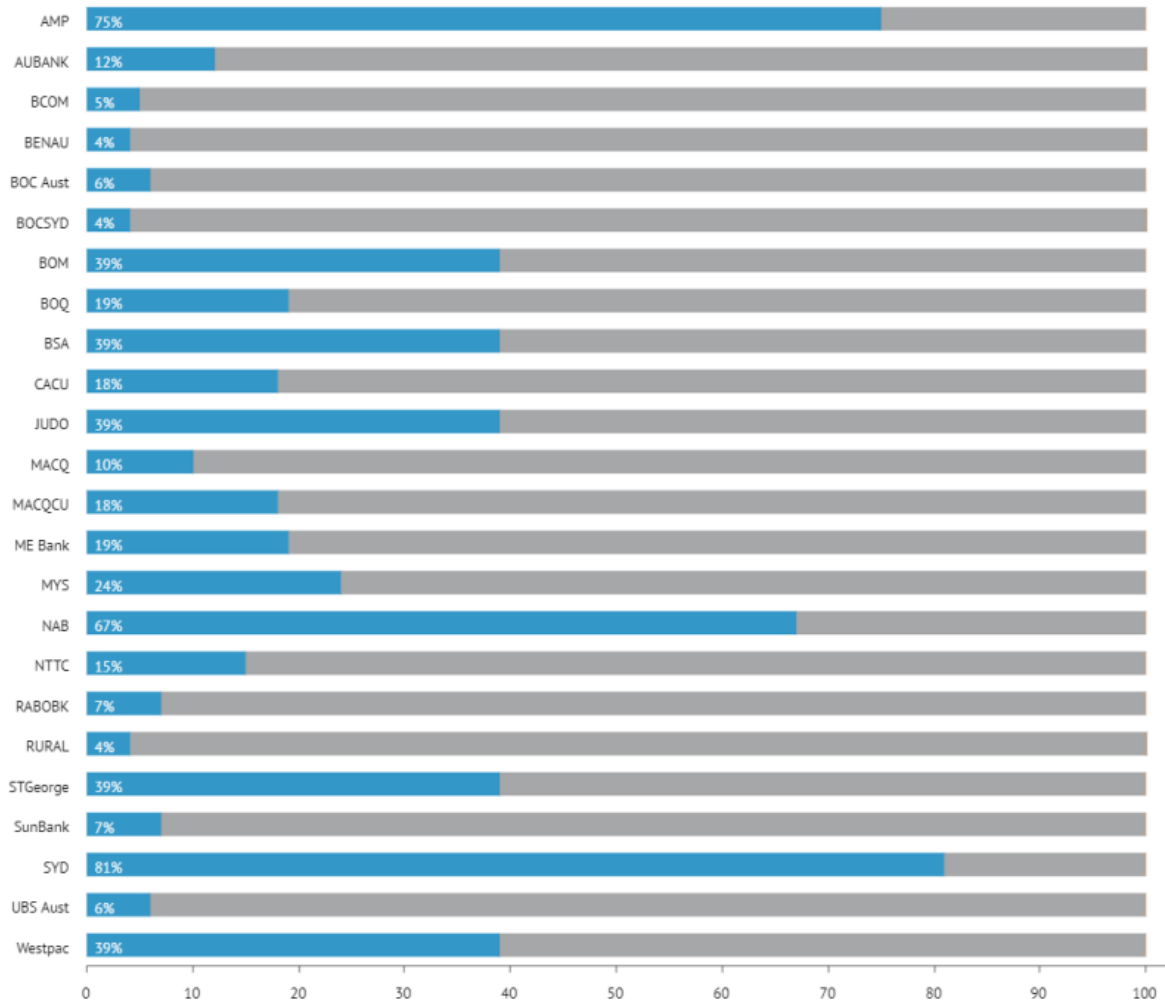
^ NAB is inclusive of Councils cash account.

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

Investment Compliance

The following table shows that Councils investments are compliant with the revised Investment Policy that was adopted at the Ordinary Council meeting held 22 March 2021.

Issuer Limits



Interest Income

The below table details payments of interest paid to Council between 1 February 2022 to 28 February 2022.

Security	Issuer	Income Expense Code	Settlement Date	Face Value (Basis of Interest Calculation)	Consideration Notional
BOC Aust 0.8512 06 Nov 2023 1095DAY FRD	Bank of China (Australia) Limited	IEI197525	6 Feb 2022	4,500,000.00	9,654.71
BOQ 0.63 06 May 2026 FRN	Bank of Queensland Ltd	IEI197526	7 Feb 2022	5,000,000.00	8,414.38
MACQ 1.7 12 Feb 2025 Fixed	Macquarie Bank	IEI198794	12 Feb 2022	8,000,000.00	68,000.00
MACQCU 0.65 18 Feb 2022 365DAY TD	Macquarie Credit Union Limited	IEI152097	18 Feb 2022	2,000,000.00	13,000.00
AMP 0.75 22 Feb 2022 365DAY TD	AMP Bank Ltd	IEI200587	22 Feb 2022	5,000,000.00	37,500.00
BENAU 2.95 23 Feb 2022 1127DAY TD	Bendigo & Adelaide Bank Ltd	IEI200933	23 Feb 2022	4,500,000.00	11,274.66
BOQ 0.62 23 Feb 2022 365DAY TD	Bank of Queensland Ltd	IEI154884	23 Feb 2022	2,572,500.00	15,949.50
SunBank 3.25 24 Aug 2026 COVEREDFIX	Suncorp Bank	IEI201279	24 Feb 2022	5,000,000.00	81,250.00
UBS Aust 0.5 26 Feb 2026 FRN	UBS Australia Ltd	IEI202085	28 Feb 2022	4,500,000.00	6,363.54
Westpac 3.07 31 May 2022 1826DAY TD	Westpac Banking Corporation Ltd	IEI202084	28 Feb 2022	2,000,000.00	15,139.73
					266,546.52

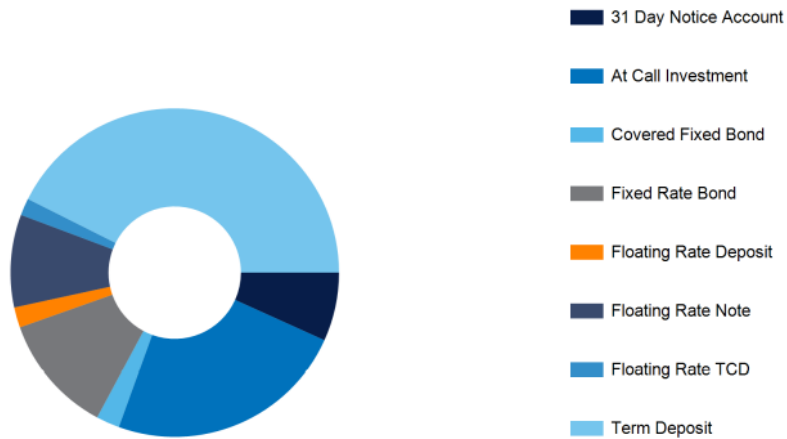
[^] Interest received consists of payments made to Council's allocated bank account and are exclusive of accruing interest.

Investment by Asset Class

The following table details Councils investment holdings by investment type:

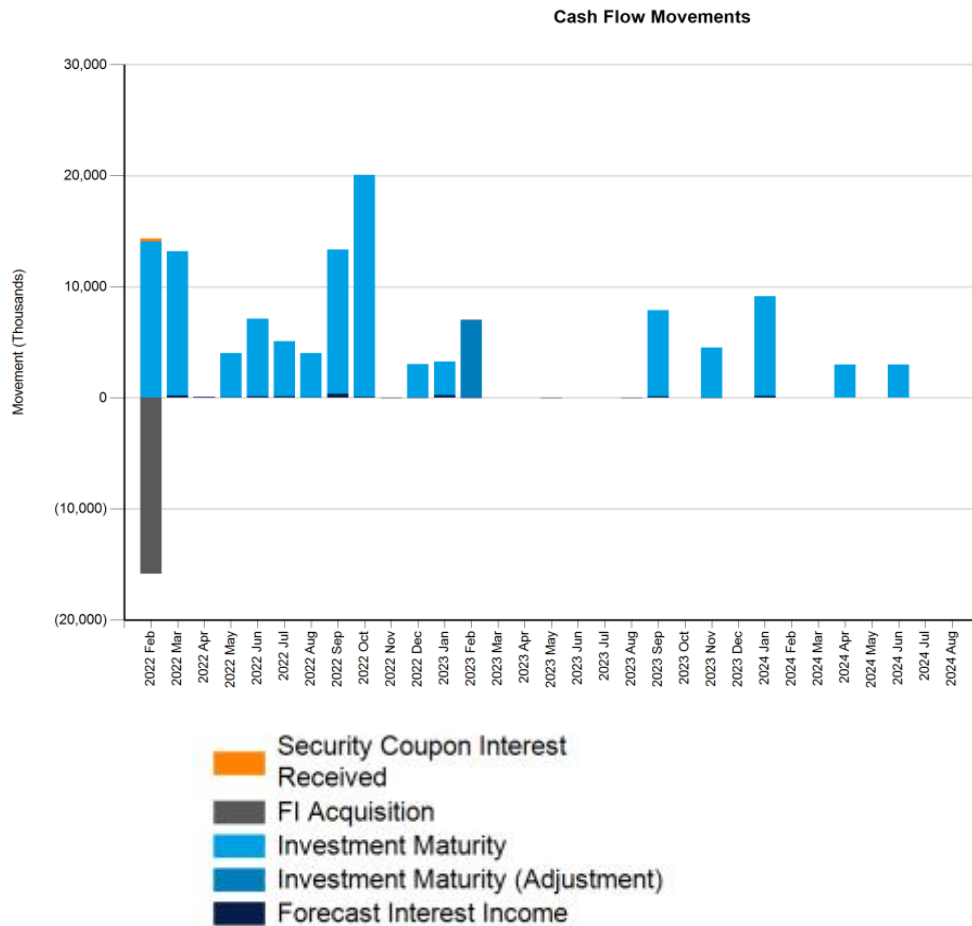
Security Type	Market Value	% Total Value
31 Day Notice Account	15,122,880.86	6.75%
At Call Investment	53,262,886.56	23.78%
Covered Fixed Bond	5,155,550.00	2.30%
Fixed Rate Bond	26,329,950.00	11.76%
Floating Rate Deposit	4,502,308.73	2.01%
Floating Rate Note	20,416,955.00	9.12%
Floating Rate TCD	3,770,887.50	1.68%
Term Deposit	95,423,838.23	42.60%
Portfolio Total	223,985,256.88	100.00%

Market Value by Security Type

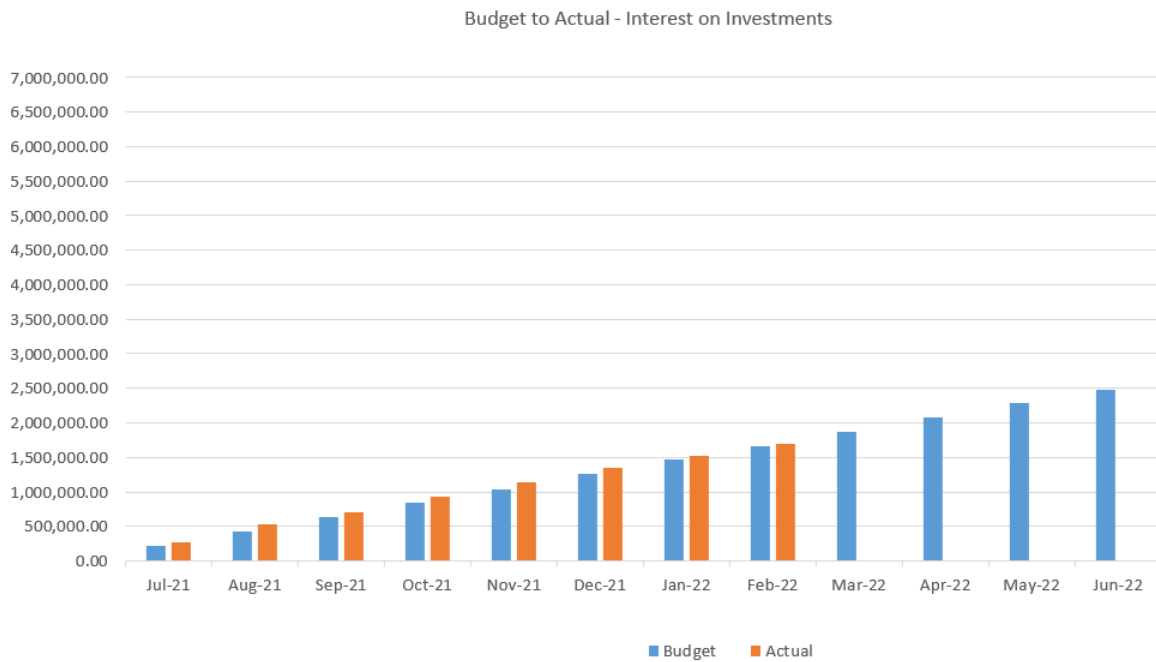


Future Maturity Cash flow

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



Budget to Actual – Interest on Investments



Summary

Cash Account

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

Investment Portfolio

Council outperformed the one month annualised Bloomberg AusBond Bank Bill Index of 0.01%, with an average return of 1.2680% for its overall portfolio return.