



# AGENDA

## CORPORATE SERVICES COMMITTEE

### 14 JULY 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 .

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<b>CSC22/29 LEAVE OF ABSENCE (ID22/1307)</b>	
<b>CSC22/30 CONFLICTS OF INTEREST (ID22/1310)</b>	
<b>CSC22/31 INVESTMENT UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT - JUNE 2022 (ID22/1158)</b>	3
The Committee had before it the report dated 1 July 2022 from the Chief Financial Officer regarding Investment Under Section 625 of the Local Government Act - June 2022.	
<b>CSC22/32 LOCAL GOVERNMENT NSW - 2022 ANNUAL CONFERENCE (ID22/1313)</b>	10
The Committee had before it the report dated 5 July 2022 from the Governance Team Leader regarding Local Government NSW - 2022 Annual Conference.	
<b>CSC22/33 QUARTERLY REPORT ON DOCUMENTS EXECUTED UNDER POWER OF ATTORNEY (ID22/1312)</b>	14
The Committee had before it the report dated 5 July 2022 from the Governance Team Leader regarding Quarterly Report on Documents Executed Under Power of Attorney.	

<b>CSC22/34</b>	<b>AMENDMENT TO COMMUNITY COMMITTEE TERMS OF REFERENCE (ID22/1293)</b>	16
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The Committee had before it the report dated 29 June 2022 from the Administration Officer - Governance and Internal Control regarding Amendment to Community Committee Terms of Reference.



DUBBO REGIONAL  
COUNCIL

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

DIVISION: Organisational Performance  
REPORT DATE: 1 July 2022  
TRIM REFERENCE: ID22/1158

### EXECUTIVE SUMMARY

<b>Purpose</b>	Provide review or update	Fulfil legislative requirement/compliance
<b>Issue</b>	• Investment Under Section 625 of the Local Government Act 1993	
<b>Reasoning</b>	• Section 212 of the Local Government (General) Regulation 2021 • Section 625 of the Local Government Act 1993 • Council's Investment Policy and Strategy	
<b>Financial Implications</b>	Budget Area	Organisational Performance
	Funding Source	Interest Earned on Investment
<b>Policy Implications</b>	Policy Title	Investment Policy 2021
	Impact on Policy	There are no policy implications arising from this report

### STRATEGIC DIRECTION

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

Theme: 4 Leadership  
CSP Objective: 4.2 The resources of Council are sustainably managed  
Delivery Program Strategy: 4.2.1 The system of raising revenue is 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 July 2022, be noted.**

*Dean Frost*  
Director Organisational Performance

*MH*  
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 30 June 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 June 2022 has been accounted for on an accrual basis. This report details investments and annualised returns for the month of June 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 \$2,554,280.00.

## **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	25,197,235.28	10.70%
Australian Unity Bank	15,058,252.02	6.39%
Auswide Bank Limited	11,983,123.98	5.09%
Bank of China (Australia) Limited	4,512,012.89	1.92%
Bank of China Limited, Sydney Branch	2,983,080.00	1.27%
Bank of Communications Co. Ltd. Sydney Branch	3,747,975.00	1.59%
Bank of Queensland Ltd	17,060,451.38	7.24%
Bank of Sydney Ltd	9,053,050.70	3.84%
Bendigo & Adelaide Bank Ltd	3,039,608.22	1.29%
Judo Bank	13,081,690.36	5.55%
Macquarie Bank	7,490,080.00	3.18%
Macquarie Credit Union Limited	2,006,509.58	0.85%
Members Equity Bank Ltd	11,012,106.85	4.67%
MyState Bank Ltd	7,925,360.00	3.36%
National Australia Bank Ltd	46,176,504.25	19.60%
Northern Territory Treasury Corporation	13,004,690.00	5.52%
Rabobank Nederland Australia Branch	4,958,650.00	2.10%
Suncorp-Metway Ltd	4,802,500.00	2.04%
UBS Australia Ltd	4,421,295.00	1.88%
Westpac Banking Corporation Ltd	28,068,780.78	11.91%
<b>Portfolio Total</b>	<b>235,582,956.29</b>	<b>100.00%</b>

*^Portfolio overview represents total market value. Investment face value is \$236,029,478.55*

*^ NAB is inclusive of Councils cash account.*

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

Council's Investment Portfolio as at 30 June 2022 had a current market value of \$235,582,956.29. This is lower than the Investment Portfolio's face value of \$236,029,478.55.

Since March 2022, the market has seen a significant steepening in the yield curve and a widening in credit spreads which affects Bond valuations.

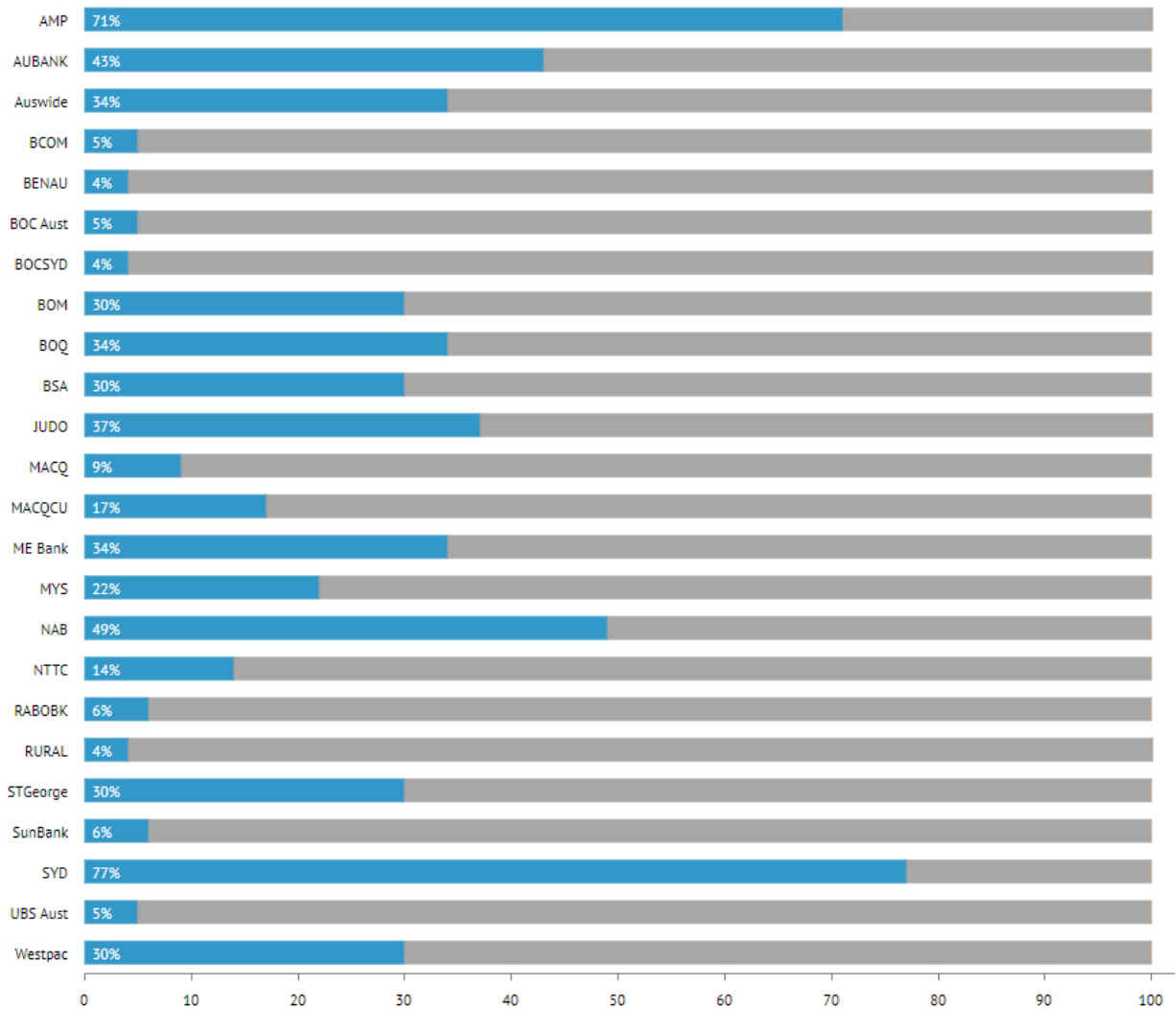
The main reason for the recent declines in Bond valuations is due to the current global pandemic uncertainty, a sharp unexpected increase in inflation and the war in Ukraine.

Central Banks globally are now swiftly raising interest rates to contain the rapidly rising inflation. This is a change in strategy as the Reserve Bank of Australia was communicating early this year that the rates were anticipated to remain at record lows until 2024.

The advantage with Bonds is that they have a hard maturity date. Council's strategy is to hold bonds until maturity when the full face value will be paid.

**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 24 March 2022.



### Interest Income

The below table details payments of interest paid to Council between 1 June 2022 to 30 June 2022.

Security	Issuer	Income Expense Code	Settlement Date	Face Value (Basis of Interest Calculation)	Consideration Notional
Westpac 3.15 08 Jun 2022 1826DAY TD	Westpac Banking Corporation Ltd	IEI226351	8 Jun 2022	2,000,000.00	15,879.45
Westpac 3.15 09 Jun 2022 1826DAY TD	Westpac Banking Corporation Ltd	IEI226456	9 Jun 2022	3,000,000.00	23,819.18
NTTC 0.8 15 Jun 2024 - Issued 8 Mar 2021 - Dubbo Regional Council Fixed	Northern Territory Treasury Corporation	IEI228695	15 Jun 2022	3,000,000.00	24,000.00
NTTC 0.9 15 Jun 2025 - Issued 04 Feb 2021 - Dubbo Regional Council Fixed	Northern Territory Treasury Corporation	IEI228693	15 Jun 2022	5,000,000.00	45,000.00
NTTC 0.9 15 Jun 2025 - Issued 10 Feb 2021 - Dubbo Regional Council Fixed	Northern Territory Treasury Corporation	IEI228694	15 Jun 2022	5,000,000.00	45,000.00
MYS 0.65 16 Jun 2025 FRN	MyState Bank Ltd	IEI229082	16 Jun 2022	8,000,000.00	16,210.15
NAB 1 16 Jun 2022 730DAY TD	National Australia Bank Ltd	IEI229083	16 Jun 2022	2,000,000.00	20,000.00
Auswide 0.9 17 Mar 2025 FRN	Auswide Bank Limited	IEI229591	17 Jun 2022	5,000,000.00	13,355.12
Westpac 3.15 20 Sep 2022 1461DAY TD	Westpac Banking Corporation Ltd	IEI229965	20 Jun 2022	5,000,000.00	39,698.63
Westpac 3.3 20 Dec 2022 1826DAY TD	Westpac Banking Corporation Ltd	IEI229966	20 Jun 2022	3,000,000.00	24,953.42
BICOM 0.83 29 Sep 2023 FloatTCD	Bank of Communications Co. Ltd. Sydney Branch	IEI232098	29 Jun 2022	3,750,000.00	9,966.25
					<b>277,882.20</b>

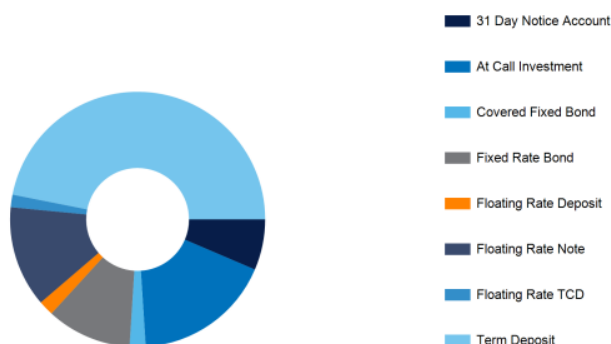
^ Interest received consists of payments made to Council's allocated bank account and are exclusive of accruing interest.

### Investment by Asset Class

The following table details Councils investment holdings by investment type:

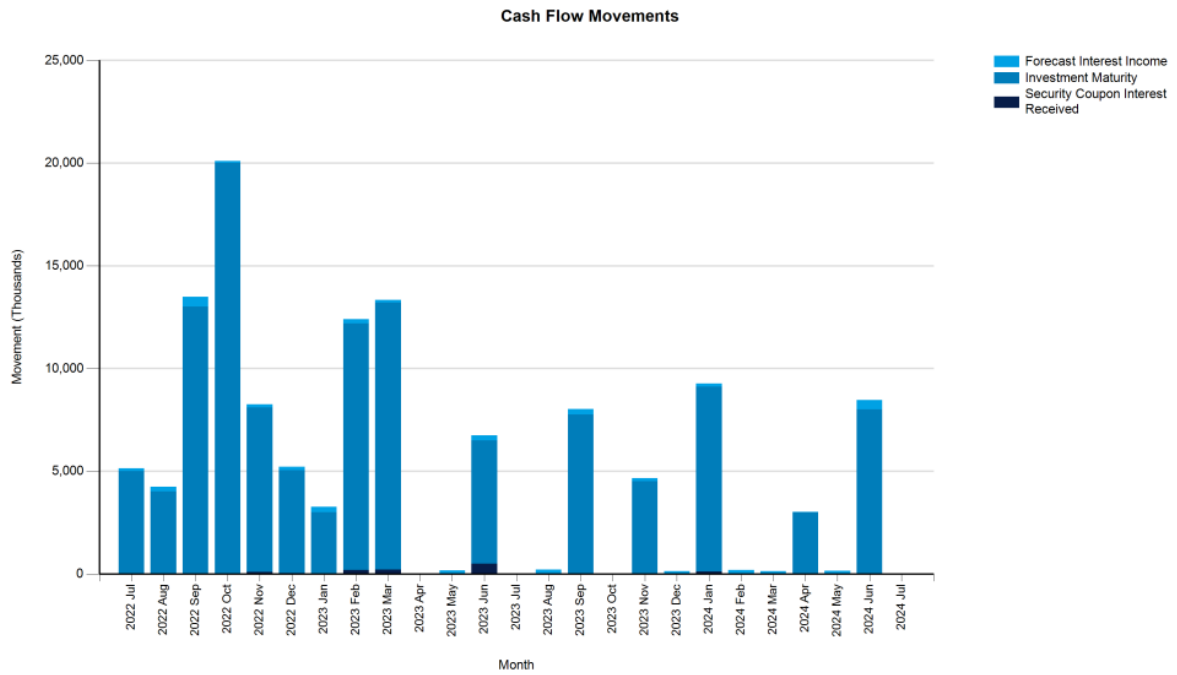
Security Type	Market Value	% Total Value
31 Day Notice Account	15,157,920.20	6.43%
At Call Investment	41,109,408.35	17.45%
Covered Fixed Bond	4,802,500.00	2.04%
Fixed Rate Bond	25,453,420.00	10.80%
Floating Rate Deposit	4,512,012.89	1.92%
Floating Rate Note	30,203,335.00	12.82%
Floating Rate TCD	3,747,975.00	1.59%
Term Deposit	110,596,384.85	46.95%
<b>Portfolio Total</b>	<b>235,582,966.29</b>	<b>100.00%</b>

Market Value by Security Type

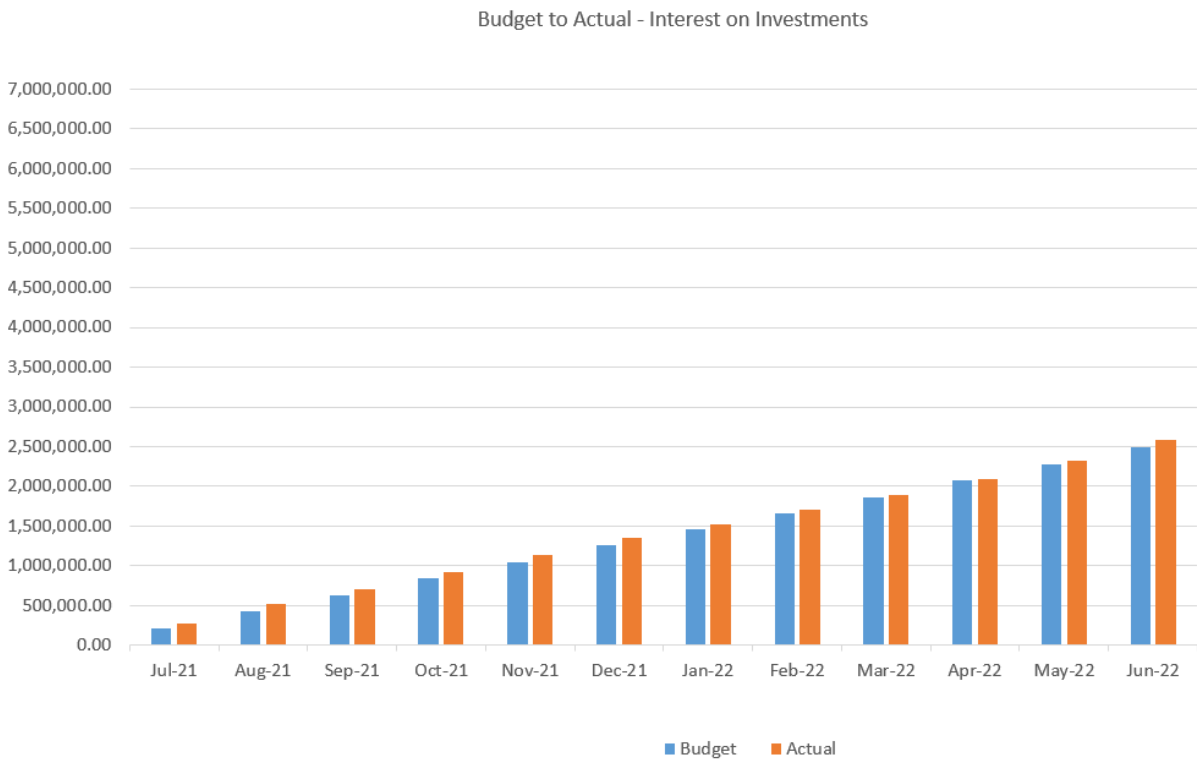


**Future Maturity Cash flow**

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



**Budget to Actual – Interest on Investments**





**Summary**

**Cash Account**

Council outperformed the 11.00am Official Cash Rate market benchmark for one month return of 0.85%, achieving a return of 1.25% for its At Call investments for the month of June 2022.

**Investment Portfolio**

Council outperformed the one month Bloomberg AusBond Bank Bill Index of 0.06%, with an average return of 1.5541% for its overall portfolio return.



## REPORT: Local Government NSW - 2022 Annual Conference

**DIVISION:** Organisational Performance  
**REPORT DATE:** 5 July 2022  
**TRIM REFERENCE:** ID22/1313

### EXECUTIVE SUMMARY

<b>Purpose</b>	Seek direction or decision	
<b>Issue</b>	<ul style="list-style-type: none"> <li>• Council must select four voting delegates as representatives to the Local Government NSW (LGNSW) Special Conference to be held from 23 October 2022 to 25 October 2022.</li> <li>• The nominated voting delegates will attend the conference on behalf of Dubbo Regional Council.</li> <li>• Non-voting delegates/attendees also need to be determined for the purpose of registration.</li> </ul>	
<b>Reasoning</b>	<ul style="list-style-type: none"> <li>• The number of voting delegates that each member Council is entitled to is determined according to a formula based on the population of the region.</li> <li>• Dubbo Regional Council must nominate four voting delegates.</li> <li>• Early bird registration closes on 17 August 2022.</li> </ul>	
<b>Financial Implications</b>	Budget Area	Governance and Internal Control
	Funding Source	Members' Expenses - Delegates
	Proposed Cost	Early bird registration: \$1,088 Standard registration: \$1,430 Conference dinner: \$250 Optional workshops: \$99 ALGWA Breakfast: \$88 Other meals: \$200 Accommodation: \$250/night Travel: \$550  <b>Total: approx. \$2,775/person</b>
	Ongoing Costs	Approximately \$2,800 per person pa Budget within Members' Expenses, Governance and Internal Control
<b>Policy Implications</b>	Policy Title	Payment of Expenses and Provision of Facilities for the Mayor and Councillors
	Impact on Policy	In line with policy

### STRATEGIC DIRECTION

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

Theme:	4 Leadership
CSP Objective:	4.1 Council provides transparent, fair and accountable leadership and governance
Delivery Program Strategy:	4.1.2 Council's decision-making processes are open, transparent and accountable

### RECOMMENDATION

- 1. That three councillors be selected, alongside the Mayor, to act as voting delegates at the Local Government NSW Annual Conference 2022.**
- 2. That the nominated delegates represent Council at the Local Government NSW Annual Conference 2022.**
- 3. That any non-voting councillor attendees at the Local Government NSW Annual Conference 2022 be decided.**

*Dean Frost*  
Director Organisational Performance

*SW*  
Governance Team Leader

## BACKGROUND

The Local Government NSW Annual Conference 2022 will be held at the Crowne Plaza Hunter Valley from 23 to 25 October 2022. Following the adoption of the Council Policy, Payment of Expenses and Provision of Facilities for the Mayor and Councillors in May this year, the Mayor, or their nominee, as well as three Councillors will attend the conference as Council's delegates. Other Councillors, as determined by the Council, can attend the conference as observers.

## REPORT

### Consultation

*The Payment of Expenses and Provision of Facilities for the Mayor and Councillors Policy*, which determines the method of selection of delegates to the conference as being by way of council decision, was adopted following community consultation.

### Resourcing Implications

Item	Cost per delegate	Total Cost for 4 delegates
Registration (early bird)	\$1,088	\$4,352
*Conference dinner	\$250	\$1,000
Travel	\$550	\$2,200
Accommodation	\$500	\$2,000
Additional Meals	\$200	\$800
*Workshop	\$99	\$396
*ALGWA Breakfast	\$88	\$352
<b>Total</b>	<b>\$2,775</b>	<b>\$10,924</b>

\*Optional additions

Total Financial Implications	Current year (\$)	Current year + 1 (\$)	Current year + 2 (\$)	Current year + 3 (\$)	Current year + 4 (\$)	Ongoing (\$)
a. Operating revenue	0	0	0	0	0	0
b. Operating expenses	10,924	11,000	11,000	11,000	11,000	11,000
<b>c. Operating budget impact (a – b)</b>	<b>-10,924</b>	<b>-11,000</b>	<b>-11,000</b>	<b>-11,000</b>	<b>-11,000</b>	<b>-11,000</b>
d. Capital Expenditure	0	0	0	0	0	0
<b>e. Total net impact (c – d)</b>	<b>-10,924</b>	<b>-11,000</b>	<b>-11,000</b>	<b>-11,000</b>	<b>-11,000</b>	<b>-11,000</b>
Does the proposal require ongoing funding?	Yes					
What is the source of this funding?	Members' Expenses – Governance and Internal Control ordinary budget					

**Table 1.** Ongoing Financial Implications

**Planned Communications**

- Local Government NSW must be notified of Council's voting delegates no later than 10 October 2022

**Timeframe**

Key Date	Explanation
28 July 2022	Council adoption of Corporate Services Committee minutes
17 August 2022	Last day for early bird registrations
29 August 2022	Last day to submit motions
10 October 2022	Last day to notify LGNSW of voting delegates
23 to 25 October 2022	LGNSW Annual Conference 2022



DUBBO REGIONAL  
COUNCIL

## REPORT: Quarterly Report on Documents Executed Under Power of Attorney

DIVISION: Organisations Performance  
REPORT DATE: 5 July 2022  
TRIM REFERENCE: ID22/1312

### EXECUTIVE SUMMARY

<b>Purpose</b>	Addressing Council resolution Provide review or update	
<b>Issue</b>	<ul style="list-style-type: none"><li>Provide a list of all documents endorsed by the CEO under Power of Attorney in the previous quarter from 1 April 2022 through 30 June 2022.</li></ul>	
<b>Reasoning</b>	<ul style="list-style-type: none"><li>When Chief Executive Officer was granted Power of Attorney, Council also resolved that a quarterly report on all documents signed under power of attorney be provided for notation to ensure transparency.</li><li>Is will be the final quarterly report, as the CEO's Power of Attorney was revoked as of 30 June 2022.</li></ul>	
<b>Financial Implications</b>	Budget Area	There are no financial implications arising from this report.
<b>Policy Implications</b>	Policy Title	There are no policy implications arising from this report.

### STRATEGIC DIRECTION

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

Theme: 4 Leadership

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

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

### RECOMMENDATION

**That the information contained within the report of the Governance Team Leader, dated 5 July 2022, be noted.**

*Dean Frost*  
Director Organisations Performance

*SW*  
Governance Team Leader

## BACKGROUND

### Previous Resolutions of Council

3 June 2021 (in part)	6. That the Chief Executive Officer report to Council every three months on all documents signed under the prescribed Power of Attorney.
26 May 2022 (in part)	2. That the Power of Attorney issued to Chief Executive Officer, Murray Wood, being Book 4788 No. 549, be revoked on 30 June 2022.

## REPORT

### Consultation

- This report provides a listing of documents for the information of Council and members of the public of documents signed under the Power of Attorney delegated to the CEO from 1 April 2022 to 30 June 2022.

### Resourcing Implications

- Nil

Date Sealed	Details of Document
27/04/2022	Sale contract for 13R Nulla Road, Dubbo - Lot 22 DP 1088048
25/05/2022	Execution of Easement - 10 Montefiores Street, Wellington
25/05/2022	Surrender of Lease - Airport - Part Lot 9 DP 1254517 - Hangar Site 18 - 4 Howe Place - Rowan Molnar
15/06/2022	Contract of Sale for Troy Rail Deviation Project



## REPORT: Amendment to Community Committee Terms of Reference

**DIVISION:** Organisational Performance  
**REPORT DATE:** 29 June 2022  
**TRIM REFERENCE:** ID22/1293

### EXECUTIVE SUMMARY

<b>Purpose</b>	Seek endorsement	
<b>Issue</b>	<ul style="list-style-type: none"> <li>Following recent Expression of Interest process for Council's Community Committees and Working Parties, the Terms of Reference need to be amended to reflect community representative numbers.</li> <li>An abridged code of meeting practice for community committees and working parties is put forward for endorsement.</li> </ul>	
<b>Reasoning</b>	<ul style="list-style-type: none"> <li>There was a very positive response to the Community Committees.</li> <li>Council encourages participation and collaboration with the community, and as such would like to amend the community representative numbers of committees to reflect the interest of residents.</li> <li>A code of meeting practice provides a uniform set of rules to help ensure more accessible, orderly, effective and efficient meetings.</li> </ul>	
<b>Financial Implications</b>	Budget Area	There are no financial implications arising from this report.
<b>Policy Implications</b>	Policy Title	There are no policy implications arising from this report.

### STRATEGIC DIRECTION

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

Theme: 4 Leadership

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

Delivery Program Strategy: 4.1.1 Council encourages and facilitates two-way communication with and between stakeholders and the community



**RECOMMENDATION**

- 1. That the Terms of Reference for Community Committees and Working Parties listed below be amended, with the number of community representatives listed under Positions to be determined by the selection panel at the time of assessment:**
  - Aquatics Working Party
  - Climate Change and Resilience Committee
  - Cultural and Tourism Facility Committee
  - Multicultural Advisory Committee
  - Public Spaces Tree Committee
  - Social Justice Advisory Committee
  - SPARC Committee
  - Villages Committee
  - Wellington Town Committee.
- 2. That approved members of certain committees be notified of the outcome of their Expression of Interest prior to the July Ordinary Council meeting to allow for appropriate notification to be given of meetings schedule for early August.**
- 3. That the Code of Meeting Practice for Community Committee and Working Parties, attached at Appendix 1, be endorsed.**

*Dean Frost*  
Director Organisational Performance

*HY*  
Administration Officer -  
Governance and Internal  
Control

BACKGROUND

Previous Resolutions of Council

26 May 2022	<ol style="list-style-type: none"><li>1. That the Terms of Reference be amended to reflect the Councillor representative numbers as outlined in point 3.</li><li>2. That the Terms of Reference for community committees, including the Aquatics Working Party, be adopted with the above amendments.</li><li>3. That Councillor representation to the committees be as follows:<ol style="list-style-type: none"><li>a. Black and Chowdhury on the Aquatics Working Party;</li><li>b. The Mayor, and Councillors Ivey and Wright on the Climate Change and Resilience Committee;</li><li>c. Councillors Burns, Mahon and Wells on the Cultural and tourism Facility Committee;</li><li>d. The Mayor, and Councillors Etheridge and Mahon on the Dubbo Regional Livestock Markets Advisory Committee;</li><li>e. The Mayor, Deputy Mayor, and Councillors Chowdhury and Wright on the Financial Performance Committee;</li><li>f. Councillors Chowdhury and Wright on the Multicultural Advisory Committee;</li><li>g. The Mayor, Deputy Mayor, and Councillors Black and Gough on the Public Spaces Tree Committee;</li><li>h. Councillors Burns and Wells on the Reconciliation Action Plan Working Group;</li><li>i. Councillors Burns, Chowdhury and Gough on the Sister City Committee;</li><li>j. Councillors Etheridge, Gough and Wells on the Social Justice Advisory Committee;</li><li>k. Councillors Black, Burns and Wright on the SPARC Committee;</li><li>l. The Deputy Mayor and Councillor Chowdhury on the Villages Committee;</li><li>m. The Deputy Mayor and Councillor Gough on the Wellington Town Committee;</li><li>n. Councillors Burns, Wells and Wright on the Wiradjuri Tourism Project Committee;</li><li>o. Councillors Gough and Wells for the Women in Leadership Forum; and</li><li>p. Councillors Burns, Gough and Wells on the Youth Council.</li></ol></li></ol>
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## REPORT

### Consultation

- The Expression of Interest (EOI) period for Community Committees was open from 30 May 2022 to 17 June 2022.
- Selection panels, comprising Councillor representatives of each committee along with the responsible Director and a relevant staff member, considered all EOIs.

### Resourcing Implications

Nil

### Options Considered

- Option one is to proceed with Terms of Reference as adopted in on 26 May 2022. Several committees had significant interest from the community, and this would lead to more community members not being accepted to represent the community on their nominated panel. This in turn could discourage community participation in the future.
- Option two is to amend the Terms of Reference to an increased but specific number of community representatives. Although this would encourage more community participation, it could lead to administrative difficulties in future years, with the Terms of Reference needing to be amended to reflect application numbers for each Term.
- Option three as outlined below.

### Preferred Option

Option three is the preferred option. Benefits of this option are that those committees whose focus is community consultation will be able to adapt to reflect community interest. The will encourage and facilitate two-way communication with and between stakeholders and the community, as outlined in Council's recently adopted Towards 2040 Community Strategic Plan.

Option three would see the Terms of Reference for certain committees (identified below) amended as follows:

#### **5. Positions**

*Membership will comprise of:*

...

- *Community representatives as determined by the selection panel after an Expression of Interest process.*

...

#### **9. Outcomes**

*A minimum of three community/industry representatives is required to attend each meeting to achieve quorum, as well as a majority of Councillor representatives.*

...

Committees which have a specific project or commercial focus will not be amended to alter representative numbers. The below table summarises which committees will be amended:

TORs to be Amended	TORs to Remain Unchanged
Aquatics Working Party	Dubbo Regional Livestock Markets Advisory Committee
Climate Change and Resilience Committee	Reconciliation Action Plan Working Party
Cultural and Tourism Facility Committee	Sister City Committee
Multicultural Advisory Committee	Wiradjuri Tourism Project Committee
Public Spaces Tree Committee	Youth Council
Social Justice Advisory Committee	
SPARC Committee	
Villages Committee	
Wellington Town Committee	

An abridged Code of Meeting Practice for Community Committees and Working Parties has been produced, based on Council's Code of Meeting Practice, and is attached at **Appendix 1**. This document has been developed to provide a uniform set of rules for the preparation, conduct and follow up for Council's community committees and working parties. These guidelines will help ensure more accessible, orderly, effective and efficient meetings.

#### Planned Communications

- All community members who submitted an EOI will be notified of the outcome of their application as outlined in the schedule set out below.
- Successful members will receive notification of the date of the first committee meeting in advance of that meeting.
- The Code of Meeting Practice for Community Committees and Working Parties, as well as the relevant Terms of Reference, will be on the agenda for the first meeting of each committee, to be explained and recognised by all members.

#### Timeframe

Key Date	Explanation
Early July 2022	Applicants of committees unaffected by the above changes, and whose meetings must occur during July or early August due to project deadlines, have been notified of the outcome of the EOI.
After 14 July, before 28 July 2022	Meetings of the Financial Performance Committee and Aquatics Working Party. Proposed to notify applicants of the following committees, whose meetings will be held in early August, of the outcome of the EOIs: Sister City Committee, SPARC Committee and Villages Committee.
After 28 July 2022	Applicants of all remaining committees will be notified of the outcome of their EOI.
Late August - September 2022	Remainder of committees to hold first meetings.

#### APPENDICES:

- [1](#) Draft Code of Meeting Practice for Community Committees and Working Parties



## Code of Meeting Practice

### Community Committees and Working Parties

**Date** July 2022

**Responsible Position** Administration Officer Governance

**Branch** Governance and Internal Control

**Division** Organisational Performance

**Version** 1

**TRIM Reference Number** ED22/117574

Document Revision History	
Description	Date
Abridged version of Council's Code of Meeting Practice	1 July 2022
<b>Notes</b>	

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**INTRODUCTION****PURPOSE**

Based on the Council Policy, Code of Meeting Practice, this document provides a uniform set of rules for Council's community committees and working parties to help ensure more accessible, orderly, effective and efficient meetings.

**SCOPE**

This Code applies to all meetings of Council run community committees and working parties.

**DEFINITIONS**

To assist in interpretation, the following definitions apply:

<b>Term</b>	<b>Definition</b>
Audio-visual link	A facility that enables audio and visual communication between persons at different places (Microsoft Teams).
Business day	Any day except Saturday or Sunday or a public holiday as observed in NSW.
Chairperson	The person presiding at the meeting.
This code	This document, the Code of Meeting Practice for Council's community committees and working parties.
Council official	Has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
Day	Calendar day.
Member	A community or industry representative of a committee/working party, Councillor representatives and staff identified in the Terms of Reference as members.
Open voting	Voting on the voices or by a show of hands or by a visible electronic voting system or similar means.
Quorum	The minimum number of councillors or committee members necessary to conduct a meeting.

**RESPONSIBILITIES**

The chairperson of a meeting is responsible for enforcing the Code during meetings, with the assistance of Council staff.

All members of the committee, as well as any member of the community or staff who are present at the meeting, are responsible for being aware of this code, and following the instructions of the chairperson.

## 1. MEETING PRINCIPLES

1.1 Community committee and working party meetings should be:

**Transparent:** Decisions are made in a way that is open and accountable.

**Informed:** Decisions are made based on relevant, quality information.

**Inclusive:** Decisions respect the diverse needs and interests of the local community.

**Trusted:** The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.

**Respectful:** Councillors, staff, committee members and meeting attendees treat each other with respect.

**Effective:** Meetings are well organised, effectively run and skilfully chaired.

**Orderly:** Councillors, staff, committee members and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

## 2. BEFORE THE MEETING

### Timing of Meetings

2.1 The time, date and place of committee and working party meetings will be notified to all members at least two weeks prior to the meeting.

2.2 Members will be notified via calendar invitation to their nominated email address, unless requested otherwise by the member.

### Notice to Members of Agenda

2.3 The agenda will be distributed to committee members at least three days prior to the meeting.

2.4 The agenda will be distributed in electronic form via the email address nominated by the member. It is expected

that all members read the agenda prior to the meeting.

### Correspondence and Questions on Notice

Sections 2.5 to 2.6 are only relevant for the following committees:

Public Spaces Tree Committee

Villages Committee

Wellington Town Committee

2.5 Inclusion of any items submitted under Correspondence or Questions on Notice will be at the discretion of the CEO.

2.6 Correspondence or Questions on Notice must be submitted prior to a scheduled meeting, as indicated in each individual Terms of Reference. Correspondence and Questions on Notice can be submitted prior to a meeting being scheduled. This period of notification allows staff adequate time to gather sufficient information to accurately respond to any questions.

## 3. MEETINGS

### Attendance by Members at Meetings

3.1 All members should make reasonable efforts to attend meetings of the community committee or working party. Where a member is unable to attend a meeting, they should formally notify Council's Governance team via email on [governance@dubbo.nsw.gov.au](mailto:governance@dubbo.nsw.gov.au) or by phoning 02 6801 4000.

3.2 Any member who makes an apology prior to the start of a meeting will be noted as such in the minutes.

3.3 Where a member cannot attend a meeting in person, reasonable efforts will be made to provide access to the meeting via audio-visual link (Microsoft Teams). However, it should be noted that this will not always be possible.

3.4 Should a member be absent for three consecutive meetings without a

formal apology, that person will cease to be a member and such fact will be taken into account when determining any future Expressions of Interest to community committees or working parties.

**The Quorum for a Meeting**

3.5 The quorum for a meeting of the committee is at least three community/industry representatives, as well as the majority of Councillor representatives.

3.6 If the number of official apologies received prior to a meeting commencing indicates that the above quorum will not be reached, a meeting may be cancelled. Notice must be given to each member of the cancellation either via email or phone.

3.7 If, at the commencement of a meeting, the above quorum is not present, the chairperson will indicate the amount of time that will be given to allow members to arrive before adjourning the meeting.

3.8 If, in accordance with clause 5.7, a meeting is adjourned due to lack of quorum, the chairperson will decide whether to proceed with an informal discussion with those present. However, this will not constitute an official meeting and minutes will not be taken.

3.9 The minute taker must record in the meeting's minutes the circumstances relating to the absence of a quorum together with the names of those present.

3.10 Where a meeting is cancelled under clause 3.6, the business to be considered at the meeting may instead be considered, where practicable, at the next meeting of the committee or, if necessary and practicable, the meeting may be rescheduled.

**Attendance of the Chief Executive Officer and Other Staff at Meetings**

3.11 The Chief Executive Officer is entitled to attend and community committee or working panel, whether they are a member or not.

3.12 The attendance of other Council staff at a meeting will occur from time to time as required.

**The Chairperson at Meetings**

3.13 One of the Councillor representatives will be nominated as chairperson at the first meeting of the committee or working party during each mayoral Term.

3.14 In the absence of the chairperson, the Mayor or the Deputy Mayor (if present) will chair the meeting.

3.15 In the absence of the chairperson, and if neither the Mayor nor Deputy Mayor are in attendance, the first business of the meeting must be the election of a chairperson to preside at the meeting. The Chairperson must be a Councillor.

3.16 When the chairperson rises or speaks during a meeting:

(a) any member then speaking must cease speaking and, if standing, immediately resume their seat, and

(b) every member present must be silent to enable the chairperson to be heard without interruption.

**Modes of Address**

3.17 Councillors are to be addressed as 'Councillor [surname], unless otherwise instructed by that Councillor.

3.18 All other members and attendees may indicate their preference for being addressed by either Mr/Ms [surname] or their first name.

**Items for Discussion**

3.19 Where a member raises an issue of general interest (that is a matter not listed



on the agenda), it cannot be discussed at the meeting except where the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires the attention of the committee or working party prior to the next meeting of the relevant Standing Committee of Council.

3.20 Where an issue of general business is raised that is not of great urgency, the chairperson must instruct the meeting that the issue will not be discussed and immediately move to the next item on the agenda.

3.21 Where an item of general business is raised that is not of great urgency, it will be the decision of Council staff whether to address the issue at a subsequent meeting as an agenda item.

**Questions**

3.22 A member may put a question to another member about a matter on the agenda.

3.23 A member may, with the permission of the relevant Director, put a question to a Council employee who is not a member of the committee but who is present, about a matter on the agenda.

3.24 Where a response to the question is not readily available, it may be taken on notice and the response either reported to the next meeting or emailed to members between meetings.

3.25 Members must put questions directly, succinctly, respectfully and without argument.

**Rules of Debate**

3.26 Each member is allowed to speak to each item on the agenda.

3.27 Members will indicate their desire to speak by raising their hand.

3.28 The chairperson will indicate whose turn it is to speak and this must be respected by all members.

3.29 A member must not speak for more than five minutes at a time, ensuring all members have equal opportunity to speak.

3.30 In the event that the group is unable to come to a cohesive understanding on any matter in a reasonable time frame, as determined by the chairperson, a vote will be taken and will be noted in the minutes.

3.31 The chairperson may determine, if it seems likely that a consensus will not be reached but further discussion is required, to move the next item before an item has been fully resolved. The group may then return to the item later during the meeting.

3.32 All members must be heard without interruption and all other members must remain silent while another member is speaking.

3.33 Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

3.34 Any voting will be by open voting (show of hands).

**Keeping Order**

3.35 The chairperson is responsible for keeping order at meetings, with the assistance of Council staff.

3.36 The chairperson can call any member to order if they deem it necessary.

3.37 Members of the committee or working part can indicate to the chairperson if they believe another member should be called to order. It is then at the discretion of the chairperson to act upon this request.

3.38 The chairperson's ruling must be obeyed.

**Acts of Disorder**

3.39 Members and attendees must refrain from engaging in disorderly conduct, publicly alleging breaches of the Council's Code of Conduct, or making other potentially defamatory statements.

3.40 Speakers must conduct themselves with respect to all other members and attendees and observe the rules of order in this code. The chairperson shall ensure that conduct during the meeting is such that members and attendees:

- confine their presentation to a statement of facts
- do not insult or make personal reflections or impute improper motives to any Councillor, member of staff, committee member or attendee
- do not say or do anything that is inconsistent with maintaining order at the meeting or is likely to bring Council into contempt
- allow other speakers to put their views without interruption.

3.41 A member commits an act of disorder if the member

- (a) contravenes this code, or
- (b) assaults or threatens to assault another member or person present at the meeting, or
- (c) insults, makes unfavourable personal remarks about or imputes improper motives to any other member or attendee
- (d) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Council or the committee into disrepute.

**How Disorder at a Meeting may be Dealt With**

3.42 If the chairperson considers that a member or attendee has engaged in conduct of the type referred to above, the chairperson may request the person to refrain from the inappropriate behaviour

and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.

3.43 A person may be expelled from a meeting by the chairperson or relevant Director for engaging in or having engaged in disorderly conduct at the meeting.

3.44 Where a person is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

3.45 Where a speaker engages in conduct of the type referred to in clause 3.39 or 3.41, the Chief Executive Officer or their delegate may instruct the person not to attend the next meeting. Should the speaker repeat this conduct following this suspension at a further meeting, the Chief Executive Officer or their delegate may instruct the person not to attend meetings for a period of 12 months. Should this speaker repeat this conduct following this second suspension at a further meeting, the Chief Executive Officer or their delegate may refuse further applications from that person to any community committee or working party.

3.46 If disorder occurs at a meeting, the chairperson may adjourn the meeting for a period of not more than 15 minutes and leave the chair.

3.47 Where a member is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the member's audio link to the meeting for the purposes of enforcing compliance with this code.

3.48 If a member attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the

chairperson, may terminate the member's audio-visual link to the meeting.

**Use of Mobile Phones and the Unauthorised Recording of Meetings**

3.49 Councillors, Council staff, committee members and other attendees must ensure that mobile phones are turned to silent during meetings.

3.50 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting without the prior authorisation of the Chief Executive Officer.

**Conflicts of Interest**

3.51 All members must declare and manage any conflicts of interest they may have in matters being considered at meetings in accordance with the Council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

**4. AFTER THE MEETING**

**Outcomes and Reporting**

4.1 Outcomes the committee meeting must be accurately recorded in the minutes of the meeting.

4.2 Committees and working parties have no delegated authority from the Council to make decisions binding the Council.

4.3 Outcomes of committees may inform reports, with recommendations, as required, to the Council under the relevant Director. This is at the discretion of the Director and the Chief Executive Officer.

4.4 Nothing restricts Councillors from putting forward a Notice of Motion based

on any discussions held at a committee or working party meeting, so long as it complies with Council's Code of Meeting Practice and Code of Conduct.

**Minutes of Meetings**

4.5 The Council is to keep accurate minutes of the proceedings of meetings of the committee or working party.

4.6 At a minimum, the following matters must be recorded in the minutes:

(a) the names of those attending a meeting and whether they attended the meeting in person or by audio-visual link.

(b) the names of those who submitted formal apologies prior to the meeting.

(c) a record of any conflicts of interest and how those conflicts were managed.

(b) details of any outcomes reached during the meeting, noting that these outcomes do not bind the Council to any action.

(c) in the event that the group is unable to come to a cohesive understanding on any matter or item, a record of the vote taken will be noted in the minutes.

4.7 The minutes of a committee or working party meeting will be submitted for notation to the relevant Standing Committee of Council.

4.8 The minutes will be distributed to members of the meeting electronically as soon as practicable after the meeting.