



AGENDA

ECONOMIC DEVELOPMENT, BUSINESS AND CORPORATE COMMITTEE

19 FEBRUARY 2018

MEMBERSHIP: Councillors J Diffey, V Etheridge, D Grant, D Gumley, A Jones, S Lawrence, G Mohr, K Parker, J Ryan and B Shields.

The meeting is scheduled to commence at .

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EDBC18/1 REPORT OF THE ECONOMIC DEVELOPMENT, BUSINESS AND CORPORATE COMMITTEE - MEETING 11 DECEMBER 2017 (ID18/8) The Committee had before it the report of the Economic Development, Business and Corporate Committee meeting held 11 December 2017.	4
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EDBC18/3 PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR THE MAYOR AND COUNCILLORS (ID18/224) The Committee had before it the report dated 7 February 2018 from the General Manager regarding Payment of Expenses and Provision of Facilities for the Mayor and Councillors.	52
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EDBC18/11 REQUEST FOR ADJUSTMENT TO NON-RESIDENTIAL SEWER AND TRADE WASTE ACCOUNTS FOR 161 BRISBANE STREET DUBBO (ID18/193)

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The Committee had before it the report dated 1 February 2018 from the Revenue Accountant regarding Request for Adjustment to Non-Residential Sewer and Trade Waste Accounts for 161 Brisbane Street Dubbo.

EDBC18/12 THE CONSTRUCTION OF THE PROPOSED AEROMEDICAL FACILITY AT THE DUBBO CITY REGIONAL AIRPORT (T17-050) (ID18/244)

The Committee had before it the report dated 12 February 2018 from the Director Economic Development and Business regarding The Construction of the Proposed Aeromedical Facility at the Dubbo City Regional Airport (T17-050).

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the General Manager is of the opinion that consideration of this item is likely to take place when the meeting is closed to the public for the following reason: information that would, if disclosed, prejudice the commercial position of the person who supplied it (Section 10A(2)(d)(i)).

EDBC18/13 QUOTATION FOR THE RELOCATION OF BUILDINGS AT THE RURAL FIRE SERVICE TRAINING FACILITY (Q17-042) (ID18/231)

The Committee had before it the report dated 9 February 2018 from the Manager Property Assets regarding Quotation for the Relocation of Buildings at the Rural Fire Service Training Facility (Q17-042).

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the General Manager is of the opinion that consideration of this item is likely to take place when the meeting is closed to the public for the following reason: information that would, if disclosed, prejudice the commercial position of the person who supplied it (Section 10A(2)(d)(i)).



**DUBBO REGIONAL
COUNCIL**

**Report of the Economic Development,
Business and Corporate Committee -
meeting 11 December 2017**

AUTHOR: Administration Officer - Governance
REPORT DATE: 4 January 2018

The Committee had before it the report of the Economic Development, Business and Corporate Committee meeting held 11 December 2017.

RECOMMENDATION

That the report of the Economic Development, Business and Corporate Committee meeting held on 11 December 2017, be adopted.



REPORT
ECONOMIC DEVELOPMENT, BUSINESS AND
CORPORATE COMMITTEE
11 DECEMBER 2017

PRESENT: Councillors J Diffey, D Grant, D Gumley, A Jones, S Lawrence, G Mohr, K Parker, J Ryan and B Shields.

ALSO IN ATTENDANCE:

The General Manager, the Director Corporate Services (M Crisante), the Manager Governance and Risk (S Wade), the Administrative Officer Governance, the Manager Financial Operations, the Director Economic Development and Business, the Communications Coordinator, the Director Infrastructure and Operations, the Manager Transport and Emergency, the Manager Fleet Services, the Manager Infrastructure Strategy, the Director Planning and Environment, the Manager Building and Development Services, the Manager Strategic Planning Services, the Senior Strategic Planner, the Manager Environmental Control, the Director Community and Recreation and the Manager Social Services.

Councillor G Mohr assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.42pm.

EDBC17/21 REPORT OF THE ECONOMIC DEVELOPMENT, BUSINESS AND CORPORATE COMMITTEE - MEETING 20 NOVEMBER 2017 (ID17/2168)

The Committee had before it the report of the Infrastructure, Community and Recreation Committee meeting held 20 November 2017.

Moved by Councillor J Diffey and seconded by Councillor K Parker

MOTION

That the report of the Infrastructure, Community and Recreation Committee meeting held on 20 November 2017, be adopted.

CARRIED

**EDBC17/22 INVESTMENTS UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT
(ID17/2169)**

The Committee had before it the report dated 4 December 2017 from the Director Corporate Services regarding Investments Under Section 625 of the Local Government Act.

Moved by Councillor B Shields and seconded by Councillor A Jones

MOTION

The Committee recommends that the information provided within the report of the Director Corporate Services, dated 4 December 2017 be noted.

CARRIED

Councillor K Parker declared a non-pecuniary, less than significant interest in the matter now before the Committee and left the room and was out of sight during the Committee's consideration of this matter. The reason for such interest is that Councillor K Parker is the Manager of the Dubbo Branch of the Bank of Queensland, a bank that Council has funds invested with.

EDBC17/23 INVESTMENT POLICY AND STRATEGY REVIEW (ID17/2159)

The Committee had before it the report dated 4 December 2017 from the Manager Financial Operations regarding Investment Policy and Strategy Review.

Moved by Councillor D Grant and seconded by Councillor D Gumley

MOTION

The Committee recommends:

- 1. That the draft Investment Policy December 2017 and the Draft Investment Strategy December 2017 as Appendix 1 and Appendix 2 attached to this report of the Manager Financial Operations dated 4 December 2017 be adopted.**
- 2. That Council's Investment Policy and Investment Strategy be again reviewed and submitted to Council for determination via Council's Economic Development, Business and Corporate Committee in June 2018.**

CARRIED

Councillor K Parker declared a non-pecuniary, less than significant interest in the matter now before the Committee and left the room and was out of sight during the Committee's consideration of this matter. The reason for such interest is that Councillor K Parker is the Manager of the Dubbo Branch of the Bank of Queensland, a bank that Council has funds invested with.

EDBC17/24 RESULTS OF EXPRESSION OF INTEREST - COUNCIL'S COMMITTEES/WORKING PARTIES/GROUPS (ID17/2164)

The Committee had before it the report dated 4 December 2017 from the Administration Officer - Governance regarding Results of Expression of Interest - Council's Committees/Working Parties/Groups.

Moved by Councillor J Diffey and seconded by Councillor A Jones

MOTION

The Committee recommends:

- 1. That the Council make a recommendation for each of the various Other Committees, Working Parties and Other Groups.**
- 2. That Council write to all nominees to advise them of the outcome.**

CARRIED

EDBC17/25 2017/2018 EVENT DEVELOPMENT FUND AND MAJOR EVENT SPONSOR PROGRAM - STREAM 2 (ID17/2163)

The Committee had before it the report dated 4 December 2017 from the Director Economic Development and Business regarding 2017/2018 Event Development Fund and Major Event Sponsor Program - Stream 2.

Moved by Councillor D Grant and seconded by Councillor D Gumley

MOTION

The Committee recommends that the report of the Director Economic Development and Business dated 4 December 2017 be noted.

CARRIED

EDBC17/26 LEAVE OF ABSENCE

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

Moved by Councillor D Gumley and seconded by Councillor A Jones

MOTION

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

CARRIED

The meeting closed at 5.45pm.

.....
CHAIRMAN



DUBBO REGIONAL
COUNCIL

REPORT: 2017/2018 Operational Plan - December 2017 Quarterly Review

AUTHOR: General Manager
REPORT DATE: 7 February 2018
TRIM REFERENCE: ID18/217

EXECUTIVE SUMMARY

The quarterly review for the period ending 31 December 2017 of Council's 2017/2018 Operational Plan (including budget) shows satisfactory implementation with the current financial position estimated to be a balanced budget.

ORGANISATIONAL VALUES

Customer Focused: The Quarterly Budget and Operational Plan reviews progress against the original and revised annual budgets at the end of each quarter of the financial year. Each quarterly review provides explanation for major variations to ensure the Community is informed about Council's progress in delivering outcomes outlined in the Delivery Program.

Integrity: The Responsible Accounting Officer provides recommendations for budget changes and indicates if council will be in a satisfactory financial position at the end of the financial year, as a result of the changes made to the original budgeted position each quarter.

One Team: The Operational Plans & Budgets are consolidation across all of Council.

FINANCIAL IMPLICATIONS

In accordance with the requirements of Clause 203(2) of the Local Government (General) Regulations 2005, I now advise that the Manager Financial Operations, as the Responsible Accounting Officer of Dubbo Regional Council has reported that she considers the attached Quarterly Operational Plan Review Statements indicate that the financial position of the Council is satisfactory. This is on the basis that the **"result"** for the year is a balanced budget.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

- 1. That the Quarterly Operational Plan Review Statements as at 31 December 2017, as attached to the report of the General Manager dated 7 February 2017, be adopted and such sums voted for such purpose.**
- 2. That the Statement of the Responsible Accounting Officer that Council is in a satisfactory financial position having regard to the changes herewith to the original budget, be noted.**
- 3. That the contracts, consultants, legal expenses and cash and investments information be noted.**

Michael McMahon
General Manager

BACKGROUND

The Local Government (General) Regulation 2005 requires the Responsible Accounting Officer to submit on a quarterly basis to Council a budget review statement that shows a revised estimate of the income and expenditure for the year as follows:

Clause 203 of the Local Government (General) Regulation 2005 provides as follows:

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

REPORT

The Responsible Accounting Officer has reported in respect of the December 2017 Quarterly Review of Council’s Operational Plan as follows:

*“In accordance with the requirements of Clause 203(2) of the Local Government (General) Regulations 2005, I now advise that, as the Responsible Accounting Officer of Dubbo Regional Council, it is considered that the attached Quarterly Operational Plan Review Statements indicate that the financial position of the Council is satisfactory. This is on the basis that the **“result”** for the year is a balanced budget.*

Council’s 2017/2018 Operational Plan (including budget) has been prepared on the basis of consolidating the previous Dubbo City and Wellington Councils Operations Plans and Budgets. The current budget structure is based on the adopted organisational structure.”

The 2017/2018 Operational Plan (including budget) is obviously outside of the former Council’s previously adopted four year Delivery Program. In this regard, a new Community Strategic Plan and Delivery Program are in the process of being developed for the new Dubbo Regional Council. These Plans will be effective for the 2018/2019 Financial Year.

December 2017 Quarterly Budget Review is now presented in a much simpler format than previous quarterly financial reviews whilst remaining in alignment with the NSW Local Government Quarterly Budget Review Statement Guidelines. This report provides the community with an overview of how Council is performing against the original budget.

The quarterly updates to the 2017/2018 Operational Plan which were previously provided with each quarterly financial review report will now be maintained as in internal document only.

A major adjustments to the December 2017 Budget have been in the Infrastructure and Operations Division. The Director Infrastructure and Operations has undertaken a full review of the current Transport network programme to determine what projects can be delivered by 30 June 2018. Budget adjustments required have been made in the December 2017 Quarterly Review and the carry over projects to the 2018/2019 financial year are as follows:

Capital Works Program	Amount
01.09008 - Cycleways Construction	
6543 - Sheraton Road Cycle lanes	10,000
6547 - Hawthorne Street Cycle lanes	15,000
01.09004 - Paved Footpaths - Reconstruction	
6671 - Bultje Street (Bourke to Darling)	93,000
6672 - Cobra Street (Hampden to Fitzroy)	115,400
6673 - Gipps Street (Cobra to Wingewarra)	149,000
6674 - Swift St L&R (Arthur to Railway)	121,409
6675 - Percy Street (Warne to Swift)	139,000
01.09078 - Extension Rural Sealed Road Network	
6700 - Village Sealing - Wongarbon & Bundemar St	130,000
6701 - Village Sealing-Eumungerie & Balladoran	130,000
6702 - Village Sealing - Eumungerie & Emu Street	130,000
01.09072 - Rural Road-Major Construction & Reconstruction	
6662 - Westella Road	451,200
01.09039 - Urban Road Construction	
6650 – Stage 2 Boundary Rd Extension.-Transport Strategy	4,971,500
6651 - St Andrews Drive	375,000
6656 - St Georges Terrace (Murrayfield/Pine Knoll)	190,000
6669 - Naman Street (Darling to Dalton)	297,500
6674 - Boundary Road & Margaret Cres Intersection	182,600
6685 - Swift Street (Arthur to Railway Station)	838,952
6673 - Talbragar Street	771,383
6674 - Purvis Lane Reconstruction	802,298
01.09055 - K&G Construct	
6681 - Swift Street (Arthur to Railway)	71,487

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6683 - Percy Street (Maxwell to Zouch)	36,500
6685 - Maughan Street (Percy to Arthur)	28,000
6686 - Simpson Street (New to Maxwell)	36,651
Total Works carried over to 2018/2019	10,085,880

Council has received from the State Government \$27,760,000, under the Stronger Communities Fund-Tied Grants, for a range of community projects as previously announced by the Member for Dubbo, the Honourable Troy Grant, MP. Discussions with the State Government are proceeding in respect of timeframes for the completion of these works. The projects to be funded are as follows:

Project	Allocation
Dubbo Regional Council Victoria Park Redevelopment - Stage 1	7,100,000
NSW VRA Depot Dubbo	750,000
NSW SES Depot Dubbo	1,550,000
Wellington Swimming Pool redevelopment	4,500,000
Rygate Park Stage 2 Redevelopment - Lighting, fencing and amenities block	565,000
Wellington Justice Museum	250,000
Geurie Multi-Court & recreation complex	245,000
Wiradjuri Tourism Experience	1,500,000
Wellington Caves Tourism complex	1,300,000
Dubbo Traffic Management plan key infrastructure - Fitzroy street lights	10,000,000
TOTAL	27,760,000

In respect of various major capital projects being undertaken within the 2017/2018 budget comment is provided as follows:

Rural Fire Service Training Facilities at the Dubbo Regional Airport

Council's engineering design team are finalising dimensions of the internal roads between Judy Jakins Drive and Arthur Butler Drive, and the stormwater channel to be constructed on the western end of the Rural Fire Service site, adjoining Cooreena Road. This information will formalise the boundaries of the proposed Rural Fire Service training site.

Architects for the Rural Fire Service (Property Beyond) are continuing with the preparing concept plans for the training facility. Work has been completed on site with trenching and contamination testing of compound and decommissioned rubble drains removed. The tender for the demolition of the Buildings at the site was awarded to Newbold Bulk Haulage to the value of \$182,000, with works scheduled to commence end of February 2018.

Negotiations regarding relocation of three businesses (Country Car Hire, Beals Aircraft Maintenance and Viva Energy) located on the proposed site is on-going.

Airport Runway and Lighting Upgrade

Lighting Contractor ADB Safegate are finalising the runway end lighting with the flight test for commissioning the new lighting upgrade scheduled for 21 February 2018. Fulton Hogan, the Runway Strengthening Contractors, have completed the runway resurfacing, with grooving and line marking scheduled for 7 May to 13 June 2018.

Playmates Cottage

Construction of Playmates Cottage has been completed. Council's building surveyors have issued the Occupation Certificate. Playmates Cottage Committee are coordinating an inspection to gain a Childcare Centre Licence. This inspection is conducted by the Department of Education, NSW Early Childhood Education and Care Directorate. Approval of a childcare licence can take up to 90 days to process and has not yet been issued at the time of this report.

Boundary Road Extensions

Stage 1 of this project is being undertaken by contract and includes the section from Wheelers Lane to Alexandrina Avenue with a construction budget of \$4.16M funded from a \$4M grant (Housing Acceleration Fund) and restricted funds. The works are expected to take six months to complete, including a new roundabout on Wheelers Lane.

Stage 2 from Alexandrina Avenue to Sheraton Road is currently in the early stages of design and it is proposed to commence construction of this stage during 2018/2019. This is subject to Council obtaining grant funding to complement Council's own funds of \$1.69M held in restricted asset and anticipated Voluntary Planning Agreement contributions from the Dubbo Zirconia Project at Toongi, whereby \$2.3M in 10 annual instalments are to be made following commencement of the project. Grant funds of \$2.58M are needed to make up the estimated \$6.57M required for Stage 2. Council was unfortunately unsuccessful in being shortlisted for applications under the most recent round of Resources for Regions. However, Council continues to seek funding from alternative programs.

Dubbo Regional Organics Processing Plant

Work has commenced on the construction of the Dubbo Regional Organics Processing Plant (DROPP) at the Whylandra Waste and Recycling Centre.

Work is also underway with the production of education material and a roll out plan of this information in conjunction with the delivery of bins to households in the months leading up to the commencement of the new recycling service (in the Wellington area) and the Food and Garden organics collection in Dubbo, Wellington, Geurie, Wongarboon and Brocklehurst.

Envirocom has been appointed by the contractor to prepare and implement the Waste Education Plan. All three councils are jointly engaging a part time Waste Education Coordinator to ensure local waste education needs are met.

Gundy Creek Bridge

Work has commenced on the construction of the Gundy Creek Bridge on the Renshaw-McGirr Way. Pile driving commenced in January 2018 after a minor delay in the delivery of piles on the site. Completion of the structure is expected before the end of the financial year.

The \$1.24M project is being funded from the Fixing Country Roads and Bridge Renewal programs on a 50% to 50% basis.

Erskine Street Pump Station

The overflow storage is now constructed and completes all major aspects of the project. A number of defects on the rising main remain outstanding and should be completed by February 2018.

During the December 2017 quarterly review additional funding of \$50,000 has been provided for the purchase of defibrators for Council Facilities and \$10,000 has been allocated to fund additional training requirements for Councillors.

Appendices:

- [1](#)  December 2017 Quarterly Budget Review Statements

REPORT BY RESPONSIBLE ACCOUNTING OFFICER

DUBBO REGIONAL COUNCIL
Quarterly Budget Review Statement - Quarter Ending 31 December 2017

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2005.

It is my opinion that the Quarterly Budget Review Statement for Dubbo Regional Council for the Quarter Ended 31 December 2017 indicates that Council's projected financial position as at 30 June 2018 will be satisfactory, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Signed:



Name: Jane Bassingthwaighte
Responsible Accounting Officer

Date: 31 January 2018

CASH & INVESTMENTS

DUBBO REGIONAL COUNCIL

Quarterly Budget Review Statement - Quarter Ending 31 December 2017

Comment on Cash and Investments Position

There have been no major impacts during the quarter that have impacted on Council's original budgeted cash and investments position.

Statements:

Investments

Restricted funds have been invested in accordance with Council's investment policies.

Cash

A reconciliation of cash with bank statements has been undertaken, with the latest reconciliation being prepared on 2 January 2018.

Reconciliation

The YTD total Cash and Investments has been reconciled with funds invested and cash at bank

Signed:



Name: Jane Bassingthwaighte
Responsible Accounting Officer

Date: 31 January 2018

CONSULTANCY AND LEGAL EXPENSES

DUBBO REGIONAL COUNCIL		
Quarterly Budget Review Statement - Quarter Ending 31 December 2017		
Expense	Expenditure YTD	Budgeted (Y/N)
Legal Expenses	\$65,996.00	Y
Consultant Services (Quarterly Details provided on Engaged Consultants Report)	\$584,983.00	Y

CONTRACT LISTING						
DUBBO REGIONAL COUNCIL						
Quarterly Budget Review Statement - Quarter Ending 31 December 2017						
Contractor	Details and Purpose	Contract Value	Commencement Date	Completion Date	Duration (Days)	Budgeted (Y/N)
Fulton Hogan Industries Pty Ltd	Design & construction of Dubbo Airport runway surface upgrade	\$ 6,760,649.50	21/12/2017	30/06/2018	191	Y
Shearer Contracting Pty Ltd	Construction of Boundary Road extension & roundabout (water main installation)	\$ 2,754,164.00	14/11/2017	30/06/2018	228	Y
Newcastle Commercial Vehicles T/A Newcastle IVECO	Supply 1 x Iveco 2350G 6x4 cab chassis fitted with 25m body and airbag weight	\$ 1,080,432.35	30/10/2017	31/07/2018	274	Y
Fulton Hogan Industries Pty Ltd	Annual resealing program for urban roads 2017/18	\$ 655,972.96	6/10/2017	30/06/2018	267	Y
Stanaway Pty Ltd T/A David Payne Constructions	Construction of landforms & pathways at Dubbo Regional Botanic Garden	\$ 472,957.40	6/11/2017	30/06/2018	236	Y
Maas Plumbing Pty Ltd T/A Laser Plumbing Dubbo	Construction of Wingewarra Street water main replacement (preliminaries)	\$ 337,669.73	1/11/2017	31/03/2018	150	Y
Fulton Hogan Industries Pty Ltd	Resealing work on Golden Highway - Beni Road to Merrilea Road	\$ 300,000.00	8/12/2017	28/02/2018	82	Y
Optimal Stormwater Pty Ltd	Construction & supply of gross pollutant trap - Bultje Street outfall	\$ 209,600.00	5/10/2017	28/02/2018	146	Y
Water Infrastructure Services Pty Ltd	Water reservoir modifications (Geurie)	\$ 185,401.00	3/11/2017	30/06/2018	239	Y
Portbail Pty Ltd T/A Laser Electrical	Supply & installation of new sports lights for Victoria Park No. 2	\$ 168,540.00	30/12/2017	1/02/2018	33	Y

CONTRACT LISTING						
DUBBO REGIONAL COUNCIL						
Quarterly Budget Review Statement - Quarter Ending 31 December 2017						
Contractor	Details and Purpose	Contract Value	Commencement Date	Completion Date	Duration (Days)	Budgeted (Y/N)
Boral Cement Pty Ltd	Supply & delivery of quick lime for water treatment plant	\$ 147,400.00	14/11/2017	31/10/2018	351	Y
Fabranamics Pty Ltd T/A Pureablue	Supply & installation of amenity block at Dubbo Regional Botanic Garden	\$ 139,787.00	6/11/2017	30/06/2018	236	Y
UASG T/A Skilltech Consulting Services	Water meter readings September/December/March	\$ 135,000.00	5/10/2017	31/03/2018	177	Y
A & L Pipe Eye Pty Ltd T/A All About Pipes	Sewer maintenance cleaning & CCTV reporting	\$ 132,673.80	30/10/2017	31/05/2018	213	Y
Sydney Water Corporation	Water sampling & testing Dubbo water supply	\$ 130,100.00	9/10/2017	31/10/2018	387	Y
CBC Project Management Group	Construction of Ponto Rural Fire Service Station	\$ 124,281.50	11/12/2017	30/06/2018	201	Y
Glenn Healey Constructions	Removal of vegetation & absorption trenches at Airport	\$ 120,678.00	4/01/2018	4/02/2018	31	Y
Earth Plant Hire Pty Ltd	Contract hire of lime spreader	\$ 113,377.00	18/10/2017	31/01/2018	105	Y
Stapleton Transportation & Planning Pty Ltd	Review of transportation strategy 2045, response to the River Street high level bridge, stage 1 & 2 strategic options	\$ 79,600.00	11/10/2017	30/05/2018	231	Y
Central West Linemarking	Linemarking on Golden Highway - Beni Road to Merrilea Road	\$ 75,999.24	12/12/2017	1/02/2018	51	Y

CONTRACT LISTING						
DUBBO REGIONAL COUNCIL						
Quarterly Budget Review Statement - Quarter Ending 31 December 2017						
Contractor	Details and Purpose	Contract Value	Commencement Date	Completion Date	Duration (Days)	Budgeted (Y/N)
The Todd Group Family Trust T/A Demex	Concrete crushing	\$ 75,075.00	11/12/2017	28/02/2018	79	Y
Accurate Asphalt & Road Repairs Pty Ltd	Stabilisation work on Golden Highway	\$ 70,000.00	10/11/2017	1/02/2018	83	Y
Centrogen Pty Ltd T/A Centrogen	Rural Fire Service trittering 2017/18	\$ 70,000.00	1/07/2017	30/06/2018	364	Y
Cockram Construction Ltd	Erskine street sewer pump station variations	\$ 69,594.85	20/12/2017	31/03/2018	101	Y
John Southwell T/A Coachwell	Supervisor coaching	\$ 60,000.00	17/10/2017	1/06/2018	227	Y
Roda Pipeline Products	Stormwater materials for Boundary Road extension (stage 1)	\$ 55,925.20	28/11/2017	28/02/2018	92	Y
Iplex Pipelines Pty Ltd	Water materials for Boundary Road extension (stage 1)	\$ 54,119.00	28/11/2017	28/02/2018	92	Y
Earth Plant Hire Pty Ltd	Supply slag lime	\$ 51,513.99	8/12/2017	28/02/2018	82	Y
Note: Contracts listed are those entered into during the quarter and have yet to be fully performed (excluding preferred suppliers).						



Civic Administration Building
 P.O. Box 81 Dubbo NSW 2830
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Consultants Engaged between 1/10/2017 - 31/12/2017

Date	Supplier Name	Details/Order Description	Division	Value
5/10/2017	University of Technology Sydney	MRL Stakeholder engagement Services	Community and Recreation	\$12,573.00
9/10/2017	NSW Public Works Dept of Finance & Services	Geurie WTP river intake feasibility study	Infrastructure & Operations	\$5,600.00
17/10/2017	Moir Landscape Architecture Pty Ltd	Revision to Cameron Park Master Plan	Community and Recreation	\$800.00
23/10/2017	Robert Henry Amaral	Inspect Whylandra waste depot and Wellington waste depot and provide advice on landfill operations	Infrastructure & Operations	\$3,200.00
23/10/2017	Barnson Pty Ltd	Detailed design for Sporting facilities future use of Pavans Land and the expansion of Lady Cultler Sporting Precinct	Community & Recreation	\$6,080.00
26/10/2017	NSW Public Works Dept of Finance & Services	Undertake Geotechnical Investigation and report for the Whylandra Street Water Main Project	Infrastructure & Operations	\$7,618.00
7/11/2017	NSW Public Works Dept of Finance & Services	Flora & Fauna Assessment Cootha Sewer Pump Station Power lines	Infrastructure & Operations	\$2,650.00
9/11/2017	Barnson Pty Ltd	Wellington Caves - Water and Sewer review	Economic Development & Business	\$8,000.00
14/11/2017	Upright Management Pty Ltd	Construction Project Management Wellington Pool	Community & Recreation	\$103,785.00
14/11/2017	Hill PDA Pty Ltd	Review of current state of industrial and special purpose lands for inclusion in Dubbo Employment Lands Review Strategy	Community & Recreation	\$26,000.00
14/11/2017	Lambert & Rehbein SEQ Pty Ltd	Dubbo City Regional Airport - General Aviation Master planning	Economic Development & Business	\$3,049.00
15/11/2017	Robert Henry Amaral	Inspect landfills at Elong, Mumbil, Stuart Town Euchareena and Geurie and provide advice regarding their closure (2 November 2017)	Infrastructure & Operations	\$4,000.00
21/11/2017	Airport Pavement Engineering Specialists Pty Ltd	Consultancy services in connection with the Dubbo City Regional Airport RFDS development, specifically in relation to the design of aircraft pavements.	Infrastructure & Operations	\$7,920.00
4/12/2017	Airport Pavement Engineering Specialists Pty Ltd	Dubbo Airport Asphalt Overlay - Construction consultant	Infrastructure & Operations	\$95,000.00
4/12/2017	Facility Design Group Pty Ltd	Engagement of heritage consultant (David Scobie Architects) Wellington Memorial Pool	Community & Recreation	\$4,410.00

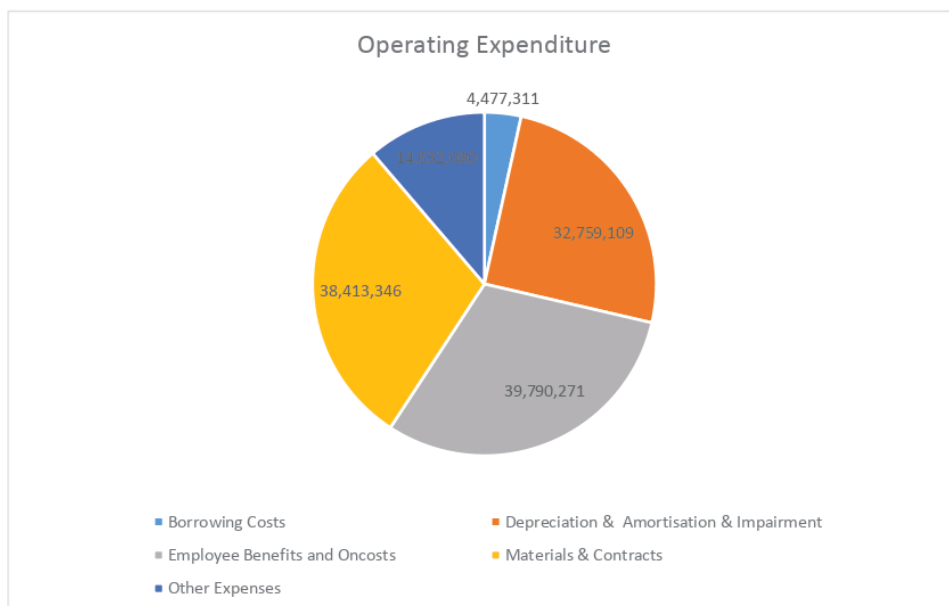
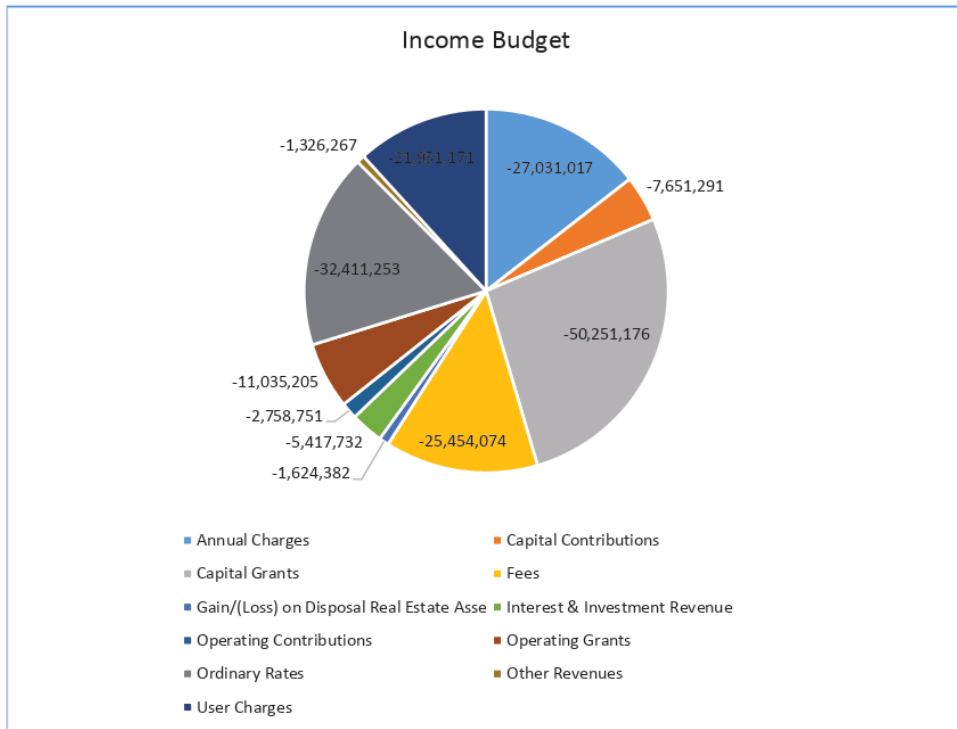
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Summary

**Dubbo Regional Council
Detailed Financial Statement - Quarter Ending 31 December 2017**

	2017/2018 Original Budget	September Adjustment	Revised Annual Estimate at September	December Adjustment	Revised Annual Estimate	YTD Actuals
Operating Income						
Annual Charges	-25,984,103	-988,947	-26,973,050	-57,967	-27,031,017	-27,016,759
Capital Contributions	-7,126,069	-302,369	-7,428,438	-222,853	-7,651,291	-3,326,402
Capital Grants	-18,788,597	-1,191,462	-19,980,059	-30,271,117	-50,251,176	-29,758,566
Fees	-21,249,533	-3,743,864	-24,993,397	-460,677	-25,454,074	-12,529,655
Gain/(Loss) on Disposal Real Estate Asse	-2,153,516	424,488	-1,729,028	104,646	-1,624,382	-1,281,901
Interest & Investment Revenue	-4,084,781	47,025	-4,037,756	-1,379,976	-5,417,732	-3,066,209
Operating Contributions	-2,469,322	-500,000	-2,969,322	210,571	-2,758,751	-981,911
Operating Grants	-17,660,700	2,647,403	-15,013,297	3,978,092	-11,035,205	-4,929,484
Ordinary Rates	-33,321,701	-78,876	-33,400,577	989,324	-32,411,253	-31,357,911
Other Revenues	-1,257,950	-36,127	-1,294,077	-32,190	-1,326,267	-552,526
User Charges	-21,899,813	-5,001	-21,904,814	-46,357	-21,951,171	-10,441,092
Income Total	-155,996,085	-3,727,730	-159,723,815	-27,188,504	-186,912,319	-125,242,416
Expenditure						
Borrowing Costs	4,383,769	131,934	4,515,703	-38,392	4,477,311	1,564,782
Depreciation & Amortisation & Impairment	32,749,250	-18,396	32,730,854	28,255	32,759,109	15,618,116
Employee Benefits and Oncosts	37,956,092	914,077	38,870,169	920,102	39,790,271	21,442,984
Materials & Contracts	32,182,734	5,699,439	37,882,173	531,173	38,413,346	14,283,851
Other Expenses	13,845,567	607,044	14,452,611	179,469	14,632,080	8,112,974
Expenditure Total	121,117,412	7,334,098	128,451,510	1,620,607	130,072,117	61,022,707
Operating Total	-34,878,673	3,606,368	-31,272,305	-25,567,897	-56,840,202	-64,219,709
Capital Income						
Assets Sold Eliminations	-1,744,311	-329,483	-2,073,794	-459,310	-2,533,104	-1,053,338
Current Interest Bearing Liabilities	-1,500,000	0	-1,500,000	0	-1,500,000	0
Employee Benefits and Oncosts	-895,319	0	-895,319	1,400,000	504,681	-966,931
Gain/(Loss) on Disposal Real Estate Asse	-711,250	23,636	-687,614	0	-687,614	-236,364
Non Current Infrastructure & Property & Pl	-32,935,996	18,396	-32,917,600	-28,255	-32,945,855	-15,552,657
Income Total	-37,786,876	-287,451	-38,074,327	912,435	-37,161,892	-17,809,290
Expenditure						
Assets Purchased Eliminations	89,160,303	20,863,211	110,023,514	-11,526,544	98,496,970	20,998,242
Non Current Interest Bearing Liabilities	4,699,746	0	4,699,746	-38,392	4,661,354	2,141,974
Expenditure Total	93,860,049	20,863,211	114,723,260	-11,564,936	103,158,324	23,140,216
Capital Total	56,073,173	20,575,760	76,648,933	-10,652,501	65,996,432	5,330,926
Restricted Assets						
Restricted Assets	-21,194,500	-24,182,128	-45,376,628	36,220,398	-9,156,230	28,498,783
Restricted Assets Total	-21,194,500	-24,182,128	-45,376,628	36,220,398	-9,156,230	28,498,783
Total	0	0	0	0	0	-30,390,000

December 2017 Quarterly Review Income and Expenditure



Income and Expenses Budget Review

**Dubbo Regional Council
Detailed Financial Statement - Quarter Ending 31 December 2017**

	2017/2018 Original Budget	September Adjustment	Revised Annual Estimate at September	December Adjustment	Revised Annual Estimate	YTD Actuals
Operating Income						
Annual Charges	-25,984,103	-988,947	-26,973,050	-57,967	-27,031,017	-27,016,759
Capital Contributions	-7,126,069	-302,369	-7,428,438	-222,853	-7,651,291	-3,326,402
Capital Grants	-18,788,597	-1,191,462	-19,980,059	-30,271,117	-50,251,176	-29,758,566
Fees	-21,249,533	-3,743,864	-24,993,397	-460,677	-25,454,074	-12,529,655
Gain/(Loss) on Disposal Real Estate Assets	-2,153,516	424,488	-1,729,028	104,646	-1,624,382	-1,281,901
Interest & Investment Revenue	-4,084,781	47,025	-4,037,756	-1,379,976	-5,417,732	-3,066,209
Operating Contributions	-2,469,322	-500,000	-2,969,322	210,571	-2,758,751	-981,911
Operating Grants	-17,660,700	2,647,403	-15,013,297	3,978,092	-11,035,205	-4,929,484
Ordinary Rates	-33,321,701	-78,876	-33,400,577	989,324	-32,411,253	-31,357,911
Other Revenues	-1,257,950	-36,127	-1,294,077	-32,190	-1,326,267	-552,526
User Charges	-21,899,813	-5,001	-21,904,814	-46,357	-21,951,171	-10,441,092
Income Total	-155,996,085	-3,727,730	-159,723,815	-27,188,504	-186,912,319	-125,242,416
Expenditure						
Borrowing Costs	4,383,769	131,934	4,515,703	-38,392	4,477,311	1,564,782
Depreciation & Amortisation & Impairment	32,749,250	-18,396	32,730,854	28,255	32,759,109	15,618,116
Employee Benefits and Oncosts	37,956,092	914,077	38,870,169	920,102	39,790,271	21,442,984
Materials & Contracts	32,182,734	5,699,439	37,882,173	531,173	38,413,346	14,283,851
Other Expenses	13,845,567	607,044	14,452,611	179,469	14,632,080	8,112,974
Expenditure Total	121,117,412	7,334,098	128,451,510	1,620,607	130,072,117	61,022,707
Operating Total	-34,878,673	3,606,368	-31,272,305	-25,567,897	-56,840,202	-64,219,709
Net Operating Result before Capital items	-6,810,491	4,675,711	-2,134,780	4,821,427	2,686,647	-29,852,840

Recommendations Changes to revised Budget

Income

Annual Charges	Increased \$57967 mainly due to an increase in Domestic Rural Waste Charge of \$48,416.
Capital Contributions	Increased \$222,853 due to an increase forecast from Developer Contributed Assets for Water Services, Sewerage Services and Open Space.
Capital Grants	Increased \$30,271,117 due to receipt of the Stronger Communities Grant funds of \$27.76 million allocated for the following Capital Projects: <ul style="list-style-type: none"> * Dubbo Regional Council Victoria Park Redevelopment - Stage 1 7,100,000 * NSW VRA Depot Dubbo 750,000 * NSW SES Depot Dubbo 1,550,000 * Wellington Swimming Pool redevelopment 4,500,000 * Rygate Park Stage 2 Redevelopment - Lighting, fencing and amenities block 565,000 * Wellington Justice Museum 250,000 * Geurie Multi-Court & recreation complex 245,000 * Wiradjuri Tourism Experience 1,500,000 * Wellington Caves Tourism complex 1,300,000 * Dubbo Traffic Management plan key infrastructure - Fitzroy street lights 10,000,000 Total funds have been restricted and will be allocated in the 2018/2019 Budget. Addition Grant funding for the Building Better Regions Housing Acceleration Fund of \$1.6 million and an increase in Capital Roads to Recovery funding of \$951,130.
Fees	Increased \$460,677 mainly due to various Other User Charges of \$323,047 and additional income forecasted for the Wellington Caves Complex of \$60,000 and Dubbo Regional Livestock Markets of \$75,451.
Gain/(Loss) on Disposal Real Estate Assets	Decreased \$104,646 due to additional development cost on Real Estate Assets.
Interest & Investment Revenue	Increased \$1,379,976 inline with current investment forecasts.
Operating Contributions	Decreased \$210,571 due to reduction in Roads and Maritime Services Contributions
Operating Grants	Decreased \$3.978 million mainly due to reduction in expected Operational Roads to Recovery Funding of \$1.42 million and Other Road Operational Grants of \$2.583 million.
Ordinary Rates	Decreased \$989,324 mainly due to Mining Rate of \$1 million not due to be levied in 2017/2018.

Expenditure

Employee Benefits and Oncosts	Increased \$920,102 mainly due to the Organisational Structure and termination expenditure.
Materials & Contracts	Increased \$531,173 mainly due to Street Tree Maintenance of \$86,351, Water Supply asset maintenance of \$220,804 and Sewerage asset maintenance of \$120,752.
Other Expenses	Increased \$179,469 mainly due to additional Electricity Charges of \$93,352, Advertising \$26,155, Members Expenditure 20,311 and Old Dubbo Gaol Exhibition Projects of \$25,000.

Capital Budget Review

Dubbo Regional Council
Detailed Financial Statement - Quarter Ending 31 December 2017

	2017/2018 Original Budget	September Adjustment	Revised Annual Estimate at September	December Adjustment	Revised Annual Estimate	YTD Actuals	Variance
Capital Income							
Assets Sold Eliminations	-1,744,311	-329,483	-2,073,794	-459,310	-2,533,104	-1,053,338	Increase in Plant sale income
Current Interest Bearing Liabilities	-1,500,000	0	-1,500,000	0	-1,500,000	0	
Employee Benefits and Oncosts	-895,319	0	-895,319	1,400,000	504,681	-966,931	Additional Forecast for Employee Leave Entitlements paid during 2017/2018
Gain/(Loss) on Disposal Real Estate Asse	-711,250	23,636	-687,614	0	-687,614	-236,364	
Non Current Infrastructure & Property & Plant & Equipment	-32,935,996	18,396	-32,917,600	-28,255	-32,945,855	-15,552,657	No significate Variance to Budget
Income Total	-37,786,876	-287,451	-38,074,327	912,435	-37,161,892	-17,809,290	
Capital Expenditure							
Community and Recreation							
Aquatic Leisure Centres							
01.08030 - Wellington Pool-Asset Renewals-Maint.-Other Struct							
6001 - 50m Pool Infrastructure	0	56,536	56,536	-11,486	45,050	0	Funds required to fund the Geurie Pool Resurfacing
6002 - Wellington Pool Complex (SCF)	0	113,500	113,500	20,505	134,005	134,005	Additional work complete for 2017/2018 on SCF funded project, fund sourced from Restricted Assets
01.08030 - Wellington Pool-Asset Renewals-Maint.-Other Struct Total	0	170,036	170,036	9,019	179,055	134,005	
01.08035 - Geurie Pool - Asset Renewals-Maint.-Other Struct.							
6015 - Pool Resurface	0	140,000	140,000	8,986	148,986	148,986	Additional funding to complete the project
01.08035 - Geurie Pool - Asset Renewals-Maint.-Other Struct. Total	0	140,000	140,000	8,986	148,986	148,986	
01.08037 - Geurie Pool - Asset Renewals - Plant & Equip.							
6021 - Backwash Tank	0	5,000	5,000	0	5,000	4,700	
01.08037 - Geurie Pool - Asset Renewals - Plant & Equip. Total	0	5,000	5,000	0	5,000	4,700	

	2017/2018 Original Budget	September Adjustment	Revised Annual Estimate at September	December Adjustment	Revised Annual Estimate	YTD Actuals	Variance
01.09470 - DALC - Asset Renewal - Other Structures							
7271 - Signage	0	0	0	2,500	2,500	2,500	
7282 - BBQ Refurbishment	30,000	0	30,000	0	30,000	26,968	
7299 - Entrance Painting	30,000	-5,000	25,000	-5,271	19,729	4,330	Transferred funds to 50m Pool Concrete Concourse
7300 - Grandstand Roof Replacement	50,000	0	50,000	0	50,000	0	
7301 - 50m Pool Concrete Concourse	40,000	5,000	45,000	5,271	50,271	50,271	Project Complete, additional funding from Entrance Painting
7305 - DALC Leisure Pool Heater	0	0	0	7,182	7,182	7,182	Project complete, funded from Restricted Assets
01.09470 - DALC - Asset Renewal - Other Structures Total	150,000	0	150,000	9,682	159,682	91,251	
01.09472 - DALC - Acquisition of Assets - Other Structures							
7306 - Playground Contract & Design	0	800,000	800,000	0	800,000	8,620	
01.09472 - DALC - Acquisition of Assets - Other Structures Total	0	800,000	800,000	0	800,000	8,620	
01.09474 - DALC - Acquisition of Assets - Plant & Equipment							
7198 - Pool Cleaner	10,000	0	10,000	0	10,000	0	
01.09474 - DALC - Acquisition of Assets - Plant & Equipment Total	10,000	0	10,000	0	10,000	0	
01.09475 - DALC - Loan - Principal Repayment Total							
Aquatic Leisure Centres Total	35,587	0	35,587	0	35,587	17,569	
Aquatic Leisure Centres Total	195,587	1,115,036	1,310,623	27,687	1,338,310	405,131	
Cemeteries							
01.09403 - Cemetery - Land Improvements							
7178 - Irrigation Extension	30,000	0	30,000	0	30,000	1,849	
7180 - New Concrete Beams	30,000	0	30,000	0	30,000	7,985	
7182 - Landscaping/Furniture/Signage	57,500	0	57,500	0	57,500	0	
7183 - Extend Ashes Section	15,000	0	15,000	0	15,000	0	
7186 - Tubba-Gah Burial Ground Improvements	5,000	0	5,000	0	5,000	0	
01.09403 - Cemetery - Land Improvements Total	137,500	0	137,500	0	137,500	9,834	
01.09404 - Cemetery - Plant & Equipment							
7189 - Signage	5,000	0	5,000	0	5,000	0	
01.09404 - Cemetery - Plant & Equipment Total	5,000	0	5,000	0	5,000	0	
Cemeteries Total	142,500	0	142,500	0	142,500	9,834	
Library Services							
01.09441 - Library - Office Equipment							

	2017/2018 Original Budget	September Adjustment	Revised Annual Estimate at September	December Adjustment	Revised Annual Estimate	YTD Actuals	Variance
7245 - Office Equipment	6,000	0	6,000	0	6,000	0	
01.09441 - Library - Office Equipment Total	6,000	0	6,000	0	6,000	0	
01.09442 - Library - Buildings Renewal							
7252 - Building Maintenance - Wellington	5,000	0	5,000	0	5,000	0	
01.09442 - Library - Buildings Renewal Total	5,000	0	5,000	0	5,000	0	
01.09444 - Furniture and Fittings							
7252 - Various Furniture & Fittings	8,000	0	8,000	0	8,000	0	
01.09444 - Furniture and Fittings Total	8,000	0	8,000	0	8,000	0	
Library Services Total	19,000	0	19,000	0	19,000	0	
Rainbow Cottage							
01.09517 - Rainbow - Furniture & Fittings							
7305 - Bathroom	30,000	0	30,000	0	30,000	0	
01.09517 - Rainbow - Furniture & Fittings Total	30,000	0	30,000	0	30,000	0	
01.09518 - Rainbow - Other Structures							
7306 - Rainbow - Playground Landscaping	15,000	0	15,000	0	15,000	0	
01.09518 - Rainbow - Other Structures Total	15,000	0	15,000	0	15,000	0	
Rainbow Cottage Total	45,000	0	45,000	0	45,000	0	
Recreation - Horticultural Services							
01.09555 - Horticultural Services - Other Structures							
7461 - Dubbo Regional Botanic Playground	1,300,000	10,000	1,310,000	-65,622	1,244,378	87,639	Reduction in funding required from CSF for 2017/2018
7501 - Elizabeth Park Quercus	0	12,758	12,758	0	12,758	7,213	
7502 - Dubbo Regional Botanic Gardens - Carpark	240,000	0	240,000	260,000	500,000	302,735	
7503 - Cameron Park Regional Playground	280,000	0	280,000	0	280,000	0	
7505 - EPA/Netwaste CCTV Litter Control	0	50,354	50,354	0	50,354	32,277	
7507 - Regand Park - Entrance Irrigation	0	0	0	80,000	80,000	0	
7508 - Regand Park - Entrance Shelter	0	0	0	20,000	20,000	0	
01.09555 - Horticultural Services - Other Structures Total	1,820,000	73,112	1,893,112	294,378	2,187,490	429,864	
01.09559 - Horticultural Services - Land							
7419 - 1A Warne Street Wellington	0	1,635	1,635	0	1,635	1,635	
9424 - Algona Park Irrigation	0	100,000	100,000	0	100,000	7,580	
9425 - Orchid Society Clubroom Renewal	0	48,000	48,000	0	48,000	0	
9426 - West Dubbo Water Scheme - Lions Park West	0	50,000	50,000	0	50,000	0	
01.09559 - Horticultural Services - Land Total	0	199,635	199,635	0	199,635	9,215	

	2017/2018 Original Budget	September Adjustment	Revised Annual Estimate at September	December Adjustment	Revised Annual Estimate	YTD Actuals	Variance
01.09563 - Horticultural Service- Other Structures (Renewals)							
7432 - Daphne Park Playground	0	36,500	36,500	0	36,500	20,727	
7433 - York Street Park Log Fencing Replacement	0	0	0	0	0	-9	
7460 - Victoria Park Irrigation	0	278,549	278,549	0	278,549	239,704	
8527 - Victoria Park Bin Surrounds	0	3,000	3,000	0	3,000	2,229	
8528 - Victoria Park Drinking Fountain 3	6,000	-3,000	3,000	0	3,000	0	
8529 - Elston Park Waterplay Filter	6,500	0	6,500	0	6,500	0	
8531 - Wahroonga Park Playground	45,000	0	45,000	0	45,000	0	
8532 - Wahroonga Playground Softfall	45,000	0	45,000	0	45,000	0	
8533 - Buckingham Drive Park Light	5,600	-5,600	0	0	0	3,260	
8534 - Michael Duffy Park Bubbler	8,000	0	8,000	0	8,000	0	
8537 - Kurrajong Estate Irrigation	5,000	-5,000	0	0	0	0	
8538 - Margaret Crescent Bore Pump Replacement	100,000	-50,000	50,000	0	50,000	3,001	
8546 - Cameron Park Rotunda	0	0	0	8,445	8,445	8,445	
9002 - Elston Park Bore Replacement	0	0	0	18,792	18,792	18,792	
9003 - Victoria Park Skate Park	0	90,000	90,000	0	90,000	84,337	
9004 - Lunar Park Playground	0	0	0	0	0	480	
9007 - Dubbo Reg. Botanic Garden Advent Playgnd	0	0	0	0	0	42,555	
9008 - Cameron Park Amenities	0	285,625	285,625	0	285,625	4,416	
9011 - Teamsters Park Table Settings	14,046	0	14,046	0	14,046	0	
01.09563 - Horticultural Service- Other Structures (Renewals) Total	235,146	630,074	865,220	27,237	892,457	427,937	
Recreation - Horticultural Services Total	2,055,146	902,821	2,957,967	321,615	3,279,582	867,016	
Recreation - Landcare Services							
01.09558 - Renewal of Assets-Asset Maintenance Program-West							
7410 - Devils Hole Road	35,000	0	35,000	-25,000	10,000	0	Funded transferred to Regand Park Granite Pathways
7423 - Wongarbone School Cent Tennis Court Fence	0	33,000	33,000	0	33,000	20,269	
7443 - Troy Creek Signage	5,000	0	5,000	0	5,000	0	
7483 - Wongarbone School Centenary - Playground	35,000	0	35,000	0	35,000	0	
7484 - Wongarbone School Centenary - Softfall	32,000	0	32,000	0	32,000	0	
7485 - Wongarbone School Centenary Hotwater Syst	9,600	0	9,600	0	9,600	0	
7488 - Regand Park Signage	0	0	0	16,155	16,155	2,530	
01.09558 - Renewal of Assets-Asset Maintenance Program-West Total	116,600	33,000	149,600	-8,845	140,755	22,799	
01.09576 - Regand Park - Acquisition of Assets							
7495 - Regand Park Granite Pathways	0	0	0	25,000	25,000	2,153	Funds transferred from Devils Hole Road

	2017/2018 Original Budget	September Adjustment	Revised Annual Estimate at September	December Adjustment	Revised Annual Estimate	YTD Actuals	Variance
01.09576 - Regand Park - Acquisition of Assets Total	0	0	0	25,000	25,000	2,153	
01.09577 - Acquisition of Assets							
7400 - Riverbank Park Lightings Stage 1	67,000	0	67,000	0	67,000	0	
7402 - Moxon Park Improvements - SCF Major	0	85,000	85,000	0	85,000	14,132	
7403 - Euchareena Local Projects	0	84,700	84,700	0	84,700	13,085	
7404 - Geurie Multi Court Facility	0	270,800	270,800	0	270,800	189,728	
01.09577 - Acquisition of Assets Total	67,000	440,500	507,500	0	507,500	216,945	
Recreation - Landcare Services Total	183,600	473,500	657,100	16,155	673,255	241,897	
Recreation - Sporting Facilities							
01.09596 - Sporting Facilities - Other Structures							
7526 - Lady Cutler East Lighting	0	245,000	245,000	0	245,000	199,804	
7808 - Victoria Park 2&3 BBQ & PA (SCF2)	0	7,867	7,867	0	7,867	0	
7809 - Ground Safety Initiative	0	50,000	50,000	50,000	100,000	3,682	Additional defibrillator in the LGA, funded from Restricted Assets
7810 - Dubbo Touch Football - BBQ	0	0	0	9,284	9,284	0	
7811 - Dubbo Touch Football - Water Station	0	0	0	6,721	6,721	6,110	
7812 - Dubbo Touch F/ball -Portable Grandstands	0	0	0	13,239	13,239	12,035	
7813 - BBQ Shelter & Seating	0	0	0	5,300	5,300	0	
7814 - Kennard Park Internal Fencing	0	0	0	6,500	6,500	0	
7815 - Kennard Park Scoreboard	0	0	0	6,540	6,540	7,465	
01.09596 - Sporting Facilities - Other Structures Total	0	302,867	302,867	97,584	400,451	229,096	
01.09600 - Sporting Fac. -Other Structures (Renewals)							
7561 - Pioneer Oval Goal Posts	0	0	0	2,900	2,900	2,900	
7680 - Lady Cutler South Cricket Pitches - FIG	0	0	0	10,824	10,824	10,824	
7740 - Pioneer Park Hockey Surface	405,000	0	405,000	0	405,000	276,137	
7752 - Martins Bore Pump Component Replacement	0	3,495	3,495	0	3,495	20,781	
7753 - Apex Oval PA System	0	13,000	13,000	0	13,000	0	
7755 - Victoria Park No 2 Sports Field Lighting	0	215,270	215,270	0	215,270	26,921	
7764 - Caltex (EDSC) Sports Lighting	600,000	-460,270	139,730	0	139,730	101,804	
7765 - Irrinett Irrigation System	0	0	0	0	0	965	
7779 - Rygate Park Fencing	20,000	0	20,000	0	20,000	0	
7780 - Bicentennial Park Fencing	0	21,509	21,509	0	21,509	21,509	
7781 - Rygate Park	0	40,000	40,000	0	40,000	9,570	
01.09600 - Sporting Fac. -Other Structures (Renewals) Total	1,025,000	-166,996	858,004	13,724	871,728	471,411	
01.09601 - Sporting Facilities - Buildings - Amenities							
7735 - DCL Park Lift Maintenance	0	0	0	0	0	1,504	
7739 - Pioneer Park Amenities Wellington	0	0	0	8,960	8,960	0	

	2017/2018 Original Budget	September Adjustment	Revised Annual Estimate at September	December Adjustment	Revised Annual Estimate	YTD Actuals	Variance
01.09601 - Sporting Facilities - Buildings - Amenities Total	0	0	0	8,960	8,960	1,504	
01.09609 - Sporting Facilities - Loan Principal Repayment Total	153,298	0	153,298	0	153,298	75,647	
Recreation - Sporting Facilities Total	1,178,298	135,871	1,314,169	120,268	1,434,437	777,658	
Regional Theatre & Convention Centre							
01.09573 - DRTCC - Loan Principal Repayment Total	459,753	0	459,753	0	459,753	223,922	
01.09578 - DRTCC - Furniture & Fittings							
7301 - DRTCC - Macquarie Room Divider	313,467	0	313,467	0	313,467	14,500	
7304 - Air Conditioners	26,000	0	26,000	0	26,000	0	
7308 - DRTCC - Stage Lighting Convention Centre	0	28,000	28,000	0	28,000	25,680	
01.09578 - DRTCC - Furniture & Fittings Total	339,467	28,000	367,467	0	367,467	40,180	
Regional Theatre & Convention Centre Total	799,220	28,000	827,220	0	827,220	264,102	
Social Services							
01.09415 - Recreation Services - Buildings (Renewals)							
7213 - Racecourse Refrigeration	5,000	0	5,000	0	5,000	0	
7217 - Racecourse Hot Water	5,214	0	5,214	0	5,214	0	
01.09415 - Recreation Services - Buildings (Renewals) Total	10,214	0	10,214	0	10,214	0	
01.09417 - Recreation Services - Furniture & Fittings							
7208 - Pipe Band Hall - Carpet	9,570	0	9,570	0	9,570	0	
7210 - South Duubo Band Hall - Lighting Upgrade	4,840	0	4,840	0	4,840	0	
01.09417 - Recreation Services - Furniture & Fittings Total	14,410	0	14,410	0	14,410	0	
01.09419 - Recreation Services - Road Infrastructure							
7200 - Turf Club Road	0	0	0	800	800	800	
01.09419 - Recreation Services - Road Infrastructure Total	0	0	0	800	800	800	
01.09501 - Social Services - Acquisition of Buildings							
7300 - Playmates Cottage	0	634,708	634,708	-509,755	124,953	25,000	
7310 - Playmates Cottage Development Costs	0	823,954	823,954	509,755	1,333,709	1,333,709	
01.09501 - Social Services - Acquisition of Buildings Total	0	1,458,662	1,458,662	0	1,458,662	1,358,709	
01.09503 - Social Services - Building Renewal							
7301 - Wellington Renewals - Buildings	29,500	-1,500	28,000	0	28,000	0	
01.09503 - Social Services - Building Renewal Total	29,500	-1,500	28,000	0	28,000	0	
01.09507 - Social Services - Other Assets							

	2017/2018 Original Budget	September Adjustment	Revised Annual Estimate at September	December Adjustment	Revised Annual Estimate	YTD Actuals	Variance
7302 - Dubbo CCTV Purchase & Installation	0	70,000	70,000	0	70,000	0	
7303 - Wellington CCTV Purchase & Installation	0	10,000	10,000	0	10,000	364	
01.09507 - Social Services - Other Assets Total	0	80,000	80,000	0	80,000	364	
Social Services Total	54,124	1,537,162	1,591,286	800	1,592,086	1,359,873	
Western Plains Cultural Centre							
01.09533 - WPCC - Furniture & Fittings							
7301 - Ceiling Fan	5,950	0	5,950	0	5,950	0	
01.09533 - WPCC - Furniture & Fittings Total	5,950	0	5,950	0	5,950	0	
01.09539 - WPCC - Loan Principal Repayment Total	290,171	0	290,171	0	290,171	143,198	
01.09540 - WPCC - Office Equipment							
7393 - Education Laptop Replacement	0	0	0	0	0	9,864	
01.09540 - WPCC - Office Equipment Total	0	0	0	0	0	9,864	
01.09542 - WPCC - Plant & Equipment							
7452 - Mechanical Upgrade	0	19,810	19,810	0	19,810	19,810	
01.09542 - WPCC - Plant & Equipment Total	0	19,810	19,810	0	19,810	19,810	
01.09545 - Cultural Facilities - Buildings							
7396 - CAC Courtyard Ramp	0	8,120	8,120	0	8,120	8,120	
7397 - Large Object Storage Design	0	17,138	17,138	0	17,138	17,138	
01.09545 - Cultural Facilities - Buildings Total	0	25,258	25,258	0	25,258	25,258	
Western Plains Cultural Centre Total	296,121	45,068	341,189	0	341,189	198,130	
Community and Recreation Total	4,968,596	4,237,458	9,206,054	486,525	9,692,579	4,123,641	
Corporate Services							
Civic Administration Buildings							
01.08270 - Administration Buildings - Loan Total	51,612	0	51,612	0	51,612	0	
01.08280 - Wellington Administration Building - Asset Renewal							
5902 - Re-roof Ground Floor	40,000	0	40,000	0	40,000	0	
01.08280 - Wellington Administration Building - Asset Renewal Total	40,000	0	40,000	0	40,000	0	
01.09664 - Civic Admin Building - Loan Principal Repayment Total	218,997	0	218,997	0	218,997	108,062	
01.09665 - CAB - Furniture & Fittings							

	2017/2018 Original Budget	September Adjustment	Revised Annual Estimate at September	December Adjustment	Revised Annual Estimate	YTD Actuals	Variance
7922 - Minor Furniture	22,500	-10,000	12,500	0	12,500	974	
7924 - Furnishing Unit 6 20 Carrington Avenue	0	10,000	10,000	0	10,000	7,285	
01.09665 - CAB - Furniture & Fittings Total	22,500	0	22,500	0	22,500	8,259	
Civic Administration Buildings Total	333,109	0	333,109	0	333,109	116,321	
Depot Services							
01.09697 - Depot - Buildings							
7964 - Fleet Office Wellington Relocation	0	0	0	0	0	23,545	
01.09697 - Depot - Buildings Total	0	0	0	0	0	23,545	
Depot Services Total	0	0	0	0	0	23,545	
Information Services							
01.09653 - Office Equipment							
7893 - Hardware Purchases - PC`s/Laptops	0	21,191	21,191	89,982	111,173	111,173	
7935 - Software	50,000	0	50,000	-50,000	0	0	
7950 - Hardware Purchases - Misc	100,000	-41,191	58,809	-58,809	0	0	
7953 - Information M/Ment Photocopiers	0	20,000	20,000	0	20,000	4,372	
7954 - Corporate Information Photocopiers	50,000	0	50,000	0	50,000	0	
7960 - Mobile Computing Development	10,000	0	10,000	0	10,000	0	
7962 - Upgrade Network at Remote Sites	55,000	0	55,000	0	55,000	42,095	
7965 - Sharepoint Development	15,000	0	15,000	0	15,000	0	
7967 - Server Room Cabinet Upgrade	10,000	0	10,000	0	10,000	0	
8302 - Unified Communications System	0	0	0	24,006	24,006	24,006	
01.09653 - Office Equipment Total	290,000	0	290,000	5,179	295,179	181,646	Additional Funds for Office Equipment required by the Organisation funded from Restricted Assets
Information Services Total	290,000	0	290,000	5,179	295,179	181,646	
Corporate Services Total	623,109	0	623,109	5,179	628,288	321,512	
Economic Development and Business							
Dubbo Regional Airport							
01.09201 - Airport Furniture & Fittings							
6940 - Cafe Equipment	0	5,000	5,000	0	5,000	450	
01.09201 - Airport Furniture & Fittings Total	0	5,000	5,000	0	5,000	450	
01.09206 - Airport - Buildings							
6959 - NSRF-Stage 4-Aeromedical Building Const.	1,000,000	0	1,000,000	0	1,000,000	3,237	
6960 - RFS Training Facility	0	3,000,000	3,000,000	0	3,000,000	70,177	
01.09206 - Airport - Buildings Total	1,000,000	3,000,000	4,000,000	0	4,000,000	73,414	

	2017/2018 Original Budget	September Adjustment	Revised Annual Estimate at September	December Adjustment	Revised Annual Estimate	YTD Actuals	Variance
01.09208 - Airport - Other Structures							
6951 - CCTV Enhancement	0	6,000	6,000	-345	5,655	5,655	
01.09208 - Airport - Other Structures Total	0	6,000	6,000	-345	5,655	5,655	
01.09212 - Airport - Infrastructure Pavements							
6952 - Runway 05/23 Lighting Replacement	1,357,000	343,000	1,700,000	0	1,700,000	1,436,710	
6956 - Design Asphalt Overlay Runway 05/23	7,914,899	233,084	8,147,983	0	8,147,983	539,484	
6974 - NSRF - Stage 1 - Road/Drainage Services	500,000	0	500,000	0	500,000	16,763	
6975 - NSRF - Stage 2 - Road to Hangars/Fencing	60,000	0	60,000	0	60,000	800	
6976 - NSRF - Stage 3 - Taxiway Foxtrot Link	100,000	0	100,000	0	100,000	0	
6977 - NSRF - Stage 4 Construct Apron & Service	1,050,000	0	1,050,000	0	1,050,000	150,509	
6978 - NSRF-Stage5-Land Acquisit. for Stormwtr	500,000	0	500,000	0	500,000	0	
6979 - NSRF - Stage 6 - Construct Taxilane Golf	1,400,000	0	1,400,000	0	1,400,000	0	
6980 - NSRF-Stg7-Construct Taxiways India & Jul	2,400,000	0	2,400,000	0	2,400,000	867	
6981 - NSRF-Stg8-Const.Taxiwy Hotel & Apron T/D	1,100,000	0	1,100,000	0	1,100,000	0	
01.09212 - Airport - Infrastructure Pavements Total	16,381,899	576,084	16,957,983	0	16,957,983	2,145,133	
01.09213 - Airport Infrastructure - Roads							
6956 - Security Car Park	280,911	-280,911	0	0	0	0	
01.09213 - Airport Infrastructure - Roads Total	280,911	-280,911	0	0	0	0	
Dubbo Regional Airport Total	17,662,810	3,306,173	20,968,983	-345	20,968,638	2,224,652	
Dubbo Regional Livestock Markets							
01.09167 - Livestock Markets - Other Structures							
6900 - Upgrade Cattle Loading Ramps	85,000	0	85,000	0	85,000	820	
6914 - Sheepparks Upgrade (Study & Construction)	15,000	0	15,000	0	15,000	0	
6937 - Workshop Upgrade	145,000	73,600	218,600	61,400	280,000	4,855	Additional funds required post awarding of tender, funded from restricted Asset.
6946 - Shade Structures (Cattle Yards)	280,000	0	280,000	0	280,000	0	
6953 - Draft & Sale Pens	250,000	734,224	984,224	3,836	988,060	988,060	
6955 - Weighbridge Area	0	142,390	142,390	336	142,726	142,726	
6957 - Railway Crossing	0	0	0	6,139	6,139	6,139	
01.09167 - Livestock Markets - Other Structures Total	775,000	950,214	1,725,214	71,711	1,796,925	1,142,600	
01.09174 - Livestock - Infrastructure - Road & Bridge & Footpath							
6881 - Reseal Car Park	75,000	0	75,000	0	75,000	0	
01.09174 - Livestock - Infrastructure - Road & Bridge & Footpath Total	75,000	0	75,000	0	75,000	0	

	2017/2018 Original Budget	September Adjustment	Revised Annual Estimate at September	December Adjustment	Revised Annual Estimate	YTD Actuals	Variance
01.09177 - Livestock Markets - Other Structures							
6895 - Security Cameras	80,000	0	80,000	0	80,000	0	
6907 - Upgrade Sheep Paddock Fences	60,000	0	60,000	0	60,000	40,197	
6908 - Portable Sheep Loading Ramps	46,000	0	46,000	0	46,000	0	
6909 - Sheeppark Panels	40,000	0	40,000	0	40,000	6,955	
01.09177 - Livestock Markets - Other Structures Total	226,000	0	226,000	0	226,000	47,152	
01.09179 - Livestock Markets - Other Assets							
6932 - DRLM - Cattle Walkways	0	21,690	21,690	0	21,690	21,690	Project Complete
01.09179 - Livestock Markets - Other Assets Total	0	21,690	21,690	0	21,690	21,690	
Dubbo Regional Livestock Markets Total	1,076,000	971,904	2,047,904	71,711	2,119,615	1,211,442	
Holiday Park							
01.09262 - Holiday Park - Other Assets							
7080 - Concrete Pool Relining	0	12,000	12,000	0	12,000	0	
01.09262 - Holiday Park - Other Assets Total	0	12,000	12,000	0	12,000	0	
01.09263 - Holiday Park - Plant & Equipment							
7082 - Air Conditioners	5,200	0	5,200	700	5,900	0	
7089 - Washing Machine/Dryers	5,000	0	5,000	-700	4,300	4,300	Project Complete
01.09263 - Holiday Park - Plant & Equipment Total	10,200	0	10,200	0	10,200	4,300	
01.09264 - Holiday Park - Furniture & Fittings							
7098 - Cabin Refurbishments	32,000	0	32,000	-6,536	25,464	0	
7103 - BBQ's for Deluxe Cabins	0	2,167	2,167	0	2,167	2,167	Project Complete
7104 - Blinds for Cabins	0	0	0	6,536	6,536	6,536	Project Complete
01.09264 - Holiday Park - Furniture & Fittings Total	32,000	2,167	34,167	0	34,167	8,703	
01.09269 - Holiday Park - Infrastructure							
7123 - Infrastructure Upgrade - Design	0	47,000	47,000	0	47,000	25,582	
01.09269 - Holiday Park - Infrastructure Total	0	47,000	47,000	0	47,000	25,582	
01.09276 - Asset Renewal - Buildings							
7110 - Upgrade to Ensuites	50,000	0	50,000	0	50,000	0	
01.09276 - Asset Renewal - Buildings Total	50,000	0	50,000	0	50,000	0	
Holiday Park Total	92,200	61,167	153,367	0	153,367	38,585	
Old Dubbo Gaol							
01.09455 - Old Dubbo Gaol - Buildings							
5905 - Air-Conditioning Instalation	0	0	0	2,974	2,974	2,974	Project Complete
5910 - Foyer Project Cobbora Transition	0	3,580	3,580	0	3,580	3,580	

	2017/2018 Original Budget	September Adjustment	Revised Annual Estimate at September	December Adjustment	Revised Annual Estimate	YTD Actuals	Variance
01.09455 - Old Dubbo Gaol - Buildings Total	0	3,580	3,580	2,974	6,554	6,554	
01.09458 - Assets Purchased - Other Assets							
5671 - Sound & Light Upgrade	80,000	0	80,000	0	80,000	0	
5672 - Interactive Experience Exhibition	50,000	0	50,000	0	50,000	0	
6505 - Display Cabinet	15,000	0	15,000	0	15,000	0	
01.09458 - Assets Purchased - Other Assets Total	145,000	0	145,000	0	145,000	0	
Old Dubbo Gaol Total	145,000	3,580	148,580	2,974	151,554	6,554	
Property Development							
01.09233 - Assets Constructed - Landscaping							
7077 - Acoustic Fencing	0	160,000	160,000	0	160,000	3,201	
01.09233 - Assets Constructed - Landscaping Total	0	160,000	160,000	0	160,000	3,201	
01.09238 - Assets Const - Land Development - Water							
7073 - Keswick Stage 4 Release 3B	0	0	0	135,207	135,207	135,207	Project complete
01.09238 - Assets Const - Land Development - Water Total	0	0	0	135,207	135,207	135,207	
01.09242 - Assets Const - Land Development - Roads							
7075 - Keswick Stage 4 Release 3	0	380,000	380,000	98,573	478,573	398,573	Additional funds required to complete post awarding of tender funded from restricted assets
7080 - Keswick Stage 5 - Works Services	0	3,527	3,527	166	3,693	3,693	
7084 - Keswick Stage 4 Rel 3A - Final Seal	90,000	0	90,000	0	90,000	28,534	
7087 - Moffatt - McGuinn	580,000	-580,000	0	0	0	0	
01.09242 - Assets Const - Land Development - Roads Total	670,000	-196,473	473,527	98,739	572,266	430,800	
Property Development Total	670,000	-36,473	633,527	233,946	867,473	569,208	
Showgrounds							
01.00547 - Building Operations							
5799 - Wellington Showgrnd-Elect.Insur.User Py	46,285	0	46,285	0	46,285	9,299	
5801 - Wellington Showground -Buildings & Maint	5,994	0	5,994	7,000	12,994	367	Funds transferred from Wellington Showground - Buildings
01.00547 - Building Operations Total	52,279	0	52,279	7,000	59,279	9,666	
01.08220 - Acquisition of Assets Total	1,500	0	1,500	0	1,500	0	
01.09295 - Showground - Buildings							
0057 - Maintenance/Upgrade - Expo Centre	50,000	2,797	52,797	0	52,797	0	
7121 - Office Building Upgrade	32,000	0	32,000	0	32,000	0	
7128 - Wellington Showground - Buildings	15,000	0	15,000	-7,000	8,000	0	

	2017/2018 Original Budget	September Adjustment	Revised Annual Estimate at September	December Adjustment	Revised Annual Estimate	YTD Actuals	Variance
01.09295 - Showground - Buildings Total	97,000	2,797	99,797	-7,000	92,797	0	
01.09297 - Showground - Other Assets							
7121 - Electricity Upgrade	0	4,328	4,328	0	4,328	4,328	
01.09297 - Showground - Other Assets Total	0	4,328	4,328	0	4,328	4,328	
Showgrounds Total	150,779	7,125	157,904	0	157,904	13,994	
Wellington Caves Complex							
01.08150 - Caravan Park - Other Infrastructure							
7050 - Caravan Park - Other Infrastruct.&Repair	2,500	0	2,500	0	2,500	0	
01.08150 - Caravan Park - Other Infrastructure Total	2,500	0	2,500	0	2,500	0	
01.08170 - Wellington Caves - Land & Buildings							
7000 - Caves - Wellington Experience Centre	1,500,000	98,982	1,598,982	0	1,598,982	82,323	
01.08170 - Wellington Caves - Land & Buildings Total	1,500,000	98,982	1,598,982	0	1,598,982	82,323	
01.08200 - Land & Buildings							
7100 - Caravan Park - Land & Buildings & Repair	0	0	0	0	0	91	
01.08200 - Land & Buildings Total	0	0	0	0	0	91	
01.08201 - Other Infrastructure							
7100 - Caravan Park-Other Infrastruct.&Repair	6,000	0	6,000	0	6,000	0	
7101 - Caves - Other Infrastructure & Repair	84,500	0	84,500	0	84,500	8,187	
01.08201 - Other Infrastructure Total	90,500	0	90,500	0	90,500	8,187	
Wellington Caves Complex Total	1,593,000	98,982	1,691,982	0	1,691,982	90,601	
Economic Development and Business Total	21,389,789	4,412,458	25,802,247	308,286	26,110,533	4,155,036	
Human Environment							
Human Environment Services							
01.09550 - CBD Safety Cameras							
7385 - Camera Purchase & Instal	70,000	-70,000	0	0	0	0	
7388 - Wellington CCTV Purchase & Instal	10,000	-10,000	0	0	0	0	
01.09550 - CBD Safety Cameras Total	80,000	-80,000	0	0	0	0	
Human Environment Services Total	80,000	-80,000	0	0	0	0	
Human Environment Total	80,000	-80,000	0	0	0	0	
Infrastructure and Operations							
Fire & Emergency Services							
01.09156 - Fire Control - Plant & Equipment							
6840 - BFC Catalogue Items - Capital	360,000	0	360,000	0	360,000	0	
01.09156 - Fire Control - Plant & Equipment Total	360,000	0	360,000	0	360,000	0	

	2017/2018 Original Budget	September Adjustment	Revised Annual Estimate at September	December Adjustment	Revised Annual Estimate	YTD Actuals	Variance
01.09159 - Fire Services - Other Structures							
6897 - Orana Aircraft Operations Hardstand Area	51,896	0	51,896	0	51,896	13,514	
01.09159 - Fire Services - Other Structures Total	51,896	0	51,896	0	51,896	13,514	
01.09164 - Fire Control - Buildings							
6895 - SMSS Building - Dubbo FCC	0	269	269	1,166	1,435	1,435	
6897 - Vehicle Storage Shed - Extension (PC/C)	0	0	0	61	61	61	
6898 - Ponto Falls Fire Shed	0	0	0	0	0	-495	
01.09164 - Fire Control - Buildings Total	0	269	269	1,227	1,496	1,001	
01.09168 - Emergency Management Facilities							
6894 - Rescue Squad Building Replacement	0	0	0	4,200	4,200	4,200	Funded from Restricted Assets
01.09168 - Emergency Management Facilities Total	0	0	0	4,200	4,200	4,200	
Fire & Emergency Services Total	411,896	269	412,165	5,427	417,592	18,715	
Fleet Services							
01.09615 - Assets Purchased - Sundry Plant Total	94,491	69,771	164,262	22,099	186,361	91,870	Two Wackers purchased
01.09619 - Assets Purchased - Minor Plant Total	839,069	657,987	1,497,056	69,000	1,566,056	726,987	Forklift purchased
01.09621 - Assets Purchased - Major Plant Total	1,760,457	337,797	2,098,254	404,500	2,502,754	742,297	Grader purchased
01.09623 - Assets Purchased - Light Vehicles Total	1,778,891	156,284	1,935,175	360,497	2,295,672	1,098,106	Carry over purchases 2016/2017 and 2017/2018 purchases
01.09625 - Assets Purchased - Small Plant Total	528,525	13,979	542,504	10,987	553,491	68,843	
Fleet Services Total	5,001,433	1,235,818	6,237,251	867,083	7,104,334	2,728,103	
Roads Network							
01.09004 - Paved Footpaths - Reconstruction							
6014 - Wingewarra St (Darling to Bourke)	157,512	2,459	159,971	101,899	261,870	0	
6506 - Development Reconstruction	8,360	0	8,360	0	8,360	0	
6543 - Brisbane St (Reakes to Cobra)	0	59,117	59,117	95,527	154,644	154,644	Project completed
6671 - Bultje Street (Bourke to Darling)	93,000	0	93,000	-93,000	0	0	Project carried over to 2018/2019
6672 - Cobra Street (Hampden to Fitzroy)	115,400	0	115,400	-115,400	0	0	Project carried over to 2018/2019
6673 - Gipps Street (Cobra to Wingewarra)	149,000	0	149,000	-149,000	0	0	Project carried over to 2018/2019
6674 - Swift St L&R (Arthur to Railway)	121,409	0	121,409	-121,409	0	0	Project carried over to 2018/2019
6675 - Percy Street (Warne to Swift)	139,000	0	139,000	-139,000	0	0	Project carried over to 2018/2019
6682 - Wellington CBD Redevelopment	0	302,527	302,527	93,633	396,160	396,160	Project completed
01.09004 - Paved Footpaths - Reconstruction Total	783,681	364,103	1,147,784	-326,750	821,034	550,804	

	2017/2018 Original Budget	September Adjustment	Revised Annual Estimate at September	December Adjustment	Revised Annual Estimate	YTD Actuals	Variance
01.09006 - Paved Footpaths - Construction							
6576 - Fitzroy St (Myall to Cobbora)	60,450	0	60,450	0	60,450	0	
01.09006 - Paved Footpaths - Construction Total	60,450	0	60,450	0	60,450	0	
01.09008 - Cycleways Construction							
6543 - Sheraton Road Cyclelanes	10,000	0	10,000	-10,000	0	0	Project carried over to 2018/2019 due to Grant funds not available in 2017/2018
6547 - Hawthorne Street Cyclelanes	15,000	0	15,000	-15,000	0	0	Project carried over to 2018/2019 due to Grant funds not available in 2017/2018
01.09008 - Cycleways Construction Total	25,000	0	25,000	-25,000	0	0	
01.09010 - Cycleway & Footpath Preconstruction							
6521 - Bike Plan/PAMP	10,000	0	10,000	0	10,000	0	
01.09010 - Cycleway & Footpath Preconstruction Total	10,000	0	10,000	0	10,000	0	
01.09012 - Contributed Assets - Footpaths							
6516 - Footpaths	60,000	0	60,000	0	60,000	0	
01.09012 - Contributed Assets - Footpaths Total	60,000	0	60,000	0	60,000	0	
01.09020 - Traffic - Loan Principal Repayment Total	196,633	0	196,633	0	196,633	96,435	
01.09039 - Urban Road Construction							
6650 - Boundary Rd Extens.-Transport Strategy	4,558,730	4,574,519	9,133,249	-4,971,500	4,161,749	31,344	Funding reduced to Stage 1 funding only. Stage 2 Grant funding yet to be confirmed
01.09039 - Urban Road Construction Total	4,558,730	4,574,519	9,133,249	-4,971,500	4,161,749	31,344	
01.09041 - Urban Road Construction & Reconstruct							
6651 - St Andrews Drive	375,000	0	375,000	-375,000	0	0	Funds carried over to 2018/2019
6656 - St Georges Terr (Murrayfield/Pine Knoll)	190,000	0	190,000	-190,000	0	0	Funds carried over to 2018/2019
6664 - Brisbane St - Cobra to Reakes	300,000	0	300,000	0	300,000	149,708	
6669 - Naman Street (Darling to Dalton)	297,500	0	297,500	-297,500	0	0	Funds carried over to 2018/2019
6674 - Boundary Road & Margaret Cres Intersecti	182,600	0	182,600	-182,600	0	0	Funds carried over to 2018/2019
6677 - Purvis Lane Reconstruction	809,333	0	809,333	-238,333	571,000	2,991	Funds carried over to 2018/2019
6685 - Swift Street (Arthur to Railway Station)	838,952	0	838,952	-838,952	0	0	Funds carried over to 2018/2019
6687 - Urban Roads Reconstruction - Wellington	1,070,599	0	1,070,599	0	1,070,599	0	
6688 - Nanima Crescent	0	12,434	12,434	0	12,434	12,096	
6689 - Nanima Crescent CBD	0	12,434	12,434	0	12,434	12,096	

	2017/2018 Original Budget	September Adjustment	Revised Annual Estimate at September	December Adjustment	Revised Annual Estimate	YTD Actuals	Variance
01.09041 - Urban Road Construction & Reconstruct Total	4,063,984	24,868	4,088,852	-2,122,385	1,966,467	176,891	
01.09042 - Urban Road - Construction & Reconstruction Backlog							
6673 - Talbragar Street	771,383	0	771,383	-771,383	0	17,144	Funds carried over to 2018/2019
6674 - Purvis Lane Reconstruction	802,298	0	802,298	-802,298	0	0	Funds carried over to 2018/2019
01.09042 - Urban Road - Construction & Reconstruction Backlog Total	1,573,681	0	1,573,681	-1,573,681	0	17,144	
01.09043 - Preconstruction							
6617 - Technical Support Charge-Preconstruction	205,330	-5,076	200,254	-96,464	103,790	0	Funding reallocated to identified projects listed
6724 - Boundary Road Extension	0	0	0	2,843	2,843	2,843	Project completed
6727 - Purvis Lane Freightway Upgrade	0	5,076	5,076	48,249	53,325	53,325	Project completed
6729 - Swift Street	0	0	0	14,999	14,999	14,999	Project completed
6730 - Percy St K&G (Maughan to Zouch)	0	0	0	13,850	13,850	13,850	Project completed
6731 - Gisborne St K&G (Percy to Rail Crossing)	0	0	0	16,523	16,523	16,523	Project completed
01.09043 - Preconstruction Total	205,330	0	205,330	0	205,330	101,540	
01.09044 - Urban Roads - Resealing							
6730 - Annual Reseal Program	600,000	194,250	794,250	0	794,250	309,828	
01.09044 - Urban Roads - Resealing Total	600,000	194,250	794,250	0	794,250	309,828	
01.09045 - Contributed Assets - Roads							
6625 - Roads	2,000,000	0	2,000,000	0	2,000,000	0	
01.09045 - Contributed Assets - Roads Total	2,000,000	0	2,000,000	0	2,000,000	0	
01.09055 - K&G Construct							
6672 - Brisbane St (Mitchell to Reakes)	0	230,803	230,803	-119	230,684	80,976	
6675 - Macquarie St (Cobra to Mitchell)	0	221,033	221,033	0	221,033	118,116	
6678 - Wingewarra Street Reconstruction	60,000	0	60,000	378,811	438,811	0	
6681 - Swift Street (Arthur to Railway)	41,720	29,767	71,487	-71,487	0	0	Funds carried over to 2018/2019
6682 - Percy Street (Maughan to Maxwell)	46,500	0	46,500	39,161	85,661	0	
6683 - Percy Street (Maxwell to Zouch)	36,500	0	36,500	-36,500	0	0	Funds carried over to 2018/2019
6684 - Gisbourne Street (Percy to Rail Xing)	28,000	0	28,000	61,990	89,990	0	
6685 - Maughan Street (Percy to Arthur)	28,000	0	28,000	-28,000	0	0	Funds carried over to 2018/2019
6686 - Simpson Street (New to Maxwell)	36,651	0	36,651	-36,651	0	0	Funds carried over to 2018/2019
6688 - Nanima Crescent CBD	0	1,334	1,334	2,748	4,082	4,082	Project completed
01.09055 - K&G Construct Total	277,371	482,937	760,308	309,953	1,070,261	203,174	
01.09060 - Urban Road - Loan Principal Repayment Total	40,205	0	40,205	0	40,205	19,716	

	2017/2018 Original Budget	September Adjustment	Revised Annual Estimate at September	December Adjustment	Revised Annual Estimate	YTD Actuals	Variance
01.09072 - Rural Road-Major Construction & Reconstruction							
6662 - Westella Road	451,200	0	451,200	-451,200	0	0	Project funding reallocated to Minore Road in 2017/2018
6687 - Barbijal Street Brocklehurst	0	190	190	315	505	505	Project completed
6689 - Minore Road (Near Chapmans Lane)	0	0	0	462,023	462,023	0	Project funding from Westella Road
6705 - Mendooran Road (Seg 745)	424,000	137,565	561,565	-212,000	349,565	553	
6739 - Troy Rail Land Transfer	0	112,100	112,100	0	112,100	10,310	
6740 - Bungle/Mitch Hwy Intersect.Shoulder Wide	0	44,868	44,868	0	44,868	14,135	
6751 - Oakdene Road Pavement Rehabilitation	489,000	0	489,000	-397,940	91,060	333	Scope of works revised. \$78,750 reallocated to Creek View Road and balance to internally restricted asset for Old Mendooran Road in 2018/2019
6754 - Benolong Road Seg 110	732,000	0	732,000	0	732,000	109,951	
6755 - Whitewood Road	0	69,565	69,565	19	69,584	69,584	Project completed
6759 - Regional Roads - Wellington Renewals	1,920,000	-1,673,756	246,244	-48,105	198,139	0	
6761 - Gundy Creek Bridge	0	1,200,000	1,200,000	0	1,200,000	76,273	
6771 - Dripstone Bridge	0	23,424	23,424	2,247	25,671	25,671	Project completed
6772 - Ponto Falls Road	0	500,000	500,000	-250,000	250,000	0	Estimate reduced due to Roads to Recovery Funding
6773 - Twelve Mile Road	0	81,984	81,984	0	81,984	0	
6774 - Muronbung Road	0	800,000	800,000	0	800,000	0	
6775 - Creek View Road	0	0	0	78,750	78,750	266	
01.09072 - Rural Road-Major Construction & Reconstruction Total	4,016,200	1,295,940	5,312,140	-815,891	4,496,249	307,581	
01.09074 - Rural Road Construction - Preconstruction							
4504 - Old Mendooran Road Straight & Curve	0	3,075	3,075	725	3,800	3,800	Project completed
6670 - Technical Support Charge - Rural Roads	130,000	-3,075	126,925	-96,380	30,545	0	Funding reallocated to identified projects listed
6687 - Benelong Road Improvement	0	0	0	22,079	22,079	22,079	Project completed
6708 - Balladoran - Emu Street Sealing	0	0	0	13,965	13,965	13,965	Project completed
6709 - Muronbung Road	0	0	0	49,099	49,099	49,099	Project completed
6710 - Terrabella Bridge	0	0	0	5,686	5,686	5,686	Project completed
6711 - Ponto Falls Road	0	0	0	4,826	4,826	4,826	Project completed
01.09074 - Rural Road Construction - Preconstruction Total	130,000	0	130,000	0	130,000	99,455	
01.09077 - Rural Roads - Resealing							
6695 - Annual Reseal Program	855,500	261,734	1,117,234	0	1,117,234	48,809	
6696 - Annual Resheeting Program	0	0	0	650,000	650,000	0	Funding from Roads to Recovery

	2017/2018 Original Budget	September Adjustment	Revised Annual Estimate at September	December Adjustment	Revised Annual Estimate	YTD Actuals	Variance
01.09077 - Rural Roads - Resealing Total	855,500	261,734	1,117,234	650,000	1,767,234	48,809	
01.09078 - Extension Sealed Road Network							
6678 - Village Sealing - Wongarbron - Railway St	0	347,384	347,384	0	347,384	259,550	
6682 - Village Sealing-Barbijal St Brocklehurst	0	602	602	997	1,599	1,599	Project completed
6683 - Village Sealing -Wongarbron -Derribong St	0	125,000	125,000	160,730	285,730	848	
6689 - Old Mendooran Road	995,264	0	995,264	0	995,264	3,198	
6699 - Old Mendooran Road (R2R additional)	719,169	0	719,169	0	719,169	2,311	
6700 - Village Sealing - Wongarbron & Bundemar St	130,000	0	130,000	-130,000	0	0	Project carried over to 2018/2019 – Roads to Recovery funding not available
6701 - Village Sealing-Eumungerie & Balladoran	130,000	0	130,000	-130,000	0	0	Project carried over to 2018/2019 – Roads to Recovery funding not available
6702 - Village Sealing - Eumungerie & Emu Street	130,000	0	130,000	-130,000	0	0	Project carried over to 2018/2019 – Roads to Recovery funding not available
01.09078 - Extension Sealed Road Network Total	2,104,433	472,986	2,577,419	-228,273	2,349,146	267,506	
01.09079 - Rural Roads - Land Acquisition							
6699 - Cooreena Rd Realignment (Crown Land)	0	0	0	7,926	7,926	7,926	Project completed
01.09079 - Rural Roads - Land Acquisition Total	0	0	0	7,926	7,926	7,926	
01.09082 - Bridge Improvements Program							
6679 - Bridge Construction	142,033	0	142,033	0	142,033	0	
01.09082 - Bridge Improvements Program Total	142,033	0	142,033	0	142,033	0	
Roads Network Total	21,703,231	7,671,337	29,374,568	-9,095,601	20,278,967	2,238,153	
Sewerage Services							
03.08051 - Pumps & Equipment							
5057 - Telemetry Equipment	20,400	0	20,400	0	20,400	0	
03.08051 - Pumps & Equipment Total	20,400	0	20,400	0	20,400	0	
03.08053 - Plant & Equipment Purchases Total	176,107	215,163	391,270	-41,901	349,369	30,618	
03.08055 - Other Structures							
5120 - Dubbo STP Boundary Fencing	153,000	0	153,000	-151,403	1,597	1,597	Funds carried over to 2018/2019
5123 - Fencing Greengrove	0	0	0	15,344	15,344	15,344	
5143 - Dissolved Air Float.Sept. Receival Stat.	61,200	0	61,200	0	61,200	0	
5144 - Brewery Lane - Pump Gantry (PC)	10,200	0	10,200	0	10,200	0	
03.08055 - Other Structures Total	224,400	0	224,400	-136,059	88,341	16,941	

	2017/2018 Original Budget	September Adjustment	Revised Annual Estimate at September	December Adjustment	Revised Annual Estimate	YTD Actuals	Variance
03.08056 - New House Services							
5100 - Pressure Sewer Systems	0	0	0	13,816	13,816	13,816	
03.08056 - New House Services Total	0	0	0	13,816	13,816	13,816	
03.08057 - Land & Buildings							
5163 - Bungaribee Homestead Major Repairs	0	444	444	2,586	3,030	3,030	
03.08057 - Land & Buildings Total	0	444	444	2,586	3,030	3,030	
03.08059 - Contributed Assets - Sewer Total	250,000	0	250,000	0	250,000	0	
03.08071 - Augmentation Total	4,892,040	1,452,698	6,344,738	-2,052,533	4,292,205	2,300,152	Funds carried over to 2018/2019
03.08073 - Asset Replacement/Refurbishment Total	508,980	0	508,980	-147,900	361,080	23,639	Funds carried over to 2018/2019
03.08077 - Main Rehabilitation Total	2,224,000	0	2,224,000	0	2,224,000	343,729	
03.08090 - Sewer - Loan Principal Repayment Total	1,849,018	0	1,849,018	0	1,849,018	855,359	
Sewerage Services Total	10,144,945	1,668,305	11,813,250	-2,361,991	9,451,259	3,587,284	
Stormwater							
01.09127 - Rectification Works							
6805 - Technical Support Charge	120,000	0	120,000	0	120,000	0	
6840 - Pipe Relining	0	0	0	200,000	200,000	0	
6842 - West Dubbo Drain Reinstatement	30,000	0	30,000	0	30,000	0	
6849 - Other Infrastructure - Wellington	31,650	0	31,650	0	31,650	0	
6850 - Wingewarra St (Gipps to Darling)	0	0	0	150,000	150,000	9,414	
01.09127 - Rectification Works Total	181,650	0	181,650	350,000	531,650	9,414	
01.09131 - Minor Drainage Extensions (In assoc with K&G)							
6816 - Brisbane St K & G (South Cobra Street)	80,000	10,000	90,000	-23,264	66,736	66,736	
6824 - Preconstruction - Tech Support	20,000	0	20,000	-3,043	16,957	0	
01.09131 - Minor Drainage Extensions (In assoc with K&G) Total	100,000	10,000	110,000	-26,307	83,693	66,736	
01.09133 - Gross Pollutant Trap Installation							
6817 - West Dubbo Drain C/Over	198,540	0	198,540	0	198,540	0	
6818 - Bultje Street GPT	0	218,494	218,494	41,506	260,000	95,000	
01.09133 - Gross Pollutant Trap Installation Total	198,540	218,494	417,034	41,506	458,540	95,000	
01.09135 - Drainage Extensions							

	2017/2018 Original Budget	September Adjustment	Revised Annual Estimate at September	December Adjustment	Revised Annual Estimate	YTD Actuals	Variance
6824 - Preconstruction - Tech Support	30,000	0	30,000	3,043	33,043	33,043	
6835 - North Dubbo - Bourke to Myall	1,500,000	0	1,500,000	0	1,500,000	9,238	
01.09135 - Drainage Extensions Total	1,530,000	0	1,530,000	3,043	1,533,043	42,281	
01.09137 - Contributed Assets - Stormwater							
6826 - Stormwater Drainage	1,091,012	0	1,091,012	0	1,091,012	0	
01.09137 - Contributed Assets - Stormwater Total	1,091,012	0	1,091,012	0	1,091,012	0	
01.09142 - Hennessy Basin Facility							
4622 - Stage 1 Infrastructure Consultant Design	704,948	-142	704,806	0	704,806	3,040	
4623 - Stage 1 Treatment Pond Construction	0	142	142	0	142	142	
4624 - Treatment Pond Design	44,221	0	44,221	0	44,221	0	
4625 - Pipe Crossings of Hennessy Rd	825,000	0	825,000	0	825,000	2,651	
01.09142 - Hennessy Basin Facility Total	1,574,169	0	1,574,169	0	1,574,169	5,833	
01.09144 - Troy Basin Facility							
4624 - Design	0	0	0	32,340	32,340	32,340	
4625 - External Pipeline / Rail Crossing Const	150,000	0	150,000	-32,340	117,660	482	
4626 - Basin Construction	220,087	0	220,087	0	220,087	707	
4627 - Purvis Lane	770,000	0	770,000	0	770,000	2,474	
01.09144 - Troy Basin Facility Total	1,140,087	0	1,140,087	0	1,140,087	36,003	
01.09145 - Wongarbon Drainage							
4628 - Wongarbon Drainage Scheme	536,449	0	536,449	0	536,449	1,678	
01.09145 - Wongarbon Drainage Total	536,449	0	536,449	0	536,449	1,678	
01.09146 - Stormwater - Loan Principal Repayment Total	311,349	0	311,349	-38,392	272,957	128,479	
01.09147 - Keswick Estate Development							
4630 - Redirect.Channel Nth Keswick Stg4 Rel3B	0	715,557	715,557	-384,133	331,424	327,192	Wingewarra St (Gipps to Darling)- \$126,736, DRC headworks Restricted Asset \$147,820, Section 94 Restricted Asset \$65,712 and \$43,865 to Restricted Asset.
01.09147 - Keswick Estate Development Total	0	715,557	715,557	-384,133	331,424	327,192	
Stormwater Total	6,663,256	944,051	7,607,307	-54,283	7,553,024	712,616	
Waste Management - Domestic							
01.09103 - DWM - Plant & Equipment Purchases Total	1,203,160	0	1,203,160	1,299	1,204,459	64,459	
Waste Management - Domestic Total	1,203,160	0	1,203,160	1,299	1,204,459	64,459	

	2017/2018 Original Budget	September Adjustment	Revised Annual Estimate at September	December Adjustment	Revised Annual Estimate	YTD Actuals	Variance
Waste Management - Other							
01.08111 - Loan Principal Repayments Total	20,386	0	20,386	0	20,386	0	
01.08113 - Other Assets							
6505 - Purchase of Mobile Garbage Bins	3,126	-3,126	0	0	0	0	
01.08113 - Other Assets Total	3,126	-3,126	0	0	0	0	
01.09114 - Other Waste - Plant & Equipment Total	796,696	0	796,696	-6,956	789,740	235,305	
01.09116 - Other Waste - Other Structures							
6803 - DROPP Structure	7,131,580	118,420	7,250,000	0	7,250,000	1,709,766	
6804 - 3G/4G Network Repeater Station	13,000	0	13,000	0	13,000	0	
6806 - Transfer Station Construction - Wellingt	100,000	250,000	350,000	0	350,000	0	
6807 - DROPP Bore Water Supply	0	26,875	26,875	0	26,875	26,875	
01.09116 - Other Waste - Other Structures Total	7,244,580	395,295	7,639,875	0	7,639,875	1,736,641	
01.09120 - Other Waste -Land Improvements							
6784 - Landfill Rehabilitation - Wellington	100,000	0	100,000	0	100,000	0	
01.09120 - Other Waste -Land Improvements Total	100,000	0	100,000	0	100,000	0	
01.09122 - Other Waste - Infrastructure Roads							
6780 - DROPP Site Access Road	0	4,400	4,400	201,542	205,942	189,316	
01.09122 - Other Waste - Infrastructure Roads Total	0	4,400	4,400	201,542	205,942	189,316	
Waste Management - Other Total	8,164,788	396,569	8,561,357	194,586	8,755,943	2,161,262	
Water Supply							
02.08051 - Works Plant - Purchases Total	267,787	0	267,787	-42,200	225,587	46,377	
02.08053 - Pumps & Equipment >\$5 & 000 Total	86,520	0	86,520	0	86,520	7,578	
02.08055 - New House Services							
5171 - Construction - House Services	51,669	0	51,669	0	51,669	16,543	
02.08055 - New House Services Total	51,669	0	51,669	0	51,669	16,543	
02.08063 - Contributed Assets - Water Mains Total	509,293	0	509,293	0	509,293	0	
02.08064 - Other Structures							
5214 - South Dubbo Weir Grant	510,000	90,000	600,000	-18,528	581,472	580,428	
5219 - Retaining Wall - Ronald St Bore	51,000	0	51,000	0	51,000	0	
02.08064 - Other Structures Total	561,000	90,000	651,000	-18,528	632,472	580,428	

	2017/2018 Original Budget	September Adjustment	Revised Annual Estimate at September	December Adjustment	Revised Annual Estimate	YTD Actuals	Variance
02.08069 - Augmentation Works							
3050 - Automated Meter Reading Equipment	1,020,000	0	1,020,000	-520,000	500,000	3,278	Funds carried over to 2018/2019
4101 - Reservoir - addit CW storage JGWTP (PC)	20,400	0	20,400	0	20,400	15,000	
4102 - Reservoir - Addit CW Storage JGWTP (C)	2,040,000	0	2,040,000	-2,040,000	0	6,556	Funds carried over to 2018/2019
5437 - Pipelines - Obley Rd/Newell Hwy - (PC)	51,000	0	51,000	0	51,000	11,700	
5516 - Eumungerie Water Supply Scheme	0	0	0	3,383	3,383	3,383	
5656 - Reservoir Cameras	20,400	0	20,400	0	20,400	0	
5666 - Unattended Fast Fill Standpipes (PC)/(C)	0	0	0	139	139	139	
5704 - Pipeline-DN 300 under Macquarie RiverPC	816,000	0	816,000	0	816,000	20,431	
5716 - WTS Pit Upgrade to remove solids settlin	51,000	0	51,000	-51,000	0	0	Funds carried over to 2018/2019
5722 - Pipelines â€“ River Crossing(PC)	0	0	0	3,800	3,800	3,800	
5792 - JGWTP - 15ML Storage (PC)	0	50,000	50,000	0	50,000	1,898	
6210 - Lime Dosing Unit (C)	2,040,000	0	2,040,000	0	2,040,000	27,156	
6230 - Boundary Rd Main & PRV Relocation (C)	0	17,049	17,049	32,768	49,817	49,817	
6231 - Geurie River Intake (PC)	0	0	0	17,537	17,537	17,537	
6500 - Bald Hill Reservoir & Geurie	0	25,000	25,000	0	25,000	10,141	
6503 - Tin Bridge Pump Station-Upgrade	255,000	0	255,000	0	255,000	12,000	
6504 - Reservoir Mixing Installations	306,000	0	306,000	0	306,000	0	
6505 - Sedimentation Lagoons No.1 Liner -Wel	255,000	0	255,000	0	255,000	5,000	
6508 - Online Monitoring Equipment (Geurie)	51,000	0	51,000	0	51,000	0	
6509 - Settled Water Pump Reflux Valves(1 & 2 & 3)W	25,500	0	25,500	0	25,500	0	
6510 - Additional Chlorine Monitoring Units Dub	102,000	0	102,000	0	102,000	0	
6511 - Online Monitoring Equipment (Wellington)	102,000	0	102,000	0	102,000	0	
6512 - Bunglegumbie Rd.Extension -150 mm P/L	102,000	0	102,000	0	102,000	0	
6517 - Mumbil Reservoir No1 (90 KL)-new platfom	20,400	0	20,400	0	20,400	0	
6519 - SCADA (PC) (Wellington)	76,500	0	76,500	0	76,500	56,154	
6522 - Capstan Drive	0	75	75	0	75	75	
02.08069 - Augmentation Works Total	7,354,200	92,124	7,446,324	-2,553,373	4,892,951	244,065	
02.08071 - Asset Replacement / Refurbishment Total	2,138,940	56,093	2,195,033	253,969	2,449,002	1,043,950	
02.08073 - Mains Replacement Total	1,241,340	138,729	1,380,069	572,835	1,952,904	603,256	
02.08074 - Mains Extensions Total	222,360	0	222,360	-134,149	88,211	13,651	
02.08090 - Water - Loan Principal Repayments Total	1,011,918	0	1,011,918	0	1,011,918	443,701	
Water Supply Total	13,445,027	376,946	13,821,973	-1,921,446	11,900,527	2,999,549	
Infrastructure and Operations Total	66,737,736	12,293,295	79,031,031	-12,364,926	66,666,105	14,510,141	
Planning and Environment Ranger Services							

	2017/2018 Original Budget	September Adjustment	Revised Annual Estimate at September	December Adjustment	Revised Annual Estimate	YTD Actuals	Variance
01.09367 - Animal Shelter - Loan Principal Repayment Total	60,819	0	60,819	0	60,819	29,886	
Ranger Services Total	60,819	0	60,819	0	60,819	29,886	
Planning and Environment Total	60,819	0	60,819	0	60,819	29,886	
Total	93,860,049	20,863,211	114,723,260	-11,564,936	103,158,324	23,140,216	
Funds required for Rates and General Revenue and Restricted Assets	56,073,173	20,575,760	76,648,933	-10,652,501	65,996,432	5,330,926	

Restricted Assets Budget Review

**DUBBO REGIONAL COUNCIL
SUMMARISED STATEMENT OF RESTRICTED ASSETS
AS AT 31 DECEMBER 2017**

PURPOSE OF INTERNALLY RESTRICTED ASSET	FUNCTION	BALANCE AS AT 01/07/2017	TRANSFERS TO 2017/2018	TRANSFERS FROM 2017/2018	BALANCE AS AT 30/06/2018
General					
Aquatic Leisure Centres	CR - ALC	378,190	29,924	217,287	190,827
Business Services Community and Recreation	CR - BS	104,088	47,049	11,095	140,042
Cemeteries	CR - C	623,994	0	85,000	538,994
Family Day Care	CR - FDC	276,288	0	0	276,288
Library Services	CR - LS	164,028	11,491	891	174,628
Rainbow Cottage	CR - RC	199,662	0	67,176	132,486
Recreation - Horticultural Services	CR - RHS	764,701	67,178	499,307	332,572
Recreation - Landcare Services	CR - RLS	375,846	15,312	279,953	111,205
Recreation - Sporting Facilities	CR - RSF	1,312,297	211,359	541,037	982,619
Recreation Planning & Programs	CR - RPP	267,143	29,995	97,373	199,765
Regional Theatre & Conventon Centre	CR - RTCC	544,246	51,936	286,665	309,517
Social Services	CR - SS	354,064	190,067	159,757	384,374
Western Plains Cultural Centre	CR - WPCC	1,007,186	0	595	1,006,591
Civic Administration Buildings	CS - CAB	1,300,663	104,322	0	1,404,985
Corporate Overheads	CS - CO	2,286,400	0	0	2,286,400
Depot Services	CS - DS	1,000,745	221,672	0	1,222,417
Employment Overhead Distribution	CS - EOD	441,334	20,000	0	461,334
Financial Operations	CS - FO	1,105	0	1,105	0
Governance	CS - G	429,549	0	386,865	42,684
Governance & Risk Services	CS - GRS	553,823	0	77,866	475,957
Information Services	CS - IS	1,761,875	50,000	199,634	1,612,241
People Culture and Safety	CS - PCS	375,091	0	20,000	355,091
Rates & General Revenue	CS - RGR	21,838,582	5,220,718	10,695,926	16,363,374
Business Services Economic Development & Business	EDB - BS	134,718	0	134,718	0
Communications and Stakeholder Engagement	EDB - CSE	192,735	0	130,018	62,717
Dubbo Regional Airport	EDB - DRA	1,065,655	0	1,065,655	0
Dubbo Regional Livestock Markets	EDB - DRLM	3,182,645	0	770,211	2,412,434
Economic Development and Marketing	EDB - EDM	188,716	40,965	112,089	117,592
Facilities Management	EDB - FM	0	99,718	99,718	0
Holiday Park	EDB - HP	431,247	0	152,198	279,049
Old Dubbo Gaol	EDB - ODG	245,812	0	151,023	94,789
Property Development	EDB - PD	2,648,107	1,675,229	576,867	3,746,469
Showgrounds	EDB - S	72,095	0	38,854	33,241
Wellington Caves Complex	EDB - WCC	42,896	0	41,716	1,180
Human Environment Services	HE	123,204	0	123,204	0
Business Services Infrastructure and Operations	IO - BS	6,381	0	0	6,381
Fire & Emergency Services	IO - FES	575,434	0	69,973	505,461
Fleet Services	IO - FS	10,841,481	0	2,481,503	8,359,978
Infrastructure Delivery	IO - ID	536,538	5,000	394,451	147,087
Infrastructure Strategy	IO - IS	826,061	2,000	93,713	734,348
Roads Network	IO - RN	10,764,352	1,056,365	3,990,770	7,829,947
Roads State Network	IO - RSN	1,312,348	0	1,312,348	0
Stormwater	IO - S	13,553	0	13,553	0
Street Lighting	IO - SL	461,461	0	134,269	327,192
Waste Management - Other	IO - WMO	3,762,178	0	3,159,852	602,326
Building & Development Services	PE - BDS	597,983	10,000	281,716	326,267
Environment & Health Services	PE - EHS	45,199	0	4,981	40,218
Ranger Services	PE - RS	478,389	71,656	0	550,045
Strategic Planning Services	PE - SPS	650,015	224,206	254,616	619,605
Total		75,560,103	9,456,162	29,215,548	55,800,717
Balance Internal Borrowing Account		(2,887,925)	797,732	1,850,000	(3,940,193)
TOTAL GENERAL FUND		72,672,178	10,253,894	31,065,548	51,860,524

**DUBBO REGIONAL COUNCIL
SUMMARISED STATEMENT OF RESTRICTED ASSETS
AS AT 31 DECEMBER 2017**

PURPOSE OF EXTERNALLY RESTRICTED ASSET	FUNCTION	BALANCE AS AT 01/07/2017	TRANSFERS TO 2017/2018	TRANSFERS FROM 2017/2018	BALANCE AS AT 30/06/2018
Water Supply					
Major Improvements	IO - WS	35,742,126	0	193,437	35,548,689
Total Water Supply		35,742,126	0	193,437	35,548,689
Sewerage Services					
Major Improvements	IO - SS	41,865,442	0	270,003	41,595,439
Total Sewerage Services		41,865,442	0	270,003	41,595,439
General					
Recreation - Horticultural Services	CR - RHS	10,000	0	10,000	0
Western Plains Cultural Centre	CR - WPCC	8,629	0	0	8,629
Financial Operations	CS - FO	5,292	10,000	0	15,292
Fire & Emergency Services	IO - FES	535,194	40,000	53,177	522,017
Roads Network	IO - RN	1,168,700	441,527	691,772	918,455
Roads State Network	IO - RSN	0	386,175	0	386,175
Stormwater	IO - S	3,203,796	113,398	2,192,823	1,124,371
Waste Management - Domestic	IO - WMD	3,248,569	102,744	0	3,351,313
Waste Management - Other	IO - WMO	4,390,981	0	653,521	3,737,460
Environment & Health Services	PE - EHS	48,000	0	0	48,000
Section 94 Contributions - Urban Roads	S94 1.10	7,069,261	644,634	0	7,713,895
Section 94 Contributions - Car Parking	S94 C 1.10	93,145	23,000	0	116,145
Section 94 Contributions - Stormwater Drainage	S94 4.01	2,116,701	0	1,039,380	1,077,321
Section 94 Contributions - Open Space	S94 9.01	1,846,412	168,036	113,373	1,901,075
Section 94 Contributions - Roadworks	S94 W 1.202	0	3,300	0	3,300
Section 94 Contributions - Stormwater Drainage	S94 W 4.01	75,319	1,800	0	77,119
Section 94 Contributions - Emergency Services	S94 W 4.03	35,558	1,100	0	36,658
Section 94 Contributions - Sporting/Play Grounds	S94 W 9.01	35,703	0	0	35,703
Section 94 Contributions - Community Amenities	S94 WA 9.01	10,082	0	0	10,082
Section 94A Contributions	PE - SPS	22,268	0	0	22,268
Grant Funds Carried Over	Various	19,596,698	27,762,266	12,825,070	34,533,894
Total General		43,542,576	29,697,980	17,579,116	55,661,440

SUMMARY OF GRANT FUNDS CARRIED OVER (AS ABOVE)	FUNCTION	BALANCE AS AT 01/07/2017	TRANSFERS TO 2017/2018	TRANSFERS FROM 2017/2018	BALANCE AS AT 30/06/2018
Grant - Library Services	CR - LS	32,000	0	0	32,000
Grant - Recreation - Horticultural Services	CR - RHS	99,354	0	99,354	0
Grant - Recreation - Landcare Services	CR - RLS	47,250	0	47,250	0
Grant - Recreation Planning & Programs	CR - RPP	11,700	0	0	11,700
Grant - Social Services	CR - SS	1,516,544	0	1,474,709	41,835
Grant - Western Plains Cultural Centre	CR - WPCC	6,250	0	0	6,250
Grant - Office of the General Manager	CS - OGM	12,278,420	0	7,642,982	4,635,438
Grant - Rates & General Revenue	CS - RGR	0	27,760,000	0	27,760,000
Grant - Business Services Economic Development & Business	EDB - BS	10,459	0	0	10,459
Grant - Old Dubbo Gaol	EDB - ODG	6,500	0	4,500	2,000
Grant - Fire & Emergency Services	IO - FES	35,284	2,266	0	37,550
Grant - Roads Network	IO - RN	2,779,103	0	1,077,660	1,701,443
Grant - Waste Management - Domestic	IO - WMD	795,710	0	795,710	0
Grant - Waste Management - Other	IO - WMO	1,907,292	0	1,682,905	224,387
Grant - Building & Development Services	PE - BDS	32,700	0	0	32,700
Grant - Environment & Health Services	PE - EHS	9,932	0	0	9,932
Grant - Ranger Services	PE - RS	28,200	0	0	28,200
Total Grant Funds Carried Over		19,596,698	27,762,266	12,825,070	34,533,894



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

AUTHOR: General Manager
REPORT DATE: 7 February 2018
TRIM REFERENCE: ID18/224

EXECUTIVE SUMMARY

Section 252 of the Local Government Act 1993 requires that within the first 12 months of each term of Council, the Council must adopt a Policy concerning the payment of expenses and provision of facilities for the Mayor and Councillors in relation to discharging the functions of civic office. Council has recently adopted a Policy relating to the Payment of Expenses and Provision of Facilities for the Mayor and Councillors however it has been requested that several items of this policy be reviewed including Councillor professional development and reimbursement of travel.

The proposed policy is to be placed on Public Exhibition for a period of twenty eight (28) days during which time the public may make submissions. The policy together with any submissions received will then be considered by Council prior to its adoption.

ORGANISATIONAL VALUES

Customer Focused: This policy is placed on public exhibition for twenty eight (28) days to allow members of the public to make a submission for the consideration of Council. It is also required to ensure a consistent basis of managing costs of the Councillors while undertaking their civic duties.

Integrity: This policy has been based on a template provided by the Office of Local Government to ensure consistent practices across NSW Local Government. It is also placed on twenty eight (28) days public exhibition prior to adoption by Council.

One Team: This policy ensures that all Councillors' requests for expenses are assessed consistently.

FINANCIAL IMPLICATIONS

The financial implications arising from this report relate to the expenses and provision of facilities detailed in Council's policy.

POLICY IMPLICATIONS

The adoption of this report allows the proposed policy to be placed on Public Exhibition.

RECOMMENDATION

That the policy "Payment of Expenses and Provision of Facilities for the Mayor and Councillors" as attached as Appendix 1 to the report of the General Manager dated 7 February 2018, be placed on Public Exhibition for a period of twenty eight (28) days inviting the public to make submissions.

Michael McMahon
General Manager

REPORT

Section 252 of the Local Government Act 1993 requires that within the first 12 months of each term of Council, the Council must adopt a Policy concerning the payment of expenses and provision of facilities for the Mayor and Councillors in relation to discharging the functions of civic office. Council has recently adopted a Policy relating to the Payment of Expenses and Provision of Facilities for the Mayor and Councillors however it has been requested that several items of this policy be reviewed including Councillor professional development, reimbursement of travel and several other minor amendments.

The proposed policy is to be placed on Public Exhibition for a period of twenty eight (28) days during which time the public may make submissions. The policy together with any submissions received will then be considered by Council prior to its adoption.

Appendices:

- 1 [↓](#) Draft Payment of Expenses and Provision of Facilities to the Mayor and Councillors Policy - February 2018



**DUBBO REGIONAL
COUNCIL**

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

February 2018

Document Revision History	
Description	Date
Adopted by Council for the purpose of public exhibition	28 August 2017
Notes	

DUBBO REGIONAL COUNCIL

POLICY

PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR THE MAYOR AND COUNCILLORS

TABLE OF PROVISIONS

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- 1.2 Purpose of this Policy
- 1.3 Legislative Provision
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Payment of Expenses and Provision of Facilities For the Mayor and Councillors	3
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PART 1 – INTRODUCTION

1.1 Introduction

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 2005* (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.

1.2 Purpose of this Policy

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.

1.3 Legislative Provision and Guidance Documents

Local Government Act 1993, Sections 252 and 253

Local Government (General) Regulation 2005, Clauses 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.

1.4 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.

1.5 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 Administrator would be expected to display when using Council's resources.

PART 2 – FACILITIES FOR MAYOR AND COUNCILLORS

2.1 Mayor

The Mayor, in carrying out the duties of office, be entitled to receive the following:

- 2.1.1 The use of Mayoral Robes and Chain of Office
- 2.1.2 Suitable office accommodation in the Dubbo Civic Administration Building and the Wellington Administration Building including the provision of a computer and software packages that enable email and internet services at both locations.
- 2.1.3 A range of secretarial and support services including telephone and reception duties, typing, organisation of Civic Receptions including catering, preparation of speeches, press releases and correspondence and other reasonable requests by the Mayor. This service is reviewed and renegotiated with the Mayor following each Mayoral election.

2.1.4 A motor vehicle for official (civic duties) and private use as follows:

- The provision to the Mayor of a suitable and appropriate official vehicle, to the value of up to \$55,000 (ex GST), fully serviced and maintained, for both civic and private use, with such vehicle type to be at the discretion of the Mayor at the time of changeover, with changeover to occur at not less than 30,000km or 24 months, whichever occurs first noting that the vehicle shall be changed over immediately following each Mayoral election.
- the motor vehicle provided for use by the Mayor may be used by the Mayor for private purposes
- the annual fee payable to the Mayor will be reduced by the value of the private use benefit taken up
- the value of the private use benefit will be determined by applying the rate per kilometre published by Local Government NSW from time to time which is recommended for use by councils when costing motor vehicle benefits in remuneration packages to the number of private use kilometres travelled.
- the Mayor will keep a log of all private use kilometres travelled and submit such log at the end of each month

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

2.1.6 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 Clause 3.1) by the Mayor and partner/accompanying person shall be paid by Council.

2.1.7 If the Mayor so chooses, a credit card facility and a cabcharge 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.

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

2.2 Councillors

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:

2.2.1 Access to a Councillors' area in the Dubbo Civic Administration Building, suitably equipped with access to telephone, computer terminal connection and printing facilities.

2.2.2 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.

- 2.2.3 Appropriate refreshments will be available for council meetings, council committee meetings, councillor briefings, approved meetings and engagements, and official council functions as approved by the General Manager.

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

As per Council resolution dated 23 October 2017, the term "refreshments" specifically excludes the provision of alcohol to Councillors and Staff within Council's buildings with the exception of Mayoral or Civic Receptions or other functions as approved by the General Manager.

- 2.2.4 Suitable stationery supplies.

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

- 2.2.5 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 General Manager, the relevant Director, or an officer nominated by the Director.

- 2.2.6 Preparation of media material for the Mayor in respect of Council activities and for the chairpersons of Council's Planning, Development and Environment; Infrastructure, Community and Recreation; and Economic Development, Business and Corporate Committees in respect of Committee issues.

- 2.2.7 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.

- 2.2.8 The provision of an electronic tablet device, appropriate broadband communications and a suitable printer located in the Councillor's Room in the Dubbo Civic Administration Building.

2.2.9 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.

2.3 General Provisions

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.

No allowances or expenses other than those expressly contained in this policy are payable to the Mayor or Councillors.

Councillors will not be reimbursed for alcoholic beverages.

2.4 Monetary Limits

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 table.

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.

Expense Type	Refund Basis	Limit Amount	Comment
Registration costs	Actual	None	Includes costs relating to official luncheons, dinners and tours/inspections which are relevant to the interests of the Council
Accommodation	Actual up to daily limit	As per Table 1 Rates and Allowances of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009	<p>The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.</p> <p>Limits are dependent on the location of accommodation, providing for regional differences in costs.</p> <p>Where evidence is provided that accommodation within the above cost range cannot be provided or is not available then the General Manager has the discretion to approve the increase in costs.</p> <p>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 General Manager. 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.</p>
Out of pocket expenses	Actual up to daily limit	\$100 per day	<p>Expenses in this category may include:</p> <ul style="list-style-type: none"> • Reasonable telephone, facsimile or internet usage • Reasonable refreshments • Meals not included in registration fees, etc <p>The following expenses will not be reimbursed and are the responsibility of the Mayor/Councillors:</p> <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

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Cost of service provided	Actual	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
Enrolment fees	Actual	None	In most cases, Council will arrange and fund attendance of the Mayor and Councillors at training courses
Air Travel	Actual	None	In most cases, Council will arrange and fund the Mayor and Councillors' Air Travel when required
Rail Travel	Actual	None	In most cases, Council will only arrange and fund the Mayor and Councillors' rail travel when requested
Taxi	Actual	None	
Bus	Actual	None	
Incidental expenses associated with attendance at seminars, training courses or official functions	Actual up to daily limit	\$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
Personal care or child care expenses: up to four (4) hours	Actual up to daily limit	\$100 per day	Council will reimburse costs to a maximum of \$100 to cover a four (4) hour engagement 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 shall include the period of 30 minutes prior to and after the conclusion of the meeting or workshop
Personal care or child care: more than four (4) hours	Actual up to hourly limit	\$15 per hour	An additional hourly rate of up to \$15 per hour will be paid for meetings and workshops etc that go beyond the four (4) hours engagement period referred to above

Use of private motor vehicle	Actual	Per km allowance as defined in the Local Government (State) Award 2017 for those km in excess of 60km per instance.	<p>As defined in the Local Government (State) Award 2017 "Part 15(x) – Vehicle Allowances"</p> <p>Per km allowance as defined in the Local Government (State) Award 2017 for those km in excess of 60km per instance.</p> <p>The following procedure is to be followed when claiming travel expenses when accepting invitations:</p> <ol style="list-style-type: none"> 1. Invitations are not to be accepted until assessed as below. 2. Councillors are to advise Council's Administration Officer – Mayor, Jo O'Dea, that an invitation has been received and provide a copy of the invitation to Jo to forward to the Office of the Mayor. It is the Mayor's decision as to who Council's representative at the meeting/function will be. 3. The Mayor shall review the invitation and determine who the most appropriate Council representative would be for each individual circumstance. Mayor to advise Council's Administration Officer – Mayor, Jo O'Dea of his decision. 4. Council's Administration Officer – Mayor, Jo O'Dea will RSVP to the host of the invitation advising who shall attend on behalf of Council. 5. Council's Administration Officer – Mayor, Jo O'Dea will make any necessary arrangements for the attendance at the event by Council's representative. 6. Any claims for travel and use of private vehicles to attend these functions/meetings must be accompanied by a copy of the relevant invitation and approval from the Mayor's Office. <p>This procedure was circulated to Councillors by email on 30 October 2017 (ED17/129022).</p>
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PART 3 - TRAVELLING ON COUNCIL BUSINESS

3.1 Definition of Conference

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.

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

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 General Manager will ensure that access to expenses relating to conferences and seminars is distributed equitably.

Approval to attend a conference or seminar is subject to a written request to the General Manager. In assessing a Councillor request, the General Manager 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.

Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the General Manager with any necessary bookings to be made through the General Manager's office. 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.

3.2 Who may attend conferences

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. Attendance at conferences are to be approved by the Council with the General Manager to approve attendances at seminars and conferences by staff.

ORGANISATION	DELEGATES	OBSERVERS
Local Government NSW	Mayor, or his nominee, two other Councillors as delegates plus an alternate delegate (to act as delegate if required) and Councillors as determined by the Council	General Manager or Nominee and Councillors as determined by the Council
Australian Livestock Markets Association	Mayor, or his nominee, one Councillor and alternate Councillors determined by the Council	General Manager or nominee and the Director Economic Development and Business
Australian Airport Association	Mayor, or his nominee, one Councillor and alternate Councillors determined by the Council	General Manager or nominee and the Director Economic Development and Business
Local Government Women's Conference	Two Councillors and alternate Councillors determined by the Council	General Manager or nominee
Local Government Aboriginal Network Conference	Two Councillors and alternate Councillors determined by the Council	General Manager or nominee
Australian Local Government Association Conference	Mayor, or his nominee	General Manager or nominee

3.3 Conference Costs

The following shall apply for the Mayor and Councillors authorised and/or appointed as delegates under this policy to attend conferences (as defined above):

3.3.1 Registration

The Council in accordance with 2.4 above, 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.

3.3.2 Accommodation

In accordance with 2.4 above, Council will pay reasonable double room or twin share accommodation costs including the night before and/or after the conference where this is necessary because of travel and/or conference timetables.

3.3.3 Travel

In accordance with 2.4 above, the following travel provisions will apply:

- (a) 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.
- (b) Where trains are used the Council will provide first class travel, including sleeping berths where available.
- (c) 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 General Manager.
- (d) 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 by the Local Government State Award 2017 as at the date of travel with such rate deemed to cover and include any claims for accidental damage or repairs to the private vehicle and any loss of no claim bonus and any excess not covered by an insurance. This claim for kilometre allowance is subject to such claim not exceeding economy class air fares to and from the particular destination.
- (e) 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.

3.4 Development Programs

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

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.

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.

Approval for professional development activities is subject to a prior written request to the General Manager outlining the:

- details of the proposed professional development
- relevance to Council priorities and business
- relevance to the exercise of the Councillor's civic duties.

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

3.5 Out-of-Pocket Expenses

In accordance with 2.4 above, the following out of pocket expenses will apply:

- 3.5.1 So that Councillors, as delegates of the Council attending conferences are not financially disadvantaged, Councillors shall be entitled to claim "out-of-pocket" expenses.
- 3.5.2 The amount of the payment under Clause 3.5.1 shall be equal to reasonable costs substantiated by a tax invoice receipt or statutory declaration to the effect that the expenditure was incurred.
- 3.5.3 Such payment shall be made to cover incidental expenses associated with the conference attendance (and up to the relevant daily limits as per clause 2.4 herewith) such as:
- (i) 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;
 - (ii) breakfasts, lunches, dinners and other meals not included in the registration fee;
 - (iii) laundry - Council will meet the cost of reasonable laundry or dry cleaning services whilst at the conference, if necessary;
 - (iv) optional activities in a conference program where approved by the General Manager;
 - (vii) gifts taken - If it is appropriate that gifts be required for presentations, Council will provide items as determined by the General Manager.
 - (viii) gifts received - Council's Code of Conduct should be adhered to at all times. Any gifts received must be declared in Council's Gift Register.

The following items are expressly excluded from incidental expenses that will be funded by Council

- (i) **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.**
- (ii) **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.**

3.5.4 An advance payment to the Councillor's bank account for "out-of-pocket" 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 conference 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".

3.6 Conference Costs - Payment in Advance

3.6.1 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.

3.6.2 Any advance payments must be properly accounted for on the prescribed form within one (1) month after such conference.

3.7 Conference Costs - Delegates' Accompanying Person

3.7.1 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.

3.7.2 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 Local Functions

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.

3.9 Overseas Travel

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. 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.

Retrospective re-imburement for overseas travel is not permitted.

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.

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.*

3.10 Care

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. 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.

3.11 Expenses Claim Approval

Any claim submitted to Council for reimbursement of expenses must be approved by the Manager Governance and Risk Services having regard to appropriateness of the claim and regard to budget allocations. The General Manager will then authorise the claim approval form.

3.12 Disputes Resolution

Any dispute relating to the administration of this Policy must be made in writing to the General Manager 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.

PART 4 - LEGAL ASSISTANCE

4.1 Legal and Representation Costs - Enquiries, Investigations, Hearings, etc

4.1.1 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.

4.1.2 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 General Manager 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.

- 4.1.3 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.
- 4.1.4 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.
- 4.1.5 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.

4.2 Legal Advice

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

PART 5 - INSURANCES

5.1 Personal Accident Insurance

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.

COVERED PERSON(S)/ CATEGORIES

- 1: The Mayor, Chairperson, Elected Members, Councillors, Commissioners and Administrators
- 2: All Employees of the Policyholder
- 3: All Accompanying Spouse/Partners and/or Dependent Child(ren) of Category 1 and 2 Covered Persons and including any persons engaged to undertake sister city visits on the Policyholder's behalf
- 4: All voluntary workers of the Policyholder
- 5: All members of any Committees and Trusts established by the Policyholder including Local Representative Advisory Committees (LRAC)

SCOPE OF COVER

6: Work Experience Students and Other Persons where the Policyholder is required to provide coverage whilst such persons are engaged in any Government Labour Market, Training or Job Creation Projects

7: All Employees of the Policyholder engaged in authorised amateur sporting competitions organised by the Policyholder

Categories 1, 2 and 3:

In respect to this Category "Covered Persons" are covered while engaged on a Journey (as defined) undertaken on the Policyholder's business, including any Incidental Private Travel.

Notwithstanding the above, cover under Section 1 & 2 of this Policy shall be whilst engaged in or on any activity directly or indirectly connected with or on behalf of the Policyholder including whilst travelling directly to and/or from such activity.

Categories 4 and 5:

In respect to this Category "Covered Persons" are covered while engaged on a Journey (as defined) undertaken on the Policyholder's business, including any Incidental Private Travel.

Notwithstanding the above, cover under Section 1 and 4(A) of this Policy shall be whilst engaged in or on any authorised voluntary work directly or indirectly connected with or on behalf of the Policyholder including whilst travelling directly to and/or from such activity.

Category 6:

Cover under the Policy applies to all those hazards to which a Covered Person is exposed whilst actually engaged in or on any Government Labour Market, Training or Job Creation Projects excluding necessary direct travel to and from such activities on behalf of the Policyholder. Provided always that the Policy shall only apply in respect of such work officially organised by and under the control of the Policyholder.

Category 7:

Cover under the Policy applies to all those hazards to which a Covered Person is exposed whilst actually engaged in any authorised amateur sporting event including necessary direct travel to and from such events. Provided always that the Policy shall only apply in respect of such events officially organised by and under the control of the Policyholder.

SCHEDULE OF BENEFITS	Sum Insured as per Table of Events – Each Covered Person
Section 1 Personal Accident and Sickness	
Part A – Lump Sum Benefits	
Category 1 Events 1 - 30	5 times salary up to a maximum of \$1,000,000 and a minimum of \$500,000
Categories 2 to 6 Events 1 - 30	\$300,000
Categories 1 to 6 – Injury Resulting In Surgery	\$20,000
Part B - Weekly Benefits Injury	
Category 1 (156 weeks)	100% of Salary up to \$4,000
Categories 2 to 6 (156 weeks)	100% of Salary up to \$3,000
Part C – Injury Resulting in Fractured Bones	
Categories 1 to 6	\$5,000
Part D – Injury Resulting in Dental Procedures	
Categories 1 to 6	\$5,000

All other Sections as shown in the policy schedule.

AGGREGATE LIMIT OF LIABILITY FOR ALL COUNCILS COMBINED

Applicable to Sections 1 and 2 only	
(A) Any one Event	\$10,000,000
(B) Non-Scheduled Flights	\$1,000,000
(C) Any one event with respect to War/Civil War	\$500,000
(D) Any one Period of Insurance with respect to War/Civil War	\$1,000,000
(E) Section 2 – Kidnap and Ransom	\$2,000,000
Note: (C) and (D) above are applicable to Afghanistan, Chechnya, Iraq and Somalia only.	

AGE LIMITATIONS

Compensation is limited for Covered Persons aged ninety (90) years or over and in respect of each Dependent Child(ren) aged eighteen (18) years or under as per the General Provisions and Conditions Applicable to the Policy noted in the Policy wording.

5.2 Professional Indemnity/Public Liability Insurance

- (i) General Liability – indemnify each insured person(s) for all costs, charges, expenses and defence costs **but** excluding **fin**es 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.

- (ii) 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.

5.3 Councillors' and Officers' Liability Insurance

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.

The protection provided covers the liability to pay civil damages, the claimant's legal costs, and the Councillor's or staff member's costs incurred in the claim (policy limit \$10million). The protection extends to the estate and heirs of a deceased Councillor or staff member.

The policy specifically excludes protection for claims brought by a Councillor or staff members against another Councillor or staff member.

PART 6 - ANNUAL FEES - MAYOR AND COUNCILLORS

6.1 Fees Payable to Councillors

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. Such payment shall be subject to Section 254A of the Regulations and any specific resolution of the Council under Section 254A.

6.2 Fees Payable to the Mayor

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.

NOTE:

In accordance with the Australian Taxation Office Interpretative Decision 2007/205, Council may enter into an arrangement with a Councillor under which the Councillor agrees to forego all or part of their annual fee in exchange for the Council making contributions to a complying superannuation fund on their behalf.

PART 7 – PROCESSES

7.1 Approval, payment and reimbursement arrangements

- 7.1.1 Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 7.1.2 Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 7.1.3 Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
 - local travel relating to the conduct of official business
 - carer costs
- 7.1.4 Final approval for payments made under this policy will be granted by the General Manager or their delegate.

7.2 Direct payment

- 7.2.1 Council may approve and directly pay expenses. Requests for direct payment must be submitted to the General Manager for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

7.3 Reimbursement

- 7.3.1 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 General Manager.

7.4 Advance payment

- 7.4.1 Council may pay a cash advance for Councillors attending approved conferences, seminars or professional development.
- 7.4.2 The maximum value of a cash advance is \$100 per day of the conference, seminar or professional development to a maximum of \$500.
- 7.4.3 Requests for advance payment must be submitted to the General Manager for assessment against this policy using the prescribed form with sufficient information and time to allow for the claim to be assessed and processed.
- 7.4.4 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.

7.5 Notification

- 7.5.1 If a claim is approved, Council will make payment directly or reimburse the Councillor through accounts payable.
- 7.5.2 If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

7.6 Reimbursement to Council

- 7.6.1 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.
- 7.6.2 If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the General Manager. The General Manager may elect to deduct the amount from the Councillor's allowance.

7.7 Timeframe for reimbursement

- 7.7.1 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.

**DUBBO REGIONAL COUNCIL
EXPENSES OF MEMBERS OF COUNCIL**

(Local Government Act, 1993)

Section 252

NAME: _____ DATE: _____

NOTES:

1. Claim to be submitted in accordance with Council's Policy – Payment of Expenses and Provision of Facilities for the Mayor and Councillors.
2. Expenses claimed must be substantiated by Tax Invoice/Receipts or Statutory Declaration (see over).

TRAVELLING EXPENSES

Date	Meeting/Function	Distance Travelled:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total distance travelled: _____ km @ _____ ¢ per km
(office use)

Engine size _____ cc \$ _____
(office use)

OUT OF POCKET EXPENSES

Function/Occasion: _____

Date: _____

Summary of Expenses claimed:

_____ \$ _____
_____ \$ _____
_____ \$ _____

TOTAL PAYABLE \$ _____
(office use)

Name of Claimant: _____

Signature of Claimant: _____ Date: _____

Payment Approved _____ MANAGER GOVERNANCE AND RISK

Payment Authorised _____ GENERAL MANAGER

Cost Number _____

NOTE: Reimbursement of travel expenses must be accompanied by the relevant approvals from the Mayor's office

STATUTORY DECLARATION

(1) Here insert name, address and occupation of person making the declaration

I, (1) (Name)
(Address)
.....
(Occupation)

(2) Here insert matter declared to. Where the matter is long, add the words "as follows:" and then set the matter out in numbered paragraphs.

do solemnly and sincerely declare (2)

I make this solemn declaration by virtue of the *Statutory Declarations Act 1959* as amended and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

(3) Signature of person making the declaration.

(3).....

Declared at (place)

on (date)

before me (in the presence of),

(4) Signature of person before whom the declaration is made.

(4)

(5) Here insert title of person before whom the declaration is made.

(5)

NOTE 1.-A person who wilfully makes a false statement in a statutory declaration under the *Statutory Declarations Act 1959* as amended is guilty of an offence against that Act, the punishment for which is a fine not exceeding \$200 or imprisonment for a term not exceeding six months or both if the offence is prosecuted summarily, or imprisonment for a term not exceeding four years if the offence is prosecuted upon indictment.

NOTE 2.-A statutory declaration may be made before a Magistrate, a Justice of the Peace, a Commissioner for Affidavits, a Commissioner for Declarations, a Notary Public, a person before whom a statutory declaration may be made under the law of the State in which the declaration is made, an Australian Consular Officer or an Australian Diplomatic Officer as defined by section two of the Consular Fees Act 1995, a chiropractor, a dentist, a legal practitioner, a medical practitioner, a nurse, a patent attorney, a pharmacist, a veterinary surgeon, an agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public, a bailiff, a bank officer with five or more years of continuous service, a building society officer with five or more years of continuous service, the chief executive officer of a Commonwealth court, a civil marriage celebrant, the clerk of a court, a credit union officer with five or more years of continuous service, the holder of a statutory office, the Judge of a court, the Master of a court, a member of the Australian Defence Force who is an officer or a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with five or more years continuous service or a warrant officer within the meaning of the Act, a member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants, a member of the Institute of Corporate Managers, Secretaries and Administrators, a member of the Institution of Engineers, Australia other than at the grade of student, a member of the Parliament of the Commonwealth, the Parliament of a State, a Territory legislature or a local government authority of a State or Territory, a minister of religion registered under Division 1 of Part IV of the Marriage Act 1961, a permanent employee of the Commonwealth or of a Commonwealth authority or a State or Territory or of a State or Territory authority or a local government authority with five or more years continuous service, a permanent employee of the Australian Postal Corporation with five or more years continuous service who is employed in an office supplying postal services to the public, a police officer, the Registrar or Deputy Registrar of a court, a Senior Executive Service officer of the Commonwealth or of a State or Territory or of a Commonwealth, State or Territory authority, a Sheriff, a Sheriff's officer, or a teacher employed on a full-time basis at a school or tertiary education institution.

DUBBO REGIONAL COUNCIL

REQUEST FOR CASH ADVANCE FOR THE PURPOSE OF TRAVELLING ON COUNCIL BUSINESS

(THIS FORM MUST BE SUBMITTED TO MANAGER GOVERNANCE AND RISK SERVICES A MINIMUM OF SEVEN (7) WORKING DAYS PRIOR TO REQUIRED DATE TO ENSURE PAYMENT OF ADVANCE IS RECEIVED BY REQUIRED TIME)

NAME: _____ DATE: _____

PURPOSE OF TRAVEL: _____

START DATE: _____ END DATE: _____

AMOUNT OF CASH ADVANCE REQUESTED: \$ _____
(Maximum Cash Advance Request = \$100 per day)

BANK ACCOUNT DETAILS FOR CASH ADVANCE

Name of Account: _____

Bank Name: _____

BSB: _____ Account Number: _____

I understand that this is an application for a cash advance for the purpose of travelling on Council business. I agree to return any monies not spent from this cash advance and to provide tax invoices/receipts to justify any expenditure incurred from this advance.

Signed: _____ Date: _____

Payment Authorised: _____

General Manager



DUBBO REGIONAL
COUNCIL

REPORT: Establishment of Joint Organisations

AUTHOR: General Manager
REPORT DATE: 9 February 2018
TRIM REFERENCE: ID18/230

EXECUTIVE SUMMARY

The State Government is in the process of formalising the creation of joint organisations across NSW Local Government. Joint organisations will only be established where the relevant Councils agree to join a joint organisation. Accordingly it is voluntary for Councils to join a joint organisation and Council needs to now formally consider whether it wishes to be a part of a joint organisation with other Councils.

Notwithstanding the cessation of the structural reforms to Local Government initiated by the Baird Government, it is still the case that State authorities would prefer to channel regional and sub-regional strategic planning, coordination and infrastructure delivery through joint organisations in preference to dealing with multiple councils.

Given the level of uncertainty surrounding joint organisations (despite previous trials of joint organisations being in existence), together with the other member Councils from the Orana Organisation of Councils (OROC) being uncertain of the benefits of forming a joint organisation based on the OROC boundaries, it is recommended that Council defer its decision to join a joint organisation at this stage. It is also recommended that the General Manager prepare a further report on this matter in March 2018 for further consideration of Council.

FINANCIAL IMPLICATIONS

The \$300,000 seed funding to be provided to each joint organisation by the State Government is only available to those joint organisations proclaimed by April, 2018 and operational by 1 July, 2018.

Should Council decide to participate in a joint organisation there will be on-going financial commitments required to support the organisations operation which are at this stage unknown. There is no on-going financial support from the State Government after the seed funding has been provided.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

- 1. That Council receive and note the information contained within the report of the General Manager dated 9 February 2018.**
- 2. That Council hold a workshop in March 2018 to review the benefits of a Joint Organisation after the Regulations are released.**
- 3. That a further report regarding Council potentially joining a joint organisation be prepared by the General Manager for Council's consideration in March 2018.**

Michael McMahon
General Manager

BACKGROUND

On the 1 February, 2018 I attended a workshop held at Cobar on the NSW Government's proposed joint organisations for Local Government. The workshop was attended by various Mayors, Councillors and General Managers from the Orana Regional Organisation of Councils (OROC). The guest speaker at the workshop was Mr Tim Hurst, Acting Chief Executive of the Office of Local Government. In summary the various member Councils of OROC were unsure of the benefit of forming a joint organisation between the existing OROC Councils and were keen to explore other options. OROC currently comprises the following councils – Bogan, Bourke, Brewarrina, Cobar, Coonamble, Dubbo, Gilgandra, Narromine, Walgett, Warren and Warrumbungle.

REPORT

The State Government passed legislation to enable the formal creation of joint organisations under the Local Government Amendment (Regional Joint Organisations) Act 2017 (**a copy of which is attached to this report as Appendix 1**). This legislation allows for Councils in regional NSW to resolve to voluntary form and join joint organisations to create new partnerships that work on projects that cross traditional Local Government boundaries. Joint organisations need to comprise a minimum of three councils and those Councils must lie within the NSW Planning regional boundaries (**a copy of which is attached to this report as Appendix 2**).

Councils can choose whether to opt in or not be a part of a joint organisation as there is no compulsion to join a joint organisation. Once proclaimed however those Councils that have chosen to form and join a joint organisation are bound by that decision. To be part of a proclaimed joint organisation each Council must resolve that its area be included within the area of the proposed joint organisation.

Joint organisations will be proclaimed in April 2018 and commence operation on the 1 July 2018. Accordingly, a decision will need to be made in relation to Dubbo Regional Council's involvement with a joint organisation by March 2018 to align with the State Government's timetable and also allow time to deal with any possible recession motion.

How will Joint Organisations Work?

Legislation

The core requirements for joint organisations are included in the Local Government Act and supporting Regulations.

Having a legislative foundation ensures that joint organisations are able to work effectively to advance regional priorities, while remaining accountable to their communities through their member Councils.

Charter

The legislative model provides that each joint organisation is to adopt a Charter that may be tailored by them to suit the needs of each regional group. Charters will set out the way that a joint organisation intends to operate and govern itself.

Leadership

The joint organisation board will choose its own Chair however each member council will have equal voting rights to reflect that they are equal partners in strengthening their region. Voting members of the board will be the Mayors of each Council. There is scope to add an additional voting representatives if the member councils agree.

There is an increased role for the Mayor and as such the Mayors will need to be prepared to attend meetings, represent council and provide the conduit for communication between the joint organisation and their Council.

Council will be bound by consensus decisions of the member councils even if the decision is not what the individual council wants.

Membership

The NSW Government will be represented on each joint organisation board as an Associate (non-voting) Member. Joint organisations will be able to invite neighbouring councils, county councils and other organisations to participate as non-voting members of the joint organisation.

Day-to-day management

Each joint organisation may appoint a suitably skilled and capable Executive Officer to oversee day-to-day operations. Either full time or part time and may increase the salary budget above the current OROC level.

Principle functions

The principle functions of each joint organisation will be:

- Strategic planning and priority setting
- Intergovernmental collaboration
- Shared leadership and advocacy

One of the first activities for each new joint organisation will be to establish a Statement of Regional Priorities. This work will elevate shared priorities in member councils' Community Strategic Plans, as well as draw on other regional plans. The statements will form the basis for discussions with the State Government about key projects and programs in each region and how shared priorities may best be delivered.

Optional functions

Joint organisations will be able to perform additional optional functions including delivering shared services or overseeing shared arrangements, such as procurement.

Although the focus for the first year will be on the core functions joint organisations will have the tools they need to start working on their optional functions from commencement.

Resourcing

The NSW Government is providing \$3.3 million in seed funding to support the establishment of joint organisations (\$300,000 per joint organisation) for those joint organisations formed by 1 July 2018. Joint organisations will also be able to directly apply for grants and generate income to help fund their ongoing operations. It is up to each joint organisation to decide how member councils will contribute to the operation of the organisation.

A joint organisation nomination form has been prepared by the State Government which provides a checklist for each Council to complete should they wish to join a joint organisation **(a copy of which is attached as Appendix 3 to this report)**.

The NSW Government advocates that an effective joint organisation should:

- Align with, or ‘nest’ within one of the State’s planning regions (**refer Appendix 2**)
- Demonstrate a clear community of interest between member councils and regions
- Not adversely impact on other councils or joint organisations e.g. leaving too few councils to form a joint organisation
- Be based around a strong regional centre or centres
- Be of appropriate size and capacity to partner with NSW Government and Commonwealth Government agencies and other organisations.

How are Joint Organisations different from ROC’s

“The Joint Organisation model provides for greater certainty and continuity as well as recognising the unique difference in many regions of NSW. While some ROC’s have been effective, they have varied functions, membership and governance structures which often make collaboration more difficult.” Office of Local Government – Joint Organisations Frequently Asked Questions, November 2017.

Options for Dubbo Regional Council

Option 1 – Forming a joint organisation with the existing OROC Councils.

Option 2 – Not joining any joint organisation and remaining in OROC or if other Councils wish to disband OROC joining another ROC.

Option 3 – Consider forming a joint organisation with other regional Councils such as Orange and Bathurst with the option for other Councils to join.

Option 4 – Consider joining with CENTROC joint organisation and at the same time remain with OROC.

The success of joint organisations is not known at this stage, however to be successful it will require much more than just having legislation in place but rather a whole cultural shift in the way councils think about and plan for regional priorities.

Given that once Council joins a joint organisation there is no option to be removed and the other OROC councils uncertainty regarding joint organisations, it is considered that it would be prudent for Council to delay its final decision to allow a more considered approach after the Regulations are released by the NSW Government.

Appendices:

- 1 [↓](#) Local Government Amendment (Regional Joint Organisations) Act 2017
- 2 [↓](#) NSW State Planning Regional Boundaries
- 3 [↓](#) Joint Organisation Nomination Form

Local Government Amendment (Regional Joint Organisations) Act 2017 No 65

Repealed version for 30 November 2017 to 15 December 2017 (accessed 12 February 2018 at 13:17)

Status information

New South Wales

Status information

Currency of version

Repealed version for 30 November 2017 to 15 December 2017 (accessed 12 February 2018 at 13:17).
Legislation on this site is usually updated within 3 working days after a change to the legislation.

Provisions in force

The provisions displayed in this version of the legislation have all commenced. See Historical notes

Repeal:

This Act was repealed by sec 30C of the *Interpretation Act 1987* No 15 with effect from 16.12.2017.

Authorisation

This version of the legislation is compiled and maintained in a database of legislation by the Parliamentary Counsel's Office and published on the NSW legislation website, and is certified as the form of that legislation that is correct under section 45C of the *Interpretation Act 1987*.

File last modified 15 December 2017.

Local Government Amendment (Regional Joint Organisations) Act 2017 No 65

Repealed version for 30 November 2017 to 15 December 2017 (accessed 9 February 2018 at 15:20)

Schedule 1

Schedule 1 Amendment of Local Government Act 1993 No 30

[1] Section 213 Facilitating provisions of proclamations

Insert "or related joint organisation" after "related county council" in section 213 (1).

[2] Section 213 (3)

Omit the subsection. Insert instead:

(3) In this section:

related county council, in relation to an area constituted or dissolved by a proclamation of the Governor, means a county council that has an area of operations that includes the whole or part of the area so constituted or dissolved.

related joint organisation, in relation to an area constituted or dissolved by a proclamation of the Governor, means a joint organisation for a joint organisation area that includes the whole or part of the area so constituted or dissolved.

[3] Section 355 How a council may exercise functions

Insert "joint organisation or a" before "Voluntary Regional Organisation of Councils" wherever occurring in section 355 (d) and (e).

[4] Section 377 General power of the council to delegate

Insert after section 377 (2):

(3) A council may delegate functions to a joint organisation only with the approval, by resolution, of the board of the joint organisation.

[5] Section 379 Delegation of regulatory functions

Insert at the end of section 379 (1) (c):

, or

(d) a joint organisation.

[6] Section 379 (2A)

Insert after section 379 (2):

(2A) A council may delegate a regulatory function to a joint organisation only with the approval, by resolution, of the board of the joint organisation.

[7] Section 379 (3) (c)

Insert at the end of section 379 (3) (b):

, or

- (c) a regulatory function is delegated to a joint organisation, the function may be delegated to the executive officer and by the executive officer to an employee of the joint organisation.

[8] Section 394A

Insert after section 394:

394A County councils to consider regional strategies

A county council must, when exercising its functions, take into account any strategic regional priorities and other plans, programs, strategies and policies of a joint organisation that apply to any relevant part of the county council's area of operations or that are relevant to the county council's operational functions.

[9] Section 400 Application of Act to county councils

Insert “, Part 7 of this Chapter” after “section 365” in section 400 (1).

[10] Chapter 12, Part 7

Insert after Part 6:

Part 7 Joint organisations

400O Formation of joint organisations

- (1) The Governor may, by proclamation, establish joint organisations for the purposes of this Act.
- (2) A proclamation under this section must contain the following particulars:
 - (a) the name of the joint organisation,
 - (b) the council areas that are to form the area of the joint organisation (which is to consist of the whole of 2 or more council areas).
- (3) A proclamation under this section may contain transitional provisions to facilitate the establishment and early operation of the joint organisation.
- (4) Each council whose area is within the joint organisation area is a *member council* of the joint organisation.

400P Council must approve inclusion of council area in joint organisation area

The Minister must not recommend the making of a proclamation under this Part (including an amending proclamation) that includes the area of a council in a joint organisation area unless the Minister certifies that:

- (a) not less than 28 days before the certificate was given, the council, by resolution, approved the inclusion of the council's area in the joint organisation area, and
- (b) when the certificate was given, the resolution had not been rescinded.

400Q Legal status of joint organisations

- (1) A proclamation establishing a joint organisation operates to constitute the joint organisation as a body corporate.

- (2) A joint organisation as so constituted has the legal capacity and powers of an individual, both in and outside the State.

Note. While the main functions of joint organisations are provided for under this Part, powers are also conferred on the joint organisation as a statutory corporation under section 50 of the *Interpretation Act 1987*.

400R Principal functions of joint organisations

- (1) A joint organisation has the following principal functions:
- (a) to establish strategic regional priorities for the joint organisation area and to establish strategies and plans for delivering those strategic regional priorities,
 - (b) to provide regional leadership for the joint organisation area and to be an advocate for strategic regional priorities,
 - (c) to identify and take up opportunities for inter-governmental co-operation on matters relating to the joint organisation area.
- (2) In establishing strategic regional priorities for the joint organisation area, a joint organisation is to consider any relevant strategic priorities or plans of member councils and the State government.
- (3) A strategic regional priority, or a plan or strategy for delivering a strategic regional priority, established by a joint organisation does not limit the operation of or otherwise affect any regional plan or strategy given effect to under the *Environmental Planning and Assessment Act 1979* (including any regional plan made under Part 3B of that Act).

400S Other functions of joint organisations

- (1) A joint organisation may deliver services and provide assistance to or on behalf of councils (including capacity building), as agreed with the councils, and subject to any restrictions imposed by the regulations.
- Note.** Some functions may also be delegated to a joint organisation by a council, see sections 377 and 379.
- (2) A joint organisation has any other function conferred on the joint organisation by or under this Act or any other law.

400T Board of joint organisation

- (1) The board of a joint organisation is to consist of:
- (a) the mayors of each of the member councils, who are each entitled to 1 vote at a meeting of the board, and
 - (b) any additional voting representatives of the member councils appointed under this section, who are each entitled to 1 vote at a meeting of the board, and
 - (c) other non-voting representatives, who may attend but are not entitled to vote at a meeting of the board.
- (2) The following persons are the non-voting representatives on the board of a joint organisation:
- (a) an employee of the Public Service nominated by the Secretary of the Department of Premier and Cabinet,
 - (b) any other person invited by the board to be a non-voting representative on the board,
 - (c) any other person, or a member of a class of persons, prescribed by the regulations.
- (3) The general manager of each member council may attend meetings of the board.

- (4) The chairperson (or, in the absence of the chairperson, a person elected by the voting representatives who are present at a meeting of the board) is to preside at a meeting of the board.
- (5) The board may, by resolution, determine to expand the voting representatives on the board to include 1 additional representative nominated by each member council.
- (6) Each additional voting representative must be a councillor of the member council. A nomination of a councillor as an additional voting representative may be revoked by the member council at any time without notice and for no stated or any reason.
- (7) The quorum for a meeting of the board is a majority of the voting representatives for the time being.
- (8) A decision of the board supported by a majority at which a quorum is present is a decision of the joint organisation. The chairperson or person presiding at a meeting of the board does not have, in the event of an equality of votes, a second or casting vote.
- (9) The board is required to meet at least 4 times each year, each time in a different quarter of the year.
- (10) The regulations may:
 - (a) prescribe a mechanism for resolving decisions of a board in the event of an equality of votes, and
 - (b) provide for the operation of the board during a period when councillors or mayors cease to hold office because of pending council elections.

400U Role of board

- (1) The role of the board of a joint organisation is to direct and control the affairs of the joint organisation in accordance with this Act.
- (2) The board is to consult with the executive officer in directing and controlling the affairs of the joint organisation.
- (3) The board is to prepare and adopt a charter for the joint organisation containing (but not limited to) the following:
 - (a) operational principles for the joint organisation,
 - (b) governance principles for the joint organisation.
- (4) A charter may adopt requirements for a joint organisation that are additional or supplementary to, or more stringent than, requirements made by or under this Act but cannot adopt requirements that:
 - (a) are less stringent than requirements made by or under this Act, or
 - (b) are inconsistent with or contravene regulations under this Act relating to charters.
- (5) The regulations may:
 - (a) make provision for or with respect to requirements for the form and content of a charter, and
 - (b) require a charter to be made publicly available.

400V Chairperson

- (1) The chairperson of a joint organisation is the person elected to the office of chairperson by the voting representatives on the board from among the voting representatives who are mayors.

- (2) The chairperson holds office for 2 years and may, if otherwise qualified, be re-elected as chairperson.
 - (3) Despite subsection (2), the term of office of a person elected as chairperson on the occurrence of a casual vacancy is the remaining period of the term of office of the previous chairperson.
 - (4) The office of chairperson:
 - (a) commences on the day the person elected to the office is declared to be so elected, and
 - (b) becomes vacant when the person's successor is declared to be elected to the office, or on the occurrence of a casual vacancy in the office.
- Note.** Section 400X (1) sets out when a casual vacancy occurs.
- (5) The joint organisation may determine that the chairperson is to be a non-voting chairperson and, if that occurs, the relevant member council is to nominate a councillor to be the voting representative for the council concerned instead of the person appointed as a non-voting chairperson for the period for which the chairperson holds office.
 - (6) The councillor nominated is to be the deputy mayor of the relevant member council or another councillor if there is no deputy mayor or if the deputy mayor is already a voting representative.

400W Alternates for voting representatives

- (1) The regulations may make provision for or with respect to the appointment, and functions, of alternates for voting representatives on the boards of joint organisations.
- (2) The regulations may impose limitations on the use and appointment of alternates.

400X Vacancy in office of representatives or non-voting chairperson

- (1) A voting representative on or a non-voting chairperson of a joint organisation ceases to hold office as a voting representative or chairperson if the person:
 - (a) ceases to be the mayor or a councillor of a member council, or
 - (b) is a voting representative (other than a mayor) and resigns the office by writing addressed to the chairperson, or
 - (c) is a voting representative (other than a mayor) and the person's nomination as a voting representative is revoked, or
 - (d) is removed from office by the Minister.

Note. See section 275 for the circumstances in which a person is disqualified from holding civic office.

- (2) A voting representative who is suspended from office as a mayor or councillor of a member council (other than as a result of the suspension of a council and the appointment of an administrator) is suspended from office as a voting representative for the duration of the suspension.
- (3) A member council may make a written request to the Minister that the mayor of the council be removed by the Minister as a voting representative on the board of a joint organisation on the ground of exceptional circumstances. The request may, but need not, be supported by the mayor.
- (4) The Minister may remove a person from office as a voting representative on the board of a joint organisation at any time without notice and for no stated or any reason.
- (5) However, the Minister must provide a written statement setting out the reasons for any such removal and make those reasons publicly available.

- (6) If a person ceases to be a voting representative on the board of a joint organisation because the person is removed from office under this section, the relevant member council must appoint a councillor of the council to be a voting representative instead of the former representative for the remainder of the former representative's term of office.

400Y Executive officer

- (1) The executive officer of a joint organisation is:
- (a) to conduct the day-to-day management of the joint organisation in accordance with the strategic regional priorities and other plans, programs, strategies and policies of the organisation, and
 - (b) to implement, without delay, lawful decisions of the joint organisation.
- (2) The executive officer may also, if the joint organisation determines an organisation structure requiring other staff:
- (a) appoint staff in accordance with the organisation structure and the resources approved by the joint organisation, and
 - (b) direct and dismiss staff.
- (3) The executive officer is to be the public officer of the joint organisation or is to designate another member of staff as the public officer.

400Z Exercise of functions

A function of a joint organisation may, subject to this Part, be exercised:

- (a) by the joint organisation by means of the voting representatives or employees, by its agents or contractors, by financial provision, by the provision of goods, equipment, services, amenities or facilities or by any other means, or
- (b) by a committee of the board, or
- (c) partly or jointly by the joint organisation and another person or persons, or
- (d) jointly by the joint organisation and a member council or councils or another joint organisation, or
- (e) by a delegate of the joint organisation (which may, for example, be a member council or a committee of the board).

400ZA Decisions and powers of joint organisations

- (1) A council cannot be required, by a decision of a joint organisation, to delegate any of its functions to the joint organisation.
- (2) A decision made, in good faith, by a voting representative on the board of a joint organisation is taken for the purposes of provisions of this Act relating to the functions and conduct of councillors not to have been taken by the representative in his or her capacity as the mayor or a councillor of a council.

400ZB Effect of appointment of administrator for member council

- (1) If an administrator is appointed for a member council, the administrator who exercises the functions of the mayor of the council has:
- (a) the functions of the mayor of a member council under this Part, other than the functions of chairperson if the mayor was the chairperson, and

- (b) the functions of any additional voting representative from the member council on the board of the joint organisation immediately before the appointment of the administrator.
- (2) An administrator who is exercising the functions of the mayor of a council under this section is, while exercising those functions, eligible for election as chairperson in any election for the chairperson (whether or not occurring as a result of a casual vacancy arising because of the administrator's appointment).
Note. The removal of the mayor on an administrator being appointed creates a casual vacancy in the office of chairperson (see sections 400V and 400X).
- (3) A voting representative is taken not to be absent from a meeting of the board if an administrator exercising the representative's functions under this Part is present.
- (4) An administrator who is exercising the functions of a mayor or other voting representative of a member council that has 2 voting representatives on the board may cast a vote at a meeting of the board for each representative of the member council.

400ZC Amendment and dissolution of joint organisations

- (1) The Governor may, by proclamation, amend or revoke a proclamation in force under this Part for the purpose of amending the constitution of, or of dissolving, a joint organisation.
- (2) A proclamation for the purpose of amending the constitution of a joint organisation:
 - (a) may change the name of the joint organisation, or
 - (b) may vary the joint organisation area by adding or removing council areas and may specify the name of each council whose area is included in or removed from the joint organisation area.

400ZD Facilitating provisions of proclamations

A proclamation of the Governor for the purposes of this Part may include provisions of the kind referred to in section 213.

400ZE Delegations

- (1) A joint organisation may delegate to the executive officer, a committee of the board of the joint organisation or any other person or body (not including another employee of the joint organisation) any of the functions of the joint organisation, other than a function prescribed by the regulations for the purposes of this section.
- (2) A joint organisation may sub-delegate to the executive officer, a committee of the board of the joint organisation or any other person or body (not including another employee of the joint organisation) any function delegated to the joint organisation by the Departmental Chief Executive or a council, except as provided by the regulations or the instrument of delegation to the joint organisation.
- (3) The executive officer may delegate any of the functions of the executive officer, other than this power of delegation.
- (4) The executive officer may sub-delegate a function delegated to the executive officer by the joint organisation to any person or body (including another employee of the joint organisation).
- (5) Subsection (4) extends to a function sub-delegated to the executive officer under subsection (2).

400ZF Financial matters

- (1) The regulations may make provision for or with respect to the making of financial contributions to a joint organisation by the member councils, including the following:

- (a) the purposes for which contributions may be made,
 - (b) the circumstances in which contributions may be required,
 - (c) the assessment of contributions,
 - (d) the payment of contributions,
 - (e) the recovery of contributions.
- (2) For the purposes of this section, a financial contribution by a member council may include making employees of the member council available for the purposes of the joint organisation.
- (3) A joint organisation may obtain income from charges, fees, grants, borrowings and investments. This subsection does not prevent a joint organisation exercising the functions of a council from obtaining income from other sources that may be used by the council.

400ZG Staff

- (1) Despite any other provision of this Act, a joint organisation (including an executive officer) may only appoint staff if the joint organisation is not a national system employer for the purposes of the *Fair Work Act 2009* of the Commonwealth.
- (2) This section does not apply to the appointment of an executive officer.

400ZH Application of Act to joint organisations

- (1) Except as provided by subsection (3), this Act applies:
- (a) to a joint organisation in the same way as it applies to a council, and
 - (b) to the representatives on the board of a joint organisation in the same way as it applies to the councillors of councils, and
 - (c) to the executive officer of a joint organisation in the same way as it applies to the general manager of a council.
- (2) In the application of this Act to a joint organisation and to a representative on the board of a joint organisation:
- (a) a reference to the mayor of a council includes a reference to the chairperson of a joint organisation, and
 - (b) a reference to mayoral office includes a reference to the office of the chairperson of a joint organisation, and
 - (c) a reference to a councillor includes a reference to a voting representative on or a non-voting chairperson of the board of a joint organisation, and
 - (d) a reference to the holding of civic office includes a reference to holding office as a voting representative on or a non-voting chairperson of the board of a joint organisation, and
 - (e) a reference to the general manager of a council includes a reference to the executive officer of a joint organisation, and
 - (f) a reference to the area of a council includes a reference to the joint organisation area of a joint organisation, and
 - (g) a reference to a proclamation under Chapter 9 includes a reference to a proclamation under this Part.
- (3) The following provisions (the *excluded provisions*) of this Act do not apply to or in respect of a joint organisation:

- (a) Chapter 3,
 - (b) Part 3 of Chapter 4,
 - (c) Chapter 6 (other than Part 3),
 - (d) Chapter 7,
 - (e) Chapter 9,
 - (f) Chapter 10,
 - (g) sections 335 and 342,
 - (h) sections 355, 365, 370, 371, 375A and 377–380 and Part 5 of Chapter 12,
 - (i) Parts 2 and 4 of Chapter 13 and sections 438T, 438ZA and 438ZB,
 - (j) Chapter 15 (other than Parts 10, 12 and 13 and section 620),
 - (k) Division 4 of Part 2 of Chapter 17,
 - (l) section 736 (2),
 - (m) Schedules 1–5,
 - (n) any other provisions prescribed by the regulations for the purposes of this section.
- (4) Despite subsection (3), an excluded provision applies to or in respect of a joint organisation if:
- (a) the joint organisation is exercising a function of a council conferred on the joint organisation by or under this Act and the excluded provision is applicable to or in respect of the function, or
 - (b) the regulations provide that the provision is not an excluded provision in relation to the specified joint organisation, a class of joint organisations (that includes that organisation) or all joint organisations, or
 - (c) the provision applies expressly to a joint organisation or applies expressly or impliedly to all bodies constituted under this Act.
- (5) The regulations may:
- (a) modify the application of any provision of this Act that applies to or in respect of a council for the purpose of its application to a joint organisation, or
 - (b) exclude a provision of this Act from applying to or in respect of a joint organisation.

Note. The provisions applied to joint organisations by this section include provisions relating to codes of conduct and protection against personal liability (section 731).

[11] Section 674A Provisions of Act that do not give rise to or affect legal proceedings

Omit “(or that applies)” from section 674A (1) (a).

[12] Section 674A (1A)

Insert after section 674A (1):

(1A) A provision is also a relevant provision to the extent that it applies a provision referred to in subsection (1).

[13] Schedule 6 Regulations

Insert after item 17A:

17B Joint organisations

Examples. Staffing (including use of staff of member councils and other organisations)

Voting (including remote voting) and meeting procedures of board (including remote participation in a meeting)

Governance

Planning and reporting

Travel and other expenses payable to board representatives

Operational guides

Principles for joint organisations

Roles and responsibilities of board representatives, board chairpersons and executive officers

[14] Dictionary

Insert in alphabetical order:

joint organisation means a joint organisation established under Part 7 of Chapter 12.

joint organisation area means the area of a joint organisation established under Part 7 of Chapter 12.

member council of a joint organisation—see section 400O (4).

Local Government Amendment (Regional Joint Organisations) Act 2017 No 65

Repealed version for 30 November 2017 to 15 December 2017 (accessed 9 February 2018 at 15:20)

Schedule 2

Schedule 2 Amendment of other Acts

2.1 Anti-Discrimination Act 1977 No 48

Section 4 Definitions

Omit "or a county council" from the definition of *council* in section 4 (1).

Insert instead ", a county council or a joint organisation".

2.2 Biosecurity Act 2015 No 24

[1] Section 7 General definitions

Omit "or county council" from paragraph (d) of the definition of *government agency*.

Insert instead ", county council or joint organisation".

[2] Section 370 Local control authority—meaning

Insert "or joint organisation (within the meaning of the *Local Government Act 1993*)" after "county council" where firstly occurring in section 370 (1).

[3] Section 370 (1)

Insert "or joint organisation" after "county council" where secondly and thirdly occurring.

2.3 Building and Construction Industry Long Service Payments Act 1986 No 19

Section 3 Definitions

Omit "or a county council" from paragraph (b) of the definition of *worker* in section 3 (1).

Insert instead ", a county council or a joint organisation".

2.4 Children (Education and Care Services National Law Application) Act 2010 No 104

Section 7 Meaning of generic terms in Education and Care Services National Law for the purposes of this jurisdiction

Omit "or county council" from the definition of *public authority*.

Insert instead ", county council or joint organisation".

2.5 Dams Safety Act 2015 No 26

Section 4 Definitions

Omit "or a county council" from paragraph (e) of the definition of *public authority* in section 4 (1).

Insert instead ", a county council or a joint organisation".

2.6 Data Sharing (Government Sector) Act 2015 No 60

Section 4 Definitions

Omit "or county council" from paragraph (d) of the definition of *government sector agency* in section 4 (1).

Insert instead ", county council or joint organisation".

2.7 Defamation Act 2005 No 77

Schedule 1 Additional publications to which absolute privilege applies

Insert "or joint organisation" after "county council" in paragraph (b) of the definition of *local government money* in clause 26 (2).

2.8 Duties Act 1997 No 123

[1] Section 222 Exempt mortgages and supporting instruments

Omit "or county council" from section 222 (4) (a).

Insert instead ", county council or joint organisation".

[2] Section 277 Councils, county councils and joint organisations

Omit "or county council" from section 277 (1).

Insert instead ", county council or joint organisation".

[3] Dictionary

Insert "joint organisation," after "county council," in paragraph (c) of the definition of *government body* in clause 1.

2.9 Environmental Planning and Assessment Act 1979 No 203

Section 115U Development that is State significant infrastructure

Omit "or county council" from section 115U (3).

Insert instead ", county council or joint organisation under the *Local Government Act 1993*".

2.10 Geographical Names Act 1966 No 13

Section 2 Definitions

Omit "or area of operations of a county council" from the definition of *Place*.

Insert instead ", area of operations of a county council or a joint organisation area".

2.11 Government Information (Public Access) Act 2009 No 52

Schedule 4 Interpretative provisions

Omit "or county council" from the definition of *local authority* in clause 1.

Insert instead ", county council or joint organisation".

2.12 Health Records and Information Privacy Act 2002 No 71

Section 4 Definitions

Omit "or a county council," from the definition of *local government authority* in section 4 (1).

Insert instead “a county council or a joint organisation”.

2.13 Independent Commission Against Corruption Act 1988 No 35

[1] Section 3 Definitions

Omit “or a county council” from the definition of *local government authority* in section 3 (1).

Insert instead “, a county council or a joint organisation”.

[2] Section 3 (1), definition of “local government authority”

Omit “or county council”. Insert instead “, county council or joint organisation”.

2.14 Independent Pricing and Regulatory Tribunal Act 1992 No 39

Section 24GA Definitions

Omit “or county council” wherever occurring in the definition of *local authority*.

Insert instead “, county council or joint organisation”.

2.15 Land Acquisition (Just Terms Compensation) Act 1991 No 22

Section 4 Definitions

Omit “or a county council” from paragraph (c) of the definition of *authority of the State* in section 4 (1).

Insert instead “, a county council or a joint organisation”.

2.16 Land Development Contribution Management Act 1970 No 22

[1] Section 3 Definitions

Insert in alphabetical order in section 3 (1):

joint organisation has the same meaning as in the *Local Government Act 1993*.

[2] Section 7 Time when declared land becomes liable for contribution

Insert “, a joint organisation” after “county council” in section 7 (6).

2.17 Land Tax Management Act 1956 No 26

[1] Section 3 Definitions

Insert in alphabetical order in section 3 (1):

joint organisation has the same meaning as in the *Local Government Act 1993*.

[2] Section 21C Liability of lessees of land owned by Crown or local government bodies

Omit “or a county council” wherever occurring in section 21C (1), (2) and (6).

Insert instead “, a county council or a joint organisation”.

[3] Section 21C (2)

Omit “or county council”. Insert instead “, county council or joint organisation”.

[4] Section 21D Liability of lessees of leasehold strata lots

Omit "or a county council" from section 21D (4).

Insert instead ", a county council or a joint organisation".

2.18 Motor Vehicles Taxation Act 1988 No 111

Section 16 Vehicles totally exempt from tax

Omit "or a county council" from section 16 (1) (c).

Insert instead ", a county council or a joint organisation".

2.19 National Parks and Wildlife Act 1974 No 80

[1] Section 11 Use of services of personnel of public authorities

Omit "or county council" from section 11 (2).

Insert instead ", county council or joint organisation".

[2] Section 69A Definitions

Omit "or a county council" from paragraph (c) of the definition of *statutory authority* in section 69A (1).

Insert instead ", a county council or a joint organisation".

2.20 Ombudsman Act 1974 No 68

Section 5 Definitions

Omit "or a county council" from the definition of *local government authority* in section 5 (1).

Insert instead ", a county council or a joint organisation".

2.21 Payroll Tax Act 2007 No 21

Section 58 Local government bodies

Omit "or county council". Insert instead ", a county council or a joint organisation".

2.22 Pipelines Act 1967 No 90

Section 3 Definitions

Omit "or county council" from paragraph (b) of the definition of *public authority* in section 3 (1).

Insert instead ", county council or joint organisation".

2.23 Plumbing and Drainage Act 2011 No 59

[1] Section 3 Definitions

Insert in alphabetical order in section 3 (1):

joint organisation has the same meaning as in the *Local Government Act 1993*.

[2] Section 4 Plumbing and drainage work—meaning

Insert ", joint organisation" after "local council" in section 4 (5) (c).

[3] Section 16 Supply of plans

Insert “, a joint organisation of the joint organisation area” after “local council of the area” in section 16 (3).

[4] Section 16 (3)

Insert “, joint organisation” after “that local council”.

[5] Section 21 Delegation

Insert “, joint organisation” after “local council” wherever occurring.

[6] Section 21 (2) (a)

Insert “or executive officer of the joint organisation” after “council”.

[7] Section 21 (2) (b)

Insert “or joint organisation” after “council” wherever occurring.

[8] Section 22 Appointment of inspectors

Insert “, joint organisation” after “local council” in section 22 (2) (b).

[9] Section 23 Appointment of enforcement officers

Insert “, joint organisation” after “local council” in section 23 (2) (b).

[10] Section 47 Certain information may be provided to and by plumbing regulator

Insert “, joint organisation” after “local council” wherever occurring.

[11] Section 47 (1) (a)

Insert “or joint organisation” after “the council” wherever occurring.

[12] Section 48 Exclusion of liability

Insert “, joint organisation” after “local council” in paragraph (c) of the definition of *protected person* in section 48 (2).

[13] Section 52 Regulations

Insert “, joint organisations” after “local councils” in section 52 (3).

[14] Section 52 (3) (a) and (b)

Insert “or joint organisations” after “the councils” wherever occurring.

2.24 Privacy and Personal Information Protection Act 1998 No 133

Section 3 Definitions

Omit “or a county council” from the definition of *local government authority* in section 3 (1).

Insert instead “a county council or a joint organisation”.

2.25 Protection of the Environment Operations Act 1997 No 156

Section 317 Appointment of persons to exercise certain functions

Insert “, a joint organisation under the *Local Government Act 1993*” after “county council” in section 317 (1) (a).

2.26 Public Authorities (Financial Arrangements) Act 1987 No 33

[1] Section 3 Definitions

Omit "or county council" wherever occurring in the definition of *local government authority* in section 3 (1).

Insert instead ", county council or joint organisation".

[2] Section 29 Definitions

Omit "or county council" from the definition of *public authority*.

Insert instead ", county council or joint organisation".

2.27 Public Interest Disclosures Act 1994 No 92

[1] Section 4 Definitions

Insert at the end of paragraph (b) of the definition of *local government authority* in section 4 (1):

or

(c) a joint organisation,

[2] Section 12B Disclosure concerning local government

Insert after section 12B (1) (b) (v):

(vi) a representative on the board of a joint organisation within the meaning of the *Local Government Act 1993*.

2.28 Real Property Act 1900 No 25

Section 45D Application for title by possession

Omit "or county council" from section 45D (3) (d).

Insert instead ", county council or joint organisation".

2.29 Rural Fires Act 1997 No 65

Dictionary

Omit "or county council" from the definition of *council*.

Insert instead ", county council or joint organisation".

2.30 Service NSW (One-stop Access to Government Services) Act 2013 No 39

[1] Section 3 Definitions

Omit "or a county council" from paragraph (i) of the definition of *Government agency* in section 3 (1).

Insert instead ", a county council or a joint organisation".

[2] Section 7 Delegation of customer service functions to CEO under other Acts or instruments

Omit "or a county council" from section 7 (5).

Insert instead ", a county council or a joint organisation".

[3] Section 7 (5)

Omit "or county council" wherever occurring.

Insert instead ", county council or joint organisation".

[4] Section 8 CEO may enter into agreements to exercise customer service functions

Omit "or a county council" from section 8 (4).

Insert instead ", a county council or a joint organisation".

[5] Section 8 (4)

Omit "or county council" wherever occurring.

Insert instead ", county council or joint organisation".

[6] Section 12 Agreements authorising agents to act for Service NSW

Omit "or a county council" from section 12 (2).

Insert instead ", a county council or a joint organisation".

[7] Section 19 Transfer of assets, rights and liabilities of Government agencies in connection with transfer of customer service functions

Omit "or a county council" from section 19 (5).

Insert instead ", a county council or a joint organisation".

2.31 State Records Act 1998 No 17

Section 3 Definitions

Omit "or county council" from paragraph (c) of the definition of *public office* in section 3 (1).

Insert instead ", county council or joint organisation".

2.32 Western Sydney Parklands Act 2006 No 92

Section 3 Definitions

Omit "or county council" from the definition of *local authority* in section 3 (1).

Insert instead ", county council or joint organisation".

2.33 Wilderness Act 1987 No 196

Section 2 Definitions

Omit "or a county council" from paragraph (c) of the definition of *statutory authority* in section 2 (1).

Insert instead ", a county council or a joint organisation".

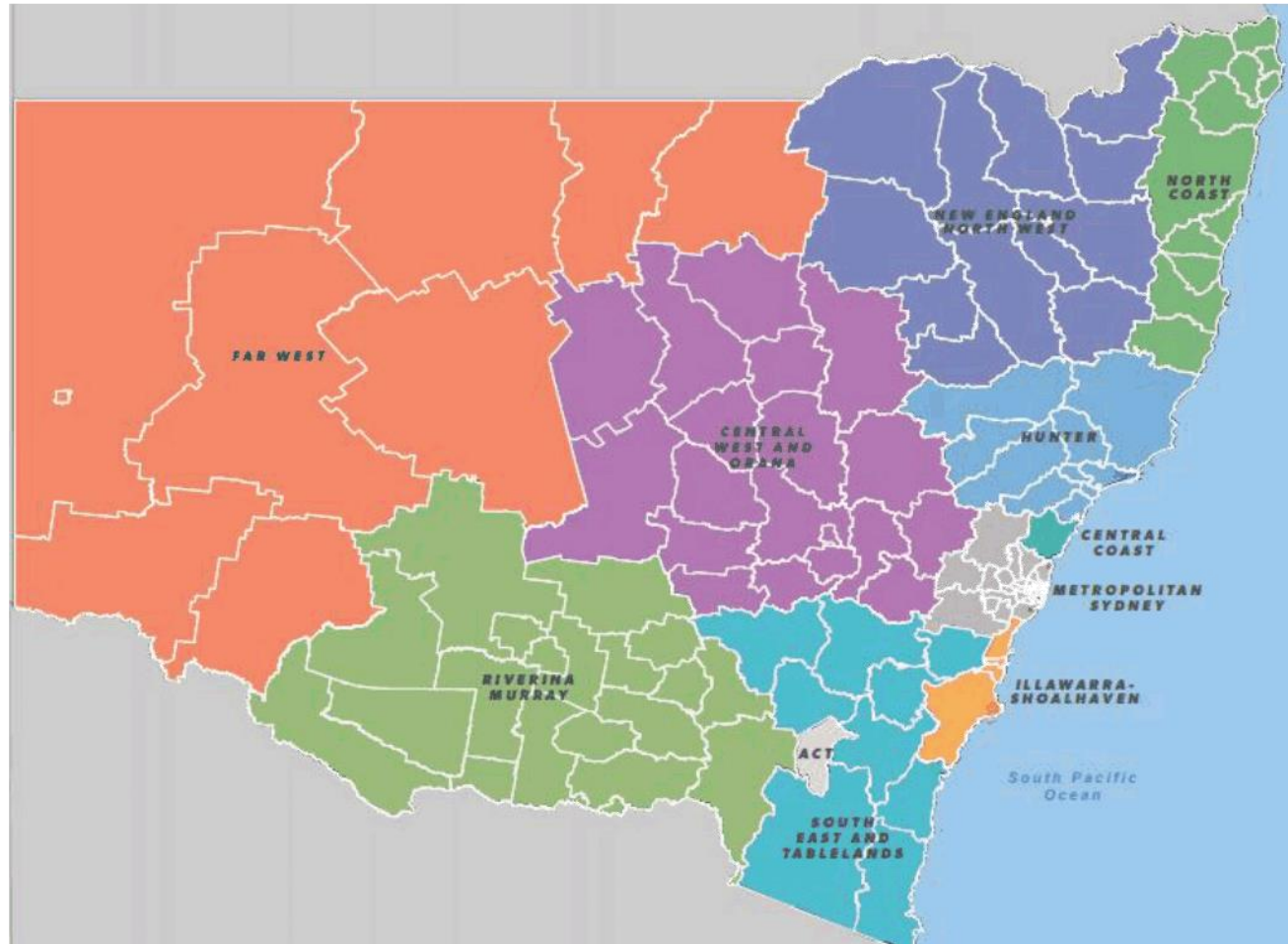
2.34 Work Health and Safety Act 2011 No 10

Section 4 Definitions

Omit "or county council" from the definition of *local authority*.

Insert instead ", county council or joint organisation".

NSW State Planning Regions



Joint Organisation nomination



Councils that are interested in becoming a member of a Joint Organisation have been invited to submit their nomination to the Minister for Local Government.

To nominate each council should:

- Write to the Minister for Local Government stating that they have resolved to be a member of a Joint Organisation
- Attach the council resolution in relation to joining a Joint Organisation
- Complete the *Forming a Joint Organisation – checklist* below

Forming a Joint Organisation – Checklist

Please complete the checklist below.

An optional text box is provided if you wish to provide further information to support the Joint Organisation nomination:

1. Please list each council that is nominating to be a member of the Joint Organisation.

2. Please confirm that your proposal aligns with, or 'nests' within one of the NSW planning regions.

Yes No

3. Do you have a preferred name for the Joint Organisation for the Government's consideration?

4. Please confirm that the Joint Organisation membership proposed demonstrates a community of interest between councils.

Yes No

5. If your proposal results in a small number of councils in your planning region not being included in a Joint Organisation, have you discussed options with them and what are the views of those councils?

Yes No

Joint Organisation nomination



6. Please confirm that your nomination is based around a strong regional centre or centres.

Yes No

7. Please confirm that the proposed Joint Organisation will be an appropriate size and have capacity to partner with the NSW Government, the Commonwealth Government and other organisations.

Yes No

8. Please specify any non-financial support required to ensure your Joint Organisation proposal is implemented successfully.

Nominations should be submitted to jointorganisations@olg.nsw.gov.au and marked 'Nomination for Joint Organisation'. Councils are required to submit their nomination by **28 February 2018**.

The Joint Organisation Network will be finalised in March 2018. Joint Organisations will be proclaimed to enable commencement in July 2018.

Proposed JO resolution for councils



The council resolutions are a critical input in the process of getting Joint Organisation areas recommended to the Governor by the Minister. It is important these resolutions align for groups of councils that wish to form a Joint Organisation.

Once the resolutions have been made by councils the Minister must wait at least 28 days before recommending the Joint Organisation to the Governor.

The resolutions must be worded in a way that will allow for any changes in proposed membership that could potentially occur within the 28 days (e.g. a council rescinds the decision to join the Joint Organisation) without compromising the ability of the remaining councils to still form the Joint Organisation.

Below is a suggested Joint Organisation Resolution for councils. It is advisable any resolution is made following commencement of the legislation (to be advised by the Office of Local Government.

In accordance with Part 7 of Chapter 12 of the Local Government Act 1993 (Act), the [NAME OF COUNCIL] (Council) resolves:

1. That the council inform the Minister for Local Government (**Minister**) of the Council's endorsement of the Minister recommending to the Governor the establishment of a Joint Organisation (**Joint Organisation**) in accordance with this resolution.

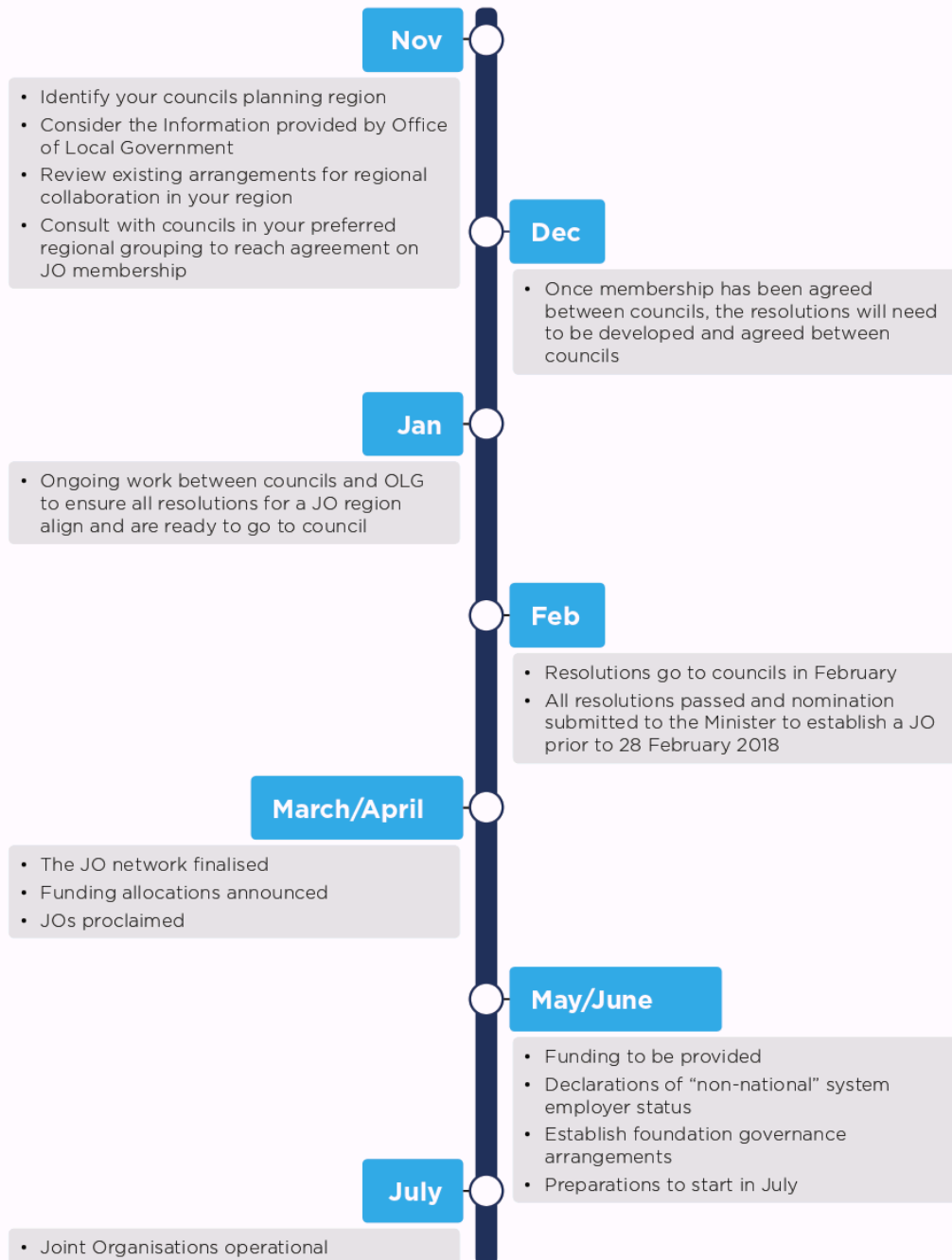
2. To approve the inclusion of the Council's area in the Joint Organisation's area.

3. That the Joint Organisation be established to cover the Council's area and any one or more of the following council areas:
 - a) [INSERT A LIST OF ALL RELEVANT COUNCIL AREAS WITHIN THE RELEVANT STATE PLANNING REGIONS]

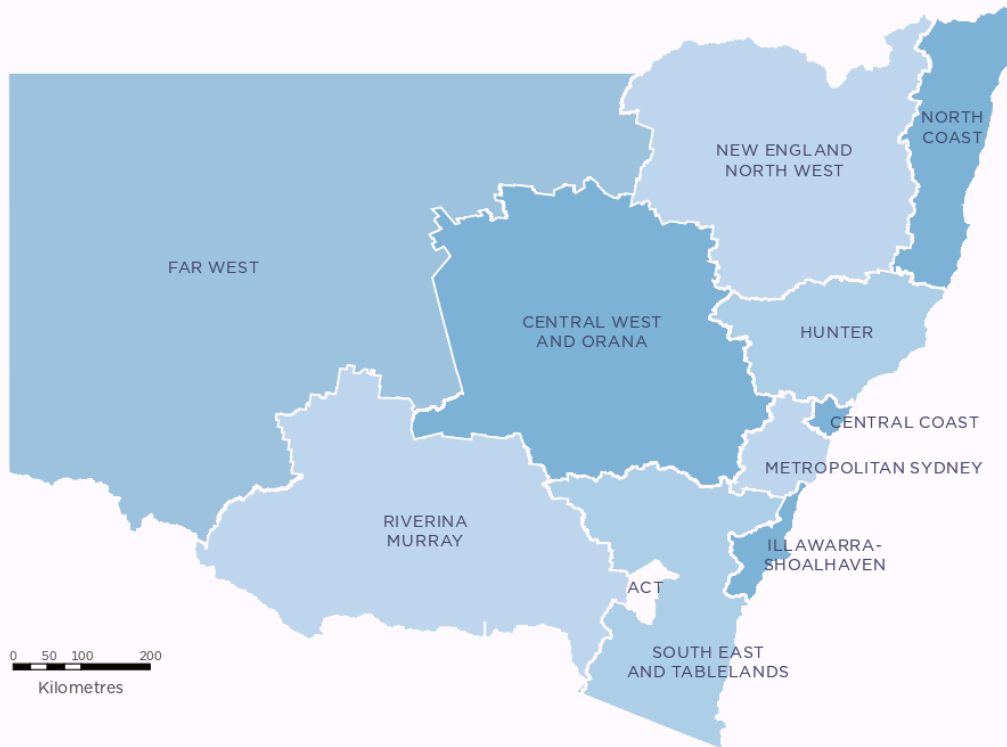
4. That before 28 February 2018, the General Manager provide the Minister with a copy of this resolution including the date on which Council made this resolution.

5. That, on the expiry of a period of 28 days from the making of this resolution, the General Manager inform the Minister that this resolution has not been rescinded.

Joint Organisation formation and implementation timeline for councils



NSW planning regions



Distribution of councils in NSW planning regions



Central West and Orana

Bogan Shire Council	Lachlan Shire Council	Warren Shire Council	Narromine Shire Council
Parkes Shire Council	Forbes Shire Council	Weddin Shire Council	Coonamble Shire Council
Gilgandra Shire Council	Dubbo Regional Council	Cabonne Shire Council	Cowra Shire Council
Orange Shire Council	Blayney Shire Council	Warrumbungle Shire Council	Mid-Western Regional Council
Bathurst Regional Council	Lithgow City Council	Oberon Council	

Hunter

Upper Hunter Shire Council	Muswellbrook Shire Council	Singleton Shire Council	Mid-Coast Council
Dungog Shire Council	Maitland City Council	Cessnock City Council	Port Stephens Council
Newcastle City Council	Lake Macquarie City Council		

New England North West

Moree Plains Shire Council	Narrabri Shire Council	Gunnedah Shire Council	Liverpool Plains Shire Council
Gwydir Shire Council	Tamworth Regional Council	Inverell Shire Council	Uralla Shire Council
Tenterfield Shire Council	Glen Innes Severn Shire Council	Armidale Regional Council	Walcha Council

North Coast

Tweed Shire Council	Kyogle Council	Lismore City Council	Byron Shire Council
Ballina Shire Council	Richmond Valley Council	Clarence Valley Council	Coffs Harbour City Council
Bellingen Shire Council	Nambucca Shire Council	Kempsey Shire Council	Port Macquarie-Hastings Council

Riverina Murray

Hay Shire Council	Edward River Council	Murray River Council	Carrathool Shire Council
Griffith City Council	Murrumbidgee Council	Berrigan Shire Council	Bland Shire Council
Leeton Shire Council	Narrandera Shire Council	Federation Council	Temora Shire Council
Coolamon Shire Council	Junee Shire Council	Wagga Wagga City Council	Lockhart Shire Council
Greater Hume Shire Council	Albury City Council	Cootamundra-Gundagai Regional Council	Snowy Valleys Council

South East and Tablelands

Hilltops Council	Yass Valley Council	Upper Lachlan Shire Council	Goulburn Mulwaree Council
Queanbeyan-Palerang Regional Council	Snowy Monaro Regional Council	Wingecarribee Shire Council	Eurobodalla Shire Council
Bega Valley Shire Council			

Illawarra Shoalhaven

Shoalhaven City Council	Kiama Municipal Council	Shellharbour City Council	Wollongong City Council
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Joint Organisation Frequently Asked Questions



Q1: What is a Joint Organisation?

A: A Joint Organisation is a new entity under the Local Government Act comprising member councils in regional NSW to provide a stronger voice for the communities they represent.

Each Joint Organisation will comprise at least three member councils and align with one of the State's strategic growth planning regions. One of the member council's mayors will be elected chairperson and an Executive Officer may be appointed.

Q2: How will Joint Organisations benefit councils and communities in regional NSW?

A: Joint Organisations will transform the way that the NSW Government and local councils collaborate, plan, set priorities and deliver important projects on a regional scale. These new partnerships will benefit local communities across regional NSW by working across traditional council boundaries.

Q3: How do we know Joint Organisations will work?

A: The Joint Organisation model has been developed in close consultation with councils and the NSW Government has listened to regional councils to get the model right. This included a pilot program for five groups of councils to test a range of options, which involved the participation of 43 councils and delivered a range of initiatives and projects to those regions.

An independent evaluation of the pilot program found Joint Organisations bring benefits to regional communities in delivering on-the-ground projects and attracting more investment to regional communities.

Q4: Why should councils choose to form a Joint Organisation?

A: Joint Organisations will provide a forum for councils, agencies and others to come together and focus on their regional priorities – the things that matter for that region. Joint Organisations will help drive the delivery of important regional projects – the infrastructure and services that local communities need and deserve.

Joint Organisations will also provide councils with a more efficient way to deliver shared services for members and the region. Where member councils agree, they can choose to share a common approach to services such as information technology, water management services and community strategic planning. The NSW Government will provide \$3.3 million to support councils to establish Joint Organisations

Q5: Can councils determine their own regional boundaries?

A: While the choice to join, and composition of a Joint Organisation is voluntary, the NSW Government will only support the creation of Joint Organisations within existing State planning regions and in regional NSW. Councils have told us that effective collaboration will only be realised when State and local government boundaries are aligned.

To aid this process the NSW Government has consulted the sector on boundary criteria which they can take into account when determining the membership of their Joint Organisation.

Joint Organisation boundaries should:

- align with, or 'nest' within one of the State's planning regions
- demonstrate a clear community of interest between member councils and regions
- not adversely impact on other councils or JOs, for example, leaving too few councils to form a JO
- be based around a strong regional centre or centres
- be of an appropriate size to partner with State, Commonwealth and other partners.
- Consistent with previous Government decisions, Joint Organisations will not be considered for metropolitan Sydney and the Central Coast at this time.



Q6: Are Far West Councils able to form a JO?

A: The Government will be writing to Far West councils to advise them of their opportunity to form or join a JO. This will include specific guidance applicable to Far West councils only.

Q7: What are the next steps for interested councils?

A: Councils are invited to nominate to form a Joint Organisation in their region. Councils are encouraged to open discussions with their neighbours as soon as possible.

The Office of Local Government is available to facilitate these discussions and provide support to councils through the nomination process. Specific requirements to form a Joint Organisation will be provided to councils shortly.

Each Joint Organisation will be created by a proclamation and the NSW Government will then ask the Commonwealth to endorse each Joint Organisation as a non-national system employer to ensure that any staff of a Joint Organisation, with the exception of the Executive Officer, are employed under the State local government award.

Q8: What support will be provided to councils and Joint Organisations once established?

A: The Office of Local Government will work with Joint Organisations to support their establishment and ensure they have the necessary systems and governance in place for the Joint Organisations to deliver results for regional communities.

The Office of Local Government and the Department of Premier and Cabinet will foster collaboration between Joint Organisations and State agencies to identify and act on opportunities to benefit regional communities.

Q9: Can councils choose not to participate?

A: Councils can choose not to become a member of a Joint Organisation. The Government strongly encourages all councils in regional NSW to consider the benefits and opportunities offered by Joint Organisations.

Councils that are members of Joint Organisations will be able to take advantage of investment opportunities that are delivered through the Joint Organisation.

Q10: What funding is available to Joint Organisations?

A: The Government will provide up to \$3.3 million in seed funding to Joint Organisations to support their establishment. The Government will identify opportunities for additional investment through Joint Organisations in regional economies.

Funding for each Joint Organisation will be based on the number of councils that choose to form a Joint Organisations, with maximum funding provided to regions where all councils in a region choose to be members of the new regional body.

All Joint Organisations, whether they were pilot regions or not, will be provided with seed funding.

Further details on funding arrangements will be provided to councils.

Q11: Will this funding be enough to help councils establish a JO?

A: The NSW Government is providing significant funding and support to help those councils that choose to establish a Joint Organisation. The pilot program demonstrated that groups of councils can achieve substantial benefits for their communities and significant cost savings by working together through a Joint Organisation.

Q12: How are Joint Organisations different to Regional Organisations of Councils?

A: The Joint Organisation model provides for greater certainty and continuity as well as recognising the unique differences in the many regions of NSW. While some ROCs have been effective, they have varied functions, membership, and governance structures which often makes collaboration more difficult.

Joint Organisation Resource List



Website

www.olg.nsw.gov.au

OLG key contacts

Chris Presland, Director of Reform Implementation	0413 274 882
Melissa Gibbs, Director Policy and Sector Development	0491 225 904
Office of Local Government, Development Team	02 4428 4100

Secure Stronger Councils Portal

A secure portal is available for councils to access information and share resources on Joint Organisations. To access the portal go to <https://portal.strongercouncils.nsw.gov.au>

You will need to login and register with your council email address.

OLG will use the portal to provide up to date information and share best practice between councils and Joint Organisations during the formation and implementation phase.

Department of Premier and Cabinet Regional contacts

Hunter 0418406733 02 49212603	Aaron Spadaro, Senior Coordination Officer
Northern NSW (Tamworth) 0477316 189 0267602671	Alison McGaffin, Director, Northern NSW
Northern NSW (Coffs Harbour) 0481 919 697 02 66598651	Andrew Hegedus, Director North Coast
Southern NSW (Wollongong) 0477 320 822 0242536301	Anthony Body, Director Southern Region
Southern NSW (Queanbeyan) 0427 454 375 02 92283296	Heidi Stratford, Director South East and Tablelands
Western NSW (Dubbo) 0400 364 960 02 68267801	Ashley Albury, Director, Western NSW
Western NSW (Wagga) 0417947976	Trudi McDonald, Director Riverina Murray



DUBBO REGIONAL
COUNCIL

REPORT: Managing Unreasonable Complainant Conduct (UCC) Policy

AUTHOR: Internal Ombudsman
REPORT DATE: 12 February 2018
TRIM REFERENCE: ID18/238

EXECUTIVE SUMMARY

Most complainants who approach Council act reasonably and responsibly in their interactions, even when they are experiencing high levels of distress, frustration and anger about their complaint. However in a very small number of cases some complainants behave in ways that are inappropriate and unacceptable – despite Council’s best efforts to help them. They can be aggressive and verbally abusive towards Council staff. They may threaten harm and violence, bombard our offices with unnecessary and excessive phone calls and emails, make inappropriate demands on our time and our resources and refuse to accept our decisions and recommendations in relation to their complaints. When complainants behave in these ways their behaviour is considered ‘unreasonable’.

Unreasonable complainant conduct (‘UCC’) is any behaviour by a current or former complainant which, because of its nature or frequency raises substantial health, safety, resource or equity issues for Council, our staff, other service users and complainants or the complainant himself/herself.

UCC can be divided into five categories of conduct:

- a) Unreasonable persistence
- b) Unreasonable demands
- c) Unreasonable lack of cooperation
- d) Unreasonable arguments
- e) Unreasonable behaviours

Accordingly, a policy to address complainants who fall under these categories has been developed and is attached as **Appendix 1** to this report. The draft policy defines those interactions that are deemed unreasonable and provides actions that can be employed by staff to minimise the disruptions caused by these unproductive interactions.

ORGANISATIONAL VALUES

Customer Focused: This policy shall provide staff with tools to deal with unreasonable and persistent complainants allowing them to better serve genuine customer requests.

Integrity: This draft policy has been based on the NSW Ombudsman's Model Policy, and is designed to complement the NSW Ombudsman's publication, "Managing Unreasonable Complainant Conduct Practice Manual (2nd edition)". It represents current best practice in the management of unreasonable complainant behaviour.

One Team: This policy applies to the entire Council.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

Upon adoption, this policy shall become a Council Policy.

RECOMMENDATION

That the draft Unreasonable Complainant Conduct (UCC) Policy as attached to the report of the Internal Ombudsman as Appendix 1 be adopted.

Allan Yates
Internal Ombudsman

REPORT

Most complainants who approach Council act reasonably and responsibly in their interactions, even when they are experiencing high levels of distress, frustration and anger about their complaint. However in a very small number of cases some complainants behave in ways that are inappropriate and unacceptable – despite Council’s best efforts to help them. They are aggressive and verbally abusive towards Council staff. They threaten harm and violence, bombard our offices with unnecessary and excessive phone calls and emails, make inappropriate demands on our time and our resources and refuse to accept our decisions and recommendations in relation to their complaints. When complainants behave in these ways their behaviour is considered ‘unreasonable’.

Unreasonable complainant conduct (‘UCC’) is any behaviour by a current or former complainant which, because of its nature or frequency raises substantial health, safety, resource or equity issues for Council, our staff, other service users and complainants or the complainant himself/herself.

UCC can be divided into five categories of conduct:

- a) Unreasonable persistence
- b) Unreasonable demands
- c) Unreasonable lack of cooperation
- d) Unreasonable arguments
- e) Unreasonable behaviours

Accordingly, a policy to address complainants who fall under these categories has been developed and is attached as **Appendix 1** to this report. The draft policy defines those interactions that are deemed unreasonable and provides actions that can be employed by staff to minimise the disruptions caused by these unproductive interactions. The policy provides a comprehensive framework to provide staff with the tools to manage these circumstances including checklists and draft letters. This framework includes listing various options available for staff including, in extreme circumstances, restricting access to Council officers to better manage these calls. This draft policy has been based on the NSW Ombudsman’s Model Policy, and is designed to complement the NSW Ombudsman’s publication, [*Managing Unreasonable Complainant Conduct Practice Manual \(2nd edition\)*](#). It represents current best practice in the management of unreasonable complainant behaviour.

Appendices:

- 1 [↓](#) Draft Managing Unreasonable Complainant Conduct Policy



COUNCIL POLICY

UNREASONABLE COMPLAINANT CONDUCT (UCC) POLICY

Date 12 February 2018

Resolution Date

Clause Number

Responsible Position Internal Ombudsman
Branch Office of the General Manager
Division Office of the General Manager
Version 1.0
TRIM Reference Number
Review Period 2 years
Review Date February 2020
Consultation Not applicable

Document Revision History	
Description	Date
This draft policy has been based on the NSW Ombudsman's Model Policy, and is designed to complement the NSW Ombudsman's publication, <i>Managing Unreasonable Complainant Conduct Practice Manual (2nd edition)</i> . It represents current best practice in the management of unreasonable complainant behaviour.	January 2018
Notes	

1. PURPOSE

This policy has been developed to clarify Dubbo Regional Council's position regarding the management of Unreasonable Complainant Conduct (UCC). This policy is owned and administered by the Internal Ombudsman, as a means of assisting all staff members in their dealing of issues with complainants whose conduct may be considered 'unreasonable'.

This policy, if applied and followed adequately, seeks to ensure that Council applies a fair and consistent approach, supported with resources and guidance, with the full support and endorsement of Council and the General Manager.

1.1 Statement of support

Dubbo Regional Council is committed to being accessible and responsive to all complainants who approach our Council for assistance and/or with a complaint. At the same time the success of Council depends on:

- our ability to do our work and perform our functions in the most effective and efficient ways possible
- the health, safety and security of our staff, and
- the ability to allocate Council's resources fairly across all the complaints it receives.

When complainants behave unreasonably in their dealings with Council, their conduct can significantly affect our success. As a result, Dubbo Regional Council will take proactive and decisive action to manage any complainant conduct that negatively and unreasonably affects us and will support our staff to do the same in accordance with this policy.

I authorise and expect all Dubbo Regional Council staff to implement the strategies provided in this policy.

[Signature]

Michael McMahon
General Manager

2. OBJECTIVES

This policy has been developed to assist all staff members to better manage unreasonable complainant conduct ('UCC').

Its aim is to ensure that all staff:

- Feel confident and supported in taking action to manage UCC.
- Act fairly, consistently, honestly and appropriately when responding to UCC.
- Are aware of their roles and responsibilities in relation to the management of UCC and how this policy will be used.
- Understand the types of circumstances when it may be appropriate to manage UCC using one or more of the following mechanisms:
 - The strategies provided in the NSW Ombudsman publication, *Managing Unreasonable Complainant Conduct Practice Manual (2nd edition)* ('practice manual') including a number of suggested strategies to change or restrict a complainant's access to its services, and this policy has been devised to complement the practice manual.
 - Alternative dispute resolution strategies to deal with conflicts involving complainants and members of Council.
 - Legal instruments such as trespass laws/legislation to prevent a complainant from coming onto our premises and orders to protect specific staff members from any actual or apprehended personal violence, intimidation or stalking.
- Have a clear understanding of the criteria that will be considered before we decide to change or restrict a complainant's access to our services.
- Are aware of the processes that will be followed to record and report UCC incidents as well as the procedures for consulting and notifying complainants about any proposed actions or decisions to change or restrict their access to our services.
- Are familiar with the procedures for reviewing decisions made under this policy, including specific timeframes for review.

3. DEFINING UNREASONABLE COMPLAINANT CONDUCT

3.1 Unreasonable complainant conduct

Most complainants who approach Council act reasonably and responsibly in their interactions with us, even when they are experiencing high levels of distress, frustration and anger about their complaint. However in a very small number of cases some complainants behave in ways that are inappropriate and unacceptable – despite our best efforts to help them. They are aggressive and verbally abusive towards our staff. They threaten harm and violence, bombard our offices with unnecessary and excessive phone calls and emails, make inappropriate demands on our time and our resources and refuse to accept our decisions

and recommendations in relation to their complaints. When complainants behave in these ways we consider their conduct to be 'unreasonable'.

Unreasonable complainant conduct ('UCC') is any behaviour by a current or former complainant which, because of its nature or frequency raises substantial health, safety, resource or equity issues for Council, our staff, other service users and complainants or the complainant himself/herself.

UCC can be divided into five categories of conduct:

- a) Unreasonable persistence
- b) Unreasonable demands
- c) Unreasonable lack of cooperation
- d) Unreasonable arguments
- e) Unreasonable behaviours

a) Unreasonable persistence

Unreasonable persistence is continued, incessant and unrelenting conduct by a complainant that has a disproportionate and unreasonable impact on Council, staff, services, time and/or resources. Some examples of unreasonably persistent behaviour include:

- An unwillingness or inability to accept reasonable and logical explanations including final decisions that have been comprehensively considered and dealt with.
- Persistently demanding a review simply because it is available and without arguing or presenting a case for one.
- Pursuing and exhausting all available review options when it is not warranted and refusing to accept further action cannot or will not be taken on their complaints.
- Reframing a complaint in an effort to get it taken up again.
- Bombarding our staff/organisation with phone calls, visits, letters, and emails (including cc'd correspondence) after repeatedly being asked not to do so.
- Contacting different people within Council and/or externally to get a different outcome or more sympathetic response to their complaint – internal and external forum shopping.

b) Unreasonable demands

Unreasonable demands are any demands (express or implied) that are made by a complainant that have a disproportionate and unreasonable impact on Council, staff, services, time and/or resources. Some examples of unreasonable demands include:

- Issuing instructions and making demands about how we have/should handle their complaint, the priority it was/should be given, or the outcome that was/should be achieved.
- Insisting on talking to a senior manager or the *[Mayor / General Manager / Director]* personally when it is not appropriate or warranted.
- Emotional blackmail and manipulation with the intention to guilt trip, intimidate, harass, shame, seduce or portray themselves as being victimised – when this is not the case.
- Insisting on outcomes that are not possible or appropriate in the circumstances – e.g. for someone to be sacked or prosecuted, an apology and/or compensation when no reasonable basis for expecting this.
- Demanding services that are of a nature or scale that we cannot provide when this has been explained to them repeatedly.

c) Unreasonable lack of cooperation

Unreasonable lack of cooperation is an unwillingness and/or inability by a complainant to cooperate with Council, staff, or complaints system and processes that results in a disproportionate and unreasonable use of our services, time and/or resources. Some examples of unreasonable lack of cooperation include:

- Sending a constant stream of comprehensive and/or disorganised information without clearly defining any issues of complaint or explaining how they relate to the core issues being complained about – only where the complainant is clearly capable of doing this.
- Providing little or no detail with a complaint or presenting information in 'drips and drabs'.
- Refusing to follow or accept our instructions, suggestions, or advice without a clear or justifiable reason for doing so.
- Arguing frequently and/or with extreme intensity that a particular solution is the correct one in the face of valid contrary arguments and explanations.
- Displaying unhelpful behaviour – such as withholding information, acting dishonestly, misquoting others, and so forth.

d) Unreasonable arguments

Unreasonable arguments include any arguments that are not based in reason or logic, that are incomprehensible, false or inflammatory, trivial or delirious and that disproportionately and unreasonably impact upon Council, staff, services, time, and/or resources. Arguments are unreasonable when they:

- fail to follow a logical sequence
- are not supported by any evidence and/or are based on conspiracy theories
- lead a complainant to reject all other valid and contrary arguments
- are trivial when compared to the amount of time, resources and attention that the complainant demands
- are false, inflammatory or defamatory.

e) Unreasonable behaviour

Unreasonable behaviour is conduct that is unreasonable in all circumstances – regardless of how stressed, angry or frustrated that a complainant is – because it unreasonably compromises the health, safety and security of our staff, other service users or the complainant himself/herself. Some examples of unreasonable behaviours include:

- Acts of aggression, verbal abuse, derogatory, racist, or grossly defamatory remarks
- Harassment, intimidation or physical violence.
- Rude, confronting and threatening correspondence.
- Threats of harm to self or third parties, threats with a weapon or threats to damage property including bomb threats.
- Stalking (in person or online).
- Emotional manipulation.

All staff should note that Dubbo Regional Council has a zero tolerance policy towards any harm, abuse or threats directed towards them. Any conduct of this kind will be dealt with under this policy and in accordance with Council's duty of care and occupational health and safety responsibilities.

4. ROLES AND RESPONSIBILITIES

4.1 All staff

All staff are responsible for familiarising themselves with this policy as well as the *Individual Rights and Mutual Responsibilities of the Parties to a Complaint* in **Appendix 1**. Staff are also encouraged to explain the contents of this document to all complainants particularly those who engage in UCC or exhibit the early warning signs for UCC.

It must be emphasised that any strategies that effectively change or restrict a complainant's access to Council's services must be considered by the General Manager, as provided in this policy.

Staff are also responsible for recording and reporting all UCC incidents they experience or witness (as appropriate) to the General Manager within 24 hours of the incident occurring, using the Sample UCC incident form in **Appendix 2**. A file note of the incident should also be copied into Content Manager.

4.2 The General Manager

The General Manager, in consultation with relevant staff, has the responsibility and authority to change or restrict a complainant's access to Council's services in the circumstances identified in this policy. When doing so they will take into account the criteria below (adapted into a checklist in **Appendix 3**) and will aim to impose any service changes/restrictions in the least restrictive ways possible. Their aim, when taking such actions, will not be to punish the complainant, but rather to manage the impacts of their conduct.

When applying this policy the General Manager will also aim to keep at least one open line of communication with a complainant. However, Council does recognise that in extreme situations all forms of contact may need to be restricted for some time to ensure the health and safety and security of Council staff and/or third parties.

The General Manager is also responsible for recording, monitoring and reviewing all cases where this policy is applied to ensure consistency, transparency and accountability for the application of this policy. They will also manage and keep a file record of all cases where this policy is applied.

4.3 Directors and Senior Managers

All Directors and Senior Managers are responsible for supporting staff to apply the strategies in this policy. Directors and Senior Managers are also responsible for ensuring compliance with the procedures identified in this policy and ensuring that all staff members are trained to deal with UCC – including on induction.

Following a UCC and/or stressful interaction with a complainant, Directors and Senior Managers are responsible for providing affected staff members with the opportunity to debrief and vent their concerns either formally or informally. Directors and Senior Manager will also ensure that staff are provided with proper support and assistance including medical and/or police assistance and support through programs such as the Employee Assistance Program (EAP), if necessary.

Depending on the circumstances Directors and Senior Managers may also be responsible for arranging other forms of support for staff which are detailed in Section 12 of this policy.

5. RESPONDING TO AND MANAGING UCC

5.1 Changing or restricting a complainant’s access to Council’s services

UCC incidents will generally be managed by limiting or adapting the ways that Council staff interact with and/or deliver services to complainants by restricting:

- a) **Who they have contact with** – e.g. limiting a complainant to a sole contact person/staff member in Council.
- b) **What they can raise with us** – e.g. restricting the subject matter of communications that we will consider and respond to.
- c) **When they can have contact** – e.g. limiting a complainant’s contact with Council to a particular time, day, or length of time, or curbing the frequency of their contact with us.
- d) **Where they can make contact** – e.g. limiting the locations where we will conduct face-to-face interviews to secured facilities or areas of the office.
- e) **How they can make contact** – e.g. limiting or modifying the forms of contact that the complainant can have with us. This can include modifying or limiting face-to-face interviews, telephone and written communications, prohibiting access to our premises, contact through a representative only, taking no further action or terminating our services altogether.

When using the restrictions provided in this section we recognise that discretion will need to be used to adapt them to suit a complainant’s personal circumstances, level of competency, literacy skills, etc. In this regard, we also recognise that more than one strategy may need to be used in individual cases to ensure their appropriateness and efficacy.

a) Who – limiting the complainant to a sole contact point

Where a complainant tries to forum shop internally within Council, changes their issues of complaint repeatedly, reframes their complaint, or raises an excessive number of complaints it may be appropriate to restrict their access to a single staff member (a sole contact point) who will exclusively manage their complaint(s) and interactions with our office. This may ensure they are dealt with consistently and may minimise the chances for misunderstandings, contradictions and manipulation.

To avoid staff 'burn out' the sole contact officer's supervisor will provide them with regular support and guidance – as needed. Also, the General Manager will review the arrangement every six months to ensure that the officer is managing/coping with the arrangement.

Complainants who are restricted to a sole contact person will however be given the contact details of one additional staff member who they can contact if their primary contact is unavailable – e.g. they go on leave or are otherwise unavailable for an extended period of time.

b) What – restricting the subject matter of communications that we will consider

Where complainants repeatedly send written communications, letters, emails, or online forms that raise trivial or insignificant issues, contain inappropriate or abusive content or relate to a complaint/issue that has already been comprehensively considered and/or reviewed (at least once) by Council, we may restrict the issues/subject matter the complainant can raise with us and which will be responded to.

For example, we may:

- Refuse to respond to correspondence that raises an issue that has already been dealt with comprehensively, that raises a trivial issue, or is not supported by clear/any evidence. The complainant will be advised that future correspondence of this kind will be read and filed without acknowledgement unless we decide that we need to pursue it further in which case, we may do so on our 'own motion'.
- Restrict the complainant to one complaint/issue per month. Any attempts to circumvent this restriction, for example by raising multiple complaints/issues in the one complaint letter may result in modifications or further restrictions being placed on their access.
- Return correspondence to the complainant and require them to remove any inappropriate content before we will agree to consider its contents. A copy of the inappropriate correspondence will also be made and kept for our records to identify repeat/further UCC incidents.

c) When – limiting when and how a complainant can contact us

If a complainant's telephone, written or face-to-face contact with Council places an unreasonable demand on our time or resources because it is overly lengthy (e.g. disorganised and voluminous correspondence) or affects the health safety and security of our staff because it involves behaviour that is persistently rude, threatening, abusive or aggressive, we may limit when and/or how the complainant can interact with us.

This may include:

- Limiting their telephone calls or face-to-face interviews to a particular time of the day or days of the week.
- Limiting the length or duration of telephone calls, written correspondence or face-to-face interviews. For example:
 - Telephone calls may be limited to [10] minutes at a time and will be politely terminated at the end of that time period.
 - Lengthy written communications may be restricted to a maximum of [15] typed or written pages, single sided, font size 12 or it will be sent back to the complainant to be organised and summarised – This option is only appropriate in cases where the complainant is capable of summarising the information and refuses to do so.
 - Limiting face-to-face interviews to a maximum of [45] minutes.
- Limiting the frequency of their telephone calls, written correspondence or face-to-face interviews. Depending on the nature of the service(s) provided we may limit:
 - Telephone calls to [1] every two weeks/ month.
 - Written communications to [1] every two weeks/month.
 - Face-to-face interviews to [1] every two weeks/month.

For irrelevant, overly lengthy, disorganised or frequent written correspondence, Council staff may also:

- Require the complainant to clearly identify how the information or supporting materials they have sent to Council relate to the central issues that have been identified in their complaint.
- Restrict the frequency with which complainants can send emails or other written communications to our office.
- Restrict a complainant to sending emails to a particular email account (e.g. the organisation's main email account) or block their email access altogether and require that any further correspondence be sent through Australia Post only.

Writing only restrictions

When a complainant is restricted to 'writing only' they may be restricted to written communications through:

- Australia Post only
- Email only to a specific staff email or Council's general office email account
- Fax only to a specific fax number
- Some other relevant form of written contact, where applicable.

If a complainant's contact is restricted to 'writing only', the General Manager will clearly identify the specific means that the complainant can use to contact our office (e.g. Australia Post only). Also if it is not suitable for a complainant to enter Council premises to hand deliver their written communication, this must be communicated to them as well.

Any communications that are received by Council in a manner that contravenes a communicated 'write only' restriction will either be returned to the complainant or read and filed without acknowledgement.

d) Where – limiting face-to-face interviews to secure areas

If a complainant is violent or overtly aggressive, unreasonably disruptive, threatening or demanding or makes frequent unannounced visits to our premises, Council may consider restricting our face-to-face contact with them.

These restrictions may include:

- Restricting access to particular secured premises or areas of the office – such as the reception area or secured room/facility.
- Restricting their ability to attend our premises to specified times of the day and/or days of the week only – for example, when additional security is available or to times/days that are less busy.
- Allowing them to attend our office on an 'appointment only' basis and only with specified staff. Note – during these meetings staff should always seek support and assistance of a colleague for added safety and security.
- Banning the complainant from attending our premises altogether and allowing some other form of contact – e.g. 'writing only' or 'telephone only' contact.

Contact through a representative only

In cases where Council cannot completely restrict contact with a complainant and their conduct is particularly difficult to manage, we may also restrict their contact to contact through a support person or representative only. The support person may be nominated by the complainant but must be approved by the General Manager.

When assessing a representative/support person's suitability, the General Manager should consider factors like: the nominated representative/support person's competency and literacy skills, demeanour/behaviour and relationship with the complainant, including any real or perceived conflict of interest.

If the General Manager determines that the representative/support person may exacerbate the situation with the complainant, the complainant will be advised of the reasons why the nominated support person cannot be used and invited to nominate another person. Should they be unable to, Council may opt to assist them in this regard.

Completely terminating a complainant's access to our services

In rare cases, and as a last resort when all other strategies have been considered and/or attempted, the General Manager may decide that it is necessary for Council to completely restrict a complainant's contact/access to our services.

A decision to have no further contact with a complainant will only be made if it appears that the complainant is unlikely to modify their conduct and/or their conduct poses a significant risk for Council staff or other parties because it involves one or more of the following types of conduct:

- Acts of aggression, verbal and/or physical abuse, threats of harm, harassment, intimidation, stalking, assault.
- Damage to property while on our premises.
- Threats with a weapon or common office items that can be used to harm another person or themselves.
- Physically preventing a staff member from moving around freely either within their office or during an off-site visit – e.g. entrapping them in their home.
- Conduct that is otherwise unlawful.

In these cases the complainant will be sent a letter notifying them that their access has been restricted as outlined in Part 7.4 below.

A complainant's access to Council services and/or Council premises may also be restricted (directly or indirectly) using the legal mechanisms such as trespass laws/legislation or legal orders to protect members of our staff from personal violence, intimidation or stalking by a complainant. For more information, about the types of circumstances where legal mechanisms may be used to deal with UCC, please see:

- *Unauthorised entry onto agency premises – applying the provisions of the Inclosed Lands Protection Act 1901 (NSW)*
- *Orders to address violence, threats, intimidation and / or stalking by complainants.*

6. ALTERNATIVE DISPUTE RESOLUTION (ADR)

6.1 Using alternative dispute resolution strategies to manage conflicts with complainants

If the General Manager determines that Council cannot terminate its services to a complainant in a particular case or that we/our staff bear some responsibility for causing or exacerbating their conduct, they may consider using alternative dispute resolution strategies ('ADR') such as mediation and conciliation to resolve the conflict with the complainant and attempt to rebuild our relationship with them. If ADR is considered to be an appropriate option in a particular case, the ADR will be conducted by an independent third party to ensure transparency and impartiality. The General Manager may seek the assistance and advice of Human Resources at such a stage.

However, Council recognises that in UCC situations, ADR may not be an appropriate or effective strategy, particularly if the complainant is uncooperative or resistant to compromise. Therefore, each case will be assessed on its own facts to determine the appropriateness of this approach.

7. PROCEDURE TO BE FOLLOWED WHEN CHANGING OR RESTRICTING A COMPLAINANT'S ACCESS TO OUR SERVICES

7.1 Consulting with relevant staff

When the General Manager receives a UCC incident form from a staff member they will contact the staff member to discuss the incident. They will discuss:

- The circumstances that gave rise to the UCC/incident.
- The impact of the complainant's conduct on Council, relevant staff, our time, resources, etc.
- The complainant's responsiveness to the staff member's warnings/requests to stop the behaviour.
- The actions the staff member has taken to manage the complainant's conduct, if any.
- The suggestions made by relevant staff on ways that the situation could be managed.

A mutually signed and dated note of this discussion should be placed on file.

7.2 Criteria to be considered

Following a consultation with relevant staff, the General Manager will ensure that any decision will also be based on a search of Council's document management system [Content Manager] for information about the complainant's prior conduct and history with Council.

They will also will consider the following criteria:

- Whether the conduct in question involved overt anger, aggression, violence or assault (which is unacceptable in all circumstances).
- Whether the complainant's case has merit.
- The likelihood that the complainant will modify their unreasonable conduct if they are given a formal warning about their conduct.
- Whether changing or restricting access to our services will be effective in managing the complainant's behaviour.
- Whether changing or restricting access to our services will affect the complainant's ability to meet their obligations, such as reporting obligations.
- Whether changing or restricting access to our services will have an undue impact on the complainant's welfare, livelihood or dependents etc.
- Whether the complainant's personal circumstances have contributed to the behaviour? For example, the complainant is a vulnerable person who is under significant stress as a result of one or more of the following:
 - homelessness
 - physical disability
 - illiteracy or other language or communication barrier
 - mental or other illness
 - personal crises
 - substance or alcohol abuse.
- Whether the complainant's response/ conduct in the circumstances was moderately disproportionate, grossly disproportionate or not at all disproportionate.
- Whether there any statutory provisions that would limit the types of limitations that can be put on the complainant's contact/access to our services.

Once the General Manager has considered these factors they will determine the appropriate course of action, which will be annotated on the file note. They may suggest formal or informal options for dealing with the complainant's conduct which may include one or more of the strategies provided in this policy.

See Appendix 3 – Sample checklist for General Manager to consider when deciding to modify or restrict a complainant's access.

7.3 Providing a warning letter

Unless a complainant's conduct poses a substantial risk to the health and safety of staff or other third parties, the General Manager will provide them with a written warning about their conduct in the first instance.

The warning letter will:

- Specify the date, time and location of the UCC incident.
- Explain why the complainant's conduct/ UCC incident is problematic.

- List the types of access changes and/or restrictions that may be imposed if the behaviour continues. (Note: not every possible restriction should be listed only those that are most relevant).
- Provide clear and full reasons for the warning being given
- Include an attachment of the organisation's ground rules and / or briefly state the standard of behaviour that is expected of the complainant. See **Appendix 1**.
- Provide the name and contact details of the staff member who they can contact about the letter.
- Be signed by the General Manager (or his/her nominated delegate).

See Appendix 4 – Sample warning letter.

7.4 Providing a notification letter

If a complainant's conduct continues after they have been given a written warning or in extreme cases of overt aggression, violence, assault or other unlawful/unacceptable conduct the General Manager has the discretion to send a notification letter immediately restricting the complainant's access to our services (without prior written warning).

This notification letter will:

- Specify the date, time and location of the UCC incident(s).
- Explain why the complainant's conduct/UCC incident(s) is problematic.
- Identify the change and/or restriction that will be imposed and what it means for the complainant.
- Provide clear and full reasons for this restriction.
- Specify the duration of the change or restriction imposed, which will not exceed 12 months.
- Indicate a time period for review.
- Provide the name and contact details of the senior officer who they can contact about the letter and/or request a review of the decision.
- Be signed by the General Manager (or his/her nominated delegate).

See Appendix 5 – Sample letter notifying complainants of a decision to change or restrict their access to our services.

7.5 Notifying relevant staff about access changes/restrictions

The General Manager will notify relevant staff about any decisions to change or restrict a complainant's access to Council services, in particular customer services and any other relevant frontline staff, in cases where a complainant is prohibited from entering our premises.

The General Manager will ensure that Content Manager and any other centralised register/list, is updated with a record outlining the nature of the restrictions imposed and their duration.

The Internal Ombudsman must also be advised.

7.6 Continued monitoring/oversight responsibilities

Once a complainant has been issued with a warning letter or notification letter the General Manager will review the complainant's record/restriction every 3 months, on request by a staff member, or following any further incidents of UCC that involve the particular complainant to ensure that they are complying with the restrictions/the arrangement is working.

If the General Manager determines that the restrictions have been ineffective in managing the complainant's conduct or are otherwise inappropriate they may decide to either modify the restrictions, impose further restrictions or terminate the complainant's access to Council's services altogether.

8. APPEALING A DECISION TO CHANGE OR RESTRICT ACCESS TO COUNCIL'S SERVICES

8.1 Right of appeal

Complainants are entitled to one appeal of a decision to change/restrict their access to our services. This review will be undertaken by a senior staff member who was not involved in the original decision to change or restrict the complainant's access. This staff member will consider the complainant's arguments along with all relevant records regarding the complainant's past conduct. They will advise the complainant of the outcome of their appeal by letter which will be countersigned by the General Manager. The staff member will then refer any materials/records relating to the appeal to the General Manager to be kept in the appropriate file.

If a complainant continues to be dissatisfied after the appeal process, or if they feel that they have been treated unfairly or discriminately, they may seek an independent review from the Internal Ombudsman. The Internal Ombudsman will consider the merits of the issue (in accordance with his/her administrative jurisdiction) to ascertain whether Council has acted fairly, reasonably and consistently and has observed the principles of good administrative practice including, procedural fairness.

Should the complainant remain dissatisfied following any determination by the Internal Ombudsman, they have the option to seek an external review from an oversight agency such as the Office of the NSW Ombudsman. The complainant may elect to seek an external review without first seeking an independent review by the Internal Ombudsman.

9. NON-COMPLIANCE WITH A CHANGE OR RESTRICTION ON ACCESS TO OUR SERVICES

9.1 Recording and reporting incidents of non-compliance

All staff members are responsible for recording and reporting incidents of non-compliance by complainants. This should be recorded in a file note in Content Manager and a copy forwarded to the General Manager who will decide whether any action needs to be taken to modify or further restrict the complainant's access to our services.

10. PERIODIC REVIEWS OF ALL CASES WHERE THIS POLICY IS APPLIED

10.1 Period for review

All UCC cases where this policy is applied will be reviewed every 3 months or 6 months (depending on the nature of the service provided) and not more than 12 months after the service change or restriction was initially imposed or continued/upheld.

10.2 Notifying the complainant of an upcoming review

The General Manager will invite all complainants to participate in the review process unless they determine that this invitation will provoke a negative response from the complainant (i.e. further UCC). The invitation will be given and the review will be conducted in accordance with the complainant's access restrictions (e.g. if contact has been restricted to writing only then the invitation to participate will be done in writing).

See **Appendix 6** – Sample letter notifying a complainant of an upcoming review.

10.3 Criteria to be considered during a review

When conducting a review the General Manager will consider:

- Whether the complainant has had any contact with the organisation during the restriction period.
- The complainant's conduct during the restriction period.
- Any information/arguments put forward by the complainant for review.
- Any other information that may be relevant in the circumstances.

The General Manager may also consult any staff members who have had contact with the complainant during the restriction period.

Note – Sometimes a complainant may not have a reason to contact Council during their restriction period. As a result, a review decision that is based primarily on the fact that the complainant has not contacted Council during their restriction period (apparent compliance with our restriction) may not be an accurate representation of their level of compliance/reformed behaviour. This should be taken into consideration, in relevant situations.

See **Appendix 7** – Sample checklist for reviewing an access change/restriction.

10.4 Notifying a complainant of the outcome of a review

The General Manager will notify the complainant of the outcome of their review using the appropriate/relevant method of communication as well as a written letter explaining the outcome, as applicable. The review letter will:

- Briefly explain the review process.
- Identify the factors that have been taken into account during the review.
- Explain the decision/outcome of the review and the reasons for it.

If the outcome of the review is to maintain or modify the restriction the review letter will **also**:

- Indicate the nature of the new or continued restriction.
- State the duration of the new restriction period.
- Provide the name and contact details of any nominated officer who the complainant can contact to discuss the letter. This may be the General Manager and/or a nominated delegate
- Be signed by the General Manager.

See **Appendix 8** – Sample letter advising the complainant of the outcome of a review.

10.5 Recording the outcome of a review and notifying relevant staff

Like all other decisions made under this policy, the General Manager is responsible for keeping a record of the outcome of the review, updating Content Manager and any other centralised register/list, and notifying all relevant staff of the outcome of the review, including if the restriction has been withdrawn.

See Parts 4.2 and 7.5 above.

11. MANAGING STAFF STRESS

11.1 Staff reactions to stressful situations

Dealing with complainants who are demanding, abusive, aggressive or violent can be extremely stressful and at times distressing or even frightening for all our staff – both experienced and inexperienced. It is perfectly normal to get upset or experience stress when dealing with difficult situations.

As an organisation, Council has a responsibility to support staff members who experience stress as a result of situations arising at work and we will do our best to provide staff with debriefing and counselling opportunities, when needed. However, to do this we also need help of all Council staff to identify stressful incidents and situations. As a result, all staff have a responsibility to notify their managers/senior managers of UCC incidents and any stressful incidents that they believe require management involvement.

11.2 Debriefing

Debriefing means talking things through following a difficult or stressful incident. It is an important way of ‘off-loading’ or dealing with stress. Many staff members naturally do this with colleagues after a difficult telephone call, but debriefing can also be done with a supervisor or senior manager or as a team following a significant incident. We encourage all staff to engage in an appropriate level of debriefing, when necessary.

Staff may also access an external professional service on a needs basis. All staff can access the Employee Assistance Program (EAP) – a free, confidential counselling service. Three EAP providers are available, so that staff and their families have access to both male and female professionals. Staff may call: (02) 6881-6060 (male psychologist), (02) 6882-7551 (female psychologist) or 1300 687 327 for telephone based counselling. For further information about the EAP, staff may contact Human Resources Services on (02) 6801-4261.

12. OTHER REMEDIES

12.1 Compensation for injury

Any staff member who suffers injury as a result of aggressive behaviour from complainants is entitled to submit a workers’ compensation claim. Human Resources will assist wherever possible in processing claims and providing advice of this nature. If you are the victim of an assault, they may also be able to apply to the Victim’s Compensation Tribunal for compensation.

12.2 Compensation for damage to clothing or personal effects

Where damage is suffered to clothing or personal effects as a result of aggression by a complainant, compensation may be sought.

12.3 Legal assistance

If a staff member is physically attacked, or is a victim of employment generated harassment and the police do not lay charges, the General Manager will consider providing reasonable legal assistance if the staff member wishes to take civil action.

12.4 Threats outside the office or outside working hours

Where threats are directed at a particular staff member and it appears those threats may be carried out outside normal working hours or outside the office, the staff member will receive the support of Council. Requests for such assistance should be made to the General Manager.

12.5 Escorts home

When a staff member fears for their safety following a threat from a complainant, another staff member may accompany them home or Council will consider meeting the cost of the staff member going home in a taxi. Ask the General Manager for more information.

12.6 Telephone threats on home/personal numbers

If a staff member or their family have been harassed by telephone at their home and they believe it is connected with their employment they may apply to have the office meet the cost of having their telephone number changed and/or made silent. The staff member should also contact their telephone carrier, as they may provide an interception/monitoring service.

If assistance is approved, the office will meet the cost incurred for a period up to 12 months. Once approval is given, the staff member is responsible for making the necessary arrangements and will be reimbursed after producing a paid account.

Applications for reimbursement must be approved by General Manager.

12.7 Other security measures

If other security measures are necessary, Council will give consideration to providing a range of reasonable support options to ensure the safety and welfare of the staff member.

13. TRAINING AND AWARENESS

Council is committed to ensuring that all staff are aware of and know how to use this policy. All staff who deal with complainants in the course of their work will also receive appropriate training and information on using this policy and on managing UCC on a regular basis in particular, on induction.

14. NSW OMBUDSMAN MAY REQUEST COPIES OF OUR RECORDS

Dubbo Regional Council will keep records of all cases where this policy is applied, including a record of the total number of cases where it is used every year. This data may be requested by the NSW Ombudsman to conduct an overall audit and review in accordance with its administrative functions and/or to inform its work on UCC.

15. POLICY REVIEW

All staff are responsible for forwarding any suggestions they have in relation to this policy to the General Manager, who along with the Internal Ombudsman, will review it biennially (every 2 years).

16. SUPPORTING DOCUMENTS AND POLICIES

16.1 Statement of compliance

This policy is compliant with and supported by the following documents:

- Dubbo Regional Council Occupational Health and Safety OH&S Workplace Policy
- Dubbo Regional Council Complaint Handling Policy
- Dubbo Regional Council Internal Ombudsman Policy
- Dubbo Regional Council Code of Conduct
- Dubbo Regional Council Public Interest Disclosures and Internal Reporting Policy

17. RESPONSIBILITIES

The Internal Ombudsman is responsible for administering and reviewing this policy.

18. APPENDICES

Appendix 1: Individual Rights and Mutual Responsibilities of the Parties to a Complaint

In order to ensure that all complaints are dealt with fairly, efficiently and effectively and that occupational health and safety standards and duty of care obligations are adhered to, Council notes that the following rights and responsibilities must be observed and respected by all of the parties to the complaint process.

Individual rightsⁱ

a) Complainants have the right:

- to make a complaint and to express their opinions in ways that are reasonable, lawful and appropriateⁱⁱ
- to a reasonable explanation of the organisation's complaints procedure, including details of the confidentiality, secrecy and/or privacy rights or obligations that may apply
- to a fair and impartial assessment and, where appropriate, investigation of their complaint based on the merits of the caseⁱⁱⁱ
- to a fair hearing^{iv}
- to a timely response
- to be informed in at least general terms about the actions taken and outcome of their complaint^v
- to be given reasons that explain decisions affecting them
- to at least one right of review of the decision on the complaint^{vi}
- to be treated with courtesy and respect
- to communicate valid concerns and views without fear of reprisal or other unreasonable response.^{vii}

b) Staff have the right:

- to determine whether, and if so how, a complaint will be dealt with
- to finalise matters on the basis of outcomes they consider to be satisfactory in the circumstances^{viii}
- to expect honesty, cooperation and reasonable assistance from complainants
- to expect honesty, cooperation and reasonable assistance from organisations and people within jurisdiction who are the subject of a complaint
- to be treated with courtesy and respect
- to a safe and healthy working environment^{ix}
- to modify, curtail or decline service (if appropriate) in response to unacceptable behaviour by a complainant.^x

c) Subjects of a complaint have the right:

- to a fair and impartial assessment and, where appropriate, investigation of the allegations made against them
- to be treated with courtesy and respect by staff of the *[name of organisation]*
- to be informed (at an appropriate time) about the substance of the allegations made against them that are being investigated^{xi}
- to be informed about the substance of any proposed adverse comment or decision
- to be given a reasonable opportunity to put their case during the course of any investigation and before any final decision is made^{xii}
- to be told the outcome of any investigation into allegations about their conduct, including the reasons for any decision or recommendation that may be detrimental to them
- to be protected from harassment by disgruntled complainants acting unreasonably.

Mutual responsibilities

a) Complainants are responsible for:

- treating staff of Council with courtesy and respect
- clearly identifying to the best of their ability the issues of complaint, or asking for help from Council staff to assist them in doing so
- providing to the best of their ability, all the relevant information available to them at the time of making the complaint
- being honest in all communications with the Council
- informing Council of any other action they have taken in relation to their complaint^{xiii}
- cooperating with staff who are assigned responsibilities to assess/ investigate/resolve/determine or otherwise deal with their complaint.

If complainants do not meet their responsibilities, Council may consider placing limitations or conditions on their ability to communicate with staff or access certain services.

Council has a zero tolerance policy in relation to any harm, abuse or threats directed towards its staff. Any conduct of this kind may result in a refusal to take any further action on a complaint or to have further dealings with the complainant.^{xiv} Any such conduct of a criminal nature will be reported to police and in certain cases legal action may also be considered.

b) Staff are responsible for:

- providing reasonable assistance to complainants who need help to make a complaint and, where appropriate, during the complaint process
- dealing with all complaints, complainants and people or organisations the subject of complaint professionally, fairly and impartially

- giving complainants or their advocates a reasonable opportunity to explain their complaint, subject to the circumstances of the case and the conduct of the complainant
- giving people or organisations the subject of complaint a reasonable opportunity to put their case during the course of any investigation and before any final decision is made^{xv}
- informing people or organisations the subject of investigation, at an appropriate time, about the substance of the allegations made against them^{xvi} and the substance of any proposed adverse comment or decision that they may need to answer or address^{xvii}
- keeping complainants informed of the actions taken and the outcome of their complaints^{xviii}
- giving complainants reasons that are clear and appropriate to their circumstances and adequately explaining the basis of any decisions that affect them
- treating complainants and any people the subject of complaint with courtesy and respect at all times and in all circumstances
- taking all reasonable and practical steps to ensure that complainants^{xix} are not subjected to any detrimental action in reprisal for making their complaint^{xx}
- giving adequate warning of the consequences of unacceptable behaviour.

If Council or its staff fail to comply with these responsibilities, complainants may submit a formal complaint to the Internal Ombudsman.

c) Subjects of a complaint are responsible for:

- cooperating with the staff of Council who are assigned to handle the complaint, particularly where they are exercising a lawful power in relation to a person or body within their jurisdiction^{xxi}
- providing all relevant information in their possession to Council or its authorised staff when required to do so by a properly authorised direction or notice
- being honest in all communications with Council and its staff
- treating Council staff with courtesy and respect at all times and in all circumstances
- refraining from taking any detrimental action against the complainant^{xxii} in reprisal for them making the complaint.^{xxiii}

If a subject or subjects of a complaint fail to comply with these responsibilities, action may be taken in accordance with any breaches of Council's Codes of Conduct.

d) Council is responsible for:

- having an appropriate and effective complaint handling system in place for receiving, assessing, handling, recording and reviewing complaints
- decisions about how all complaints will be dealt with
- ensuring that all complaints are dealt with professionally, fairly and impartially^{xxiv}

- ensuring that staff treat all parties to a complaint with courtesy and respect
- ensuring that the assessment and any inquiry into the investigation of a complaint is based on sound reasoning and logically probative information and evidence
- finalising complaints on the basis of outcomes that the organisation, or its responsible staff, consider to be satisfactory in the circumstances^{xxv}
- implementing reasonable and appropriate policies/procedures/practices to ensure that complainants^{xxvi} are not subjected to any detrimental action in reprisal for making a complaint^{xxvii}, including maintaining separate complaint files and other operational files relating to the issues raised by individuals who make complaints
- giving adequate consideration to any confidentiality, secrecy and/or privacy obligations or responsibilities that may arise in the handling of complaints and the conduct of investigations.

If Council fails to comply with these responsibilities, complainants may submit a formal complaint to the Internal Ombudsman.

Appendix 2: Sample UCC incident form

This form should only be completed if you encounter unreasonable complainant conduct and consider that steps may need to be taken to change or restrict a complainant's access to services provide by Council.

You must complete this form and send it electronically or by hand to General Manager within 24 hours of a UCC incident. They will decide on the necessary and appropriate course of action for responding to and managing the complainant's conduct.

Date: _____

Case officer's name: _____

Name of complainant: _____

Complainant's case file number: _____

Details of the complainant's conduct/incident including whether emergency services were contacted:

Why do you consider this conduct to be unreasonable?

For example – has it occurred before/repeatedly, caused significant disruptions to Council, has or could raise significant health and safety issues for our staff or other persons.

What action, if any, have you taken to deal with/manage the complainant's conduct?

For example – warning the complainant 'verbally' about their conduct, other/previous attempts to manage the behaviour etc.

What do you think should be done to effectively manage the complainant's conduct?

Note – the final decision on the appropriate course of action will be made by the General Manager.

Is there any other information that might be relevant to this case? If necessary, attach any supporting documentation.

Appendix 3: Sample checklist for the General Manager to consider when deciding to modify or restrict a complainant's access

- I have received a signed and completed incident form from the case officer(s) involved (attach copy).
- I have spoken with relevant case officer(s) to obtain further information, as needed.
- I have reviewed the complainant's record and all the relevant information in it.
- I have referred to and considered Part 7.2 Criteria to be considered which includes an assessment of the following:

- The merits of the complainants case

- The complainant's circumstances

- Jurisdictional issues

- Proportionality

- Organisational or case officer responsibility

- Responsiveness, including previous conduct

- Case officer's personal boundaries

- Conduct that is unreasonable in all circumstances (assault, threats of harm etc.)

- Along with the case officer concerned and General Manager, I have considered all reasonable options for managing the complainant's conduct, including those that do not involve restricting their access to our services.

- The complainant has been warned about their conduct in writing, and the letter has been signed by the General Manager if applicable.

- The complainant has been advised in writing of our decision to restrict their access to Council, and the letter has been signed by the General Manager if applicable.

- I have made a record of my assessment and decision about the complainant's conduct and all relevant staff members have been notified of my decision.

- An electronic alert has been created in Content Manager that notifies any staff dealing with this complainant of the nature of the conduct that caused us to be concerned, the nature of the restriction that has been placed on their access, its duration, how they are to deal with the complainant (including who they should direct any communications from the complainant to).

Date: _____

Signature: _____

Appendix 4: Sample warning letter

[To be signed by the General Manager or nominated delegate]

Our reference: *[reference]*
Contact: *[case officer]*
Telephone: *[number]*

[Date]

[Name of complainant]
[Address of complainant]

Dear *[name of complainant]*

Your contact with Dubbo Regional Council

You recently had *[state the form of contact – e.g. telephone, written or face-to-face]* with staff at my office on *[date]*. *[During/In that telephone call/appointment/letter,]* I understand that you *[explain the nature of the conduct that has caused the organisation to be concerned]*.

We consider this type of behaviour to be inappropriate and it must stop. If you continue to behave in this way or in any other way that my staff consider to be unreasonable, we will impose restrictions on your contact with our office. This may involve restricting your contact to *[apply the relevant option(s)]*:

- 'Writing only' – this means that we will only accept communications from you in writing, delivered by Australia Post *[if online or other written communications are preferred then explain]*.
- 'Telephone contact only' – this means that you will only be able to contact us by telephone on a specified time and day of the week.
- 'Face-to-face contact only' – this means that your contact will be limited to scheduled face-to-face meetings with a specified member of our staff.

Or any other restriction that we consider to be appropriate in the circumstances.

I have attached a copy of a document called *[Individual rights and mutual responsibilities of the parties to a complaint]* for your reference. We expect everyone who complains to this Council to act in the ways described in this document.

If you have any questions about this letter, contact *[provide name and phone number of the nominated staff member]*.

Yours sincerely,

[General Manager or nominated delegate]

Appendix 5: Sample letter notifying a complainant of a decision to change or restrict their access to our services

[To be signed by the General Manager or nominated delegate]

Our reference: *[reference]*
Contact: *[case officer]*
Telephone: *[number]*

[Date]

[Name of complainant]
[Address of complainant]

Dear *[name of complainant]*

Decision to restrict your contact with Dubbo Regional Council

It has come to my attention that you *[describe the nature of the unreasonable conduct and its impact – e.g. if the complainant has been sending emails to several members of my staff on a daily basis...]*

I understand that my staff have previously told you that we consider this conduct to be unreasonable and unwarranted.

I also wrote to you on *[date]* and asked you to stop this behaviour. In that letter I advised you that if your behaviour continued, we would restrict your contact with Dubbo Regional Council. At the time I also attached a copy of our *[Individual rights and mutual responsibilities of the parties to a complaint]* which outlines your responsibilities as a complainant.

Because your behaviour has continued, I now consider it necessary to impose certain restrictions on your future contact with Council. I therefore give you notice that from *[date]*, and with the exception(s) detailed below, Council will only accept communication from you *[identify permissible form of contact, if any]*.

What this means

This means that you are only to contact Council using *[describe the restriction in further details]*. Any communications that do not comply with this restriction will be *[describe what will happen – e.g. phone calls will be terminated immediately or emails/written communications will be read and filed without acknowledgment, emails will be blocked or deleted, no interviews will be granted, etc.]*.

[Note: the complainant should be clearly informed how they can contact the organisation and how the organisation will contact them].

Your existing complaint (if applicable)

Council currently has one file open in your name. This relates to *[state the subject of complaint and describe complaint]*. This file is being handled by *[name of officer and position title]*. While you are able to contact *[name of officer]* *[state nature of contact – e.g. by email]* about this specific matter, all other contact with Council, including any future complaints, must be *[state restriction – e.g. in writing through Australia Post]* *[provide contact details – e.g. address of organisation where post can be sent]*.

Review of this decision

My decision to restrict your contact with this organisation is effective immediately and will last for *[3 months/6 months/12 months]*. At that time we will review your restriction and decide if it should be maintained, amended or withdrawn.

I take these steps with the greatest reluctance, but *[state reason for restriction – e.g. the equity and safety of other complainants and my staff]*, leaves me no alternative.

If you have any questions about this letter, you can contact *[provide name and phone number of the nominated staff member]*.

Yours sincerely,

[General Manager or nominated delegate]

Appendix 6: Sample letter notifying a complainant of an upcoming review

[To be signed by the General Manager or nominated delegate]

Our reference: *[reference]*
Contact: *[case officer]*
Telephone: *[number]*

[Date]

[Name of complainant]
[Address of complainant]

Dear *[name of complainant]*

Upcoming review of the decision to restrict your contact with Dubbo Regional Council

It has now been *[3 months/6 months/12 months]* since restrictions were *[imposed/upheld]* on your contact with Dubbo Regional Council. As advised in our letter dated *[date]*, we are now reviewing our decision to ascertain whether the restrictions should be maintained, amended or withdrawn.

We consider it important to give you an opportunity to participate in the review process, so we are therefore inviting you to *[apply the relevant option(s)]*:

- make submissions in writing through Australia Post *[include contact person's name and address]*
- schedule a face-to-face interview with *[include name of staff member and provide instructions on how they should go about scheduling the appointment – e.g. calling though the reception line on xxx-xxx-xxxx]*
- schedule a telephone interview with *[include name of staff member and provide instructions on how they should go about scheduling the appointment – e.g. calling though the reception line on xxx-xxx-xxxx]*

In your letter, you should include information that would be relevant to our review. This includes information about *[.....]*/During the interview which will not last more than 30 minutes, we will discuss whether:

- you have complied with the current contact restrictions
- the current contact restrictions should be removed
- the current contact restrictions should be amended to better suit your personal circumstances
- the current contact restrictions should be maintained
- any other information that is relevant to our decision.

We must receive your letter by *[time and date]*/ you should confirm your interview with *[name of case officer]* by *[time and date]*. If we do not receive it/hear from you by this date, we will assume that you do not wish to participate in this review and will undertake the review based on the information that we have available to us.

Once the review is completed, we will contact you again by letter notifying you of our decision.

If you have any questions about this letter, you can contact *[provide name and phone number of the nominated staff member]*.

Yours sincerely,

[General Manager or nominated delegate]

Appendix 7: Sample checklist for reviewing a decision regarding an access change/restriction

- The complainant has been sent a letter notifying them of the review.
- The complainant will/will not participate in the review.
 - the complainant has/has not scheduled a face-to-face interview
 - the complainant has/has not made written submissions
 - the complainant has/has not scheduled a telephone interview
- I have reviewed all the information in the *[case management system]* from the last 12 months *[or relevant period of the restriction]* about the complainant's:
 - contact with the office (explain form of contact)

conduct during that contact (explain if conduct reasonable or unreasonable)

I have spoken with the case officers who have had contact with the complainant during the last 12 months about the complainant's conduct during that period.

- I have considered the arguments/statements made by the complainant, including the impact of the restrictions on them (explain complainant's position, including if their circumstances have changed etc.) *Note: if the complainant is arguing that their circumstances have changed, they should be required to submit evidence to support this claim.*

I have considered whether there are other more reasonable/suitable options for managing the complainant's conduct, including those that do not involve restricting their access to our services (list all that apply).

- I consider that the restriction should be (explain):
 - maintained –*e.g. because the conduct has continued or is likely to continue, is disproportionate etc.*
 - removed – *e.g. because the complainant has complied with the restrictions etc.*
 - amended – *e.g. because the complainant’s circumstances have changed and the current restriction is no longer appropriate.*

- I have discussed my decision with [*other nominated senior officers*]
- The complainant has been advised in writing of my decision to maintain/remove/amend the restriction and this letter has been signed by the (*CEO*).
- Content Manager has been updated to reflect my decision.

Date: _____

Signature: _____

Appendix 8: Sample letter advising the complainant of the outcome of a review

[To be signed by the General Manager or nominated senior]

Our reference: *[reference]*
Contact: *[case officer]*
Telephone: *[number]*

[Date]

[Name of complainant]
[Address of complainant]

Dear *[name of complainant]*

Review of your contact with Dubbo Regional Council

I am writing about a review that was undertaken by Council on *[date]* concerning your contact with this office. I understand that you *[participated/did not participate]* in that review.

Process of review

During the review you were given an opportunity to *[explain in general terms how the review what undertaken]*.

Considerations

After your *[interview/reading your submissions]*, we considered the concerns and suggestions raised in your *[interview/letter, etc.]*, particularly your concerns about *[include information that would be relevant – e.g. the complainant said there circumstances had changed]*. We also reviewed our records of your conduct and contact with our office over the last 12 months. Our records showed that *[provide summary of relevant information – e.g. Our records show that you have continued to send emails to our office, sometimes up to four times a day, throughout the period of your restriction]*.

[Apply if relevant]: These communications were in direct violation of your restriction which limited your contact with our office to *[state nature restriction]* *[explain what the purpose of the restriction was, if appropriate, and the impact of their conduct]*.

[Apply if relevant]: Our records show that you have complied with the restrictions that were imposed on your contact with Council.

Decision

[Apply if relevant]: Due to [explain reasoning for the decision – e.g. the number of emails that you have sent to Council in the last 12 months and] I consider it necessary to maintain the restrictions on your contact with our office for a further 12 months, effective immediately.

[Apply if relevant]: Due to [explain reasoning for the decision] I consider it necessary to amend the restrictions on your access to better suit your personal circumstances [explain, including providing clear instructions on how the complainant is to contact us and how we will contact them]. The new restrictions will be effective immediately and will last for 12 months. If your circumstances change again during this period, you may [explain how the complainant can notify of the change].

[Apply if relevant]: Due to [explain reasoning for the decision] I consider it appropriate to remove the restrictions that have been placed on your access with Council, effective immediately. You may contact Council using any of our normal servicing options.

If you have any questions about this letter, you can contact [provide name and phone number of the nominated delegate].

Yours sincerely,

[General Manager or nominated delegate]

ENDNOTES

-
- ⁱ The word 'rights' is not used here in the sense of legally enforceable rights (although some are), but in the sense of guarantees of certain standards of service and behaviour that a complaint handling system should be designed to provide to each of the parties to a complaint.
- ⁱⁱ Differences of opinion are normal: people perceive things differently, feel things differently and want different things. People have a right to their own opinions, provided those opinions are expressed in acceptable terms and in appropriate forums.
- ⁱⁱⁱ While degrees of independence will vary between complaint handlers, all should assess complaints fairly and as impartially as possible, based on a documented process and the merits of the case.
- ^{iv} The 'right to be heard' refers to the opportunity to put a case to the complaint handler/decision-maker. This right can be modified, curtailed or lost due to unacceptable behaviour, and is subject to the complaint handler's right to determine how a complaint will be dealt with.
- ^v Provided this will not prejudice on-going or reasonably anticipated investigations or disciplinary/criminal proceedings.
- ^{vi} Such a right of review can be provided internally to the organisation, for example by a person not connected to the original decision.
- ^{vii} Provided the concerns are communicated in the ways set out in relevant legislation, policies and/or procedures established for the making of such complaints/allegations/disclosures/etc.
- ^{viii} Some complaints cannot be resolved to the complainant's satisfaction, whether due to unreasonable expectations or the particular facts and circumstances of the complaint [see also Endnote 25].
- ^{ix} See for example WH&S laws and the common law duty of care on employers.
- ^x Unacceptable behaviour includes verbal and physical abuse, intimidation, threats, etc.
- ^{xi} Other than where there is an overriding public interest in curtailing the right, for example where to do so could reasonable create a serious risk to personal safety, to significant public funds, or to the integrity of an investigation into a serious issue. Any such notifications or opportunities should be given as required by law or may be timed so as not to prejudice that or any related investigation.
- ^{xii} Depending on the circumstances of the case and the seriousness of the possible outcomes for the person concerned, a reasonable opportunity to put their case, or to show cause, might involve a face to face discussion, a written submission, a hearing before the investigator or decision maker, or any combination of the above.
- ^{xiii} For example whether they have made a similar complaint to another relevant person or body or have relevant legal proceedings at foot.
- ^{xiv} Other than in circumstances where the organisation is obliged to have an ongoing relationship with the complainant.
- ^{xv} See Endnote 11.
- ^{xvi} Other than where an allegation is so lacking in merit that it can be dismissed at the outset.
- ^{xvii} See Endnote 11.
- ^{xviii} See Endnote 5.
- ^{xix} 'Complainants' include whistleblowers/people who make internal disclosures.
- ^{xx} 'Complaints' includes disclosures made by whistleblowers/people who make internal disclosures.
- ^{xxi} This does not include any obligation to incriminate themselves in relation to criminal or disciplinary proceedings, unless otherwise provided by statute.
- ^{xxii} See Endnote 19.
- ^{xxiii} See Endnote 20.
- ^{xxiv} See Endnote 3.
- ^{xxv} Once made, complaints are effectively 'owned' by the complaint handler who is entitled to decide (subject to any statutory provisions that may apply) whether, and if so how, each complaint will be dealt with, who will be the case officer/investigator/decision-maker/etc., the resources and priority given to actioning the matter, the powers that will be exercised, the methodology used, the outcome of the matter, etc. Outcomes arising out of a complaint may be considered by the complaint handler to be satisfactory whether or not the complainants, any subjects of complaint or the organisation concerned agrees with or is satisfied with that outcome.
- ^{xxvi} See Endnote 19.
- ^{xxvii} See Endnote 20.



REPORT: Investments Under Section 625 of the Local Government Act - January 2018

AUTHOR: Director Corporate Services
REPORT DATE: 5 February 2018
TRIM REFERENCE: ID18/212

EXECUTIVE SUMMARY

As required by Clause 212 of the Local Government (General) Regulation 2005, set out below are the details of all monies that Council has invested under Section 625 of the Local Government Act as at 31 January 2018.

Investments when placed have been done so in accordance with the Local Government Act, Local Government Regulations and Council's Investment Policy and Strategy. Interest on investments for the month of January 2018 has been accounted for on an accrual basis. This report details investments and annualised returns for the month of January 2018.

ORGANISATIONAL VALUES

Customer Focused: The investment of Council funds is undertaken in accordance with Councils adopted Investment Policy and Strategy which seeks to maximise returns for the community based on a conservative approach to investing.

Integrity: All council investments are placed and managed in accordance with the adopted Investment Policy and Strategy.

One Team: Council's investments are managed under one portfolio.

FINANCIAL IMPLICATIONS

Interest earned on investments has been included within Council's 2017/2018 Operational Plan, with total income generated from the Investment Portfolio forecast to be in excess of \$5,400,000.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

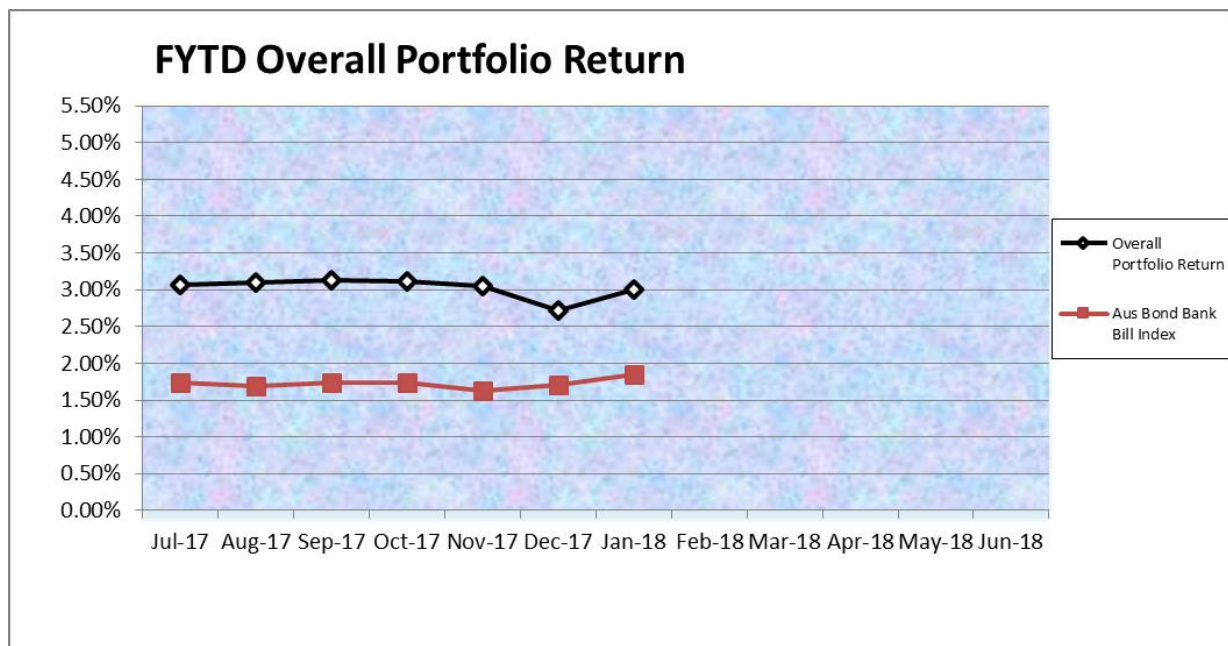
That the information provided within the report of the Director Corporate Services, dated 5 February 2018 be noted.

Craig Giffin

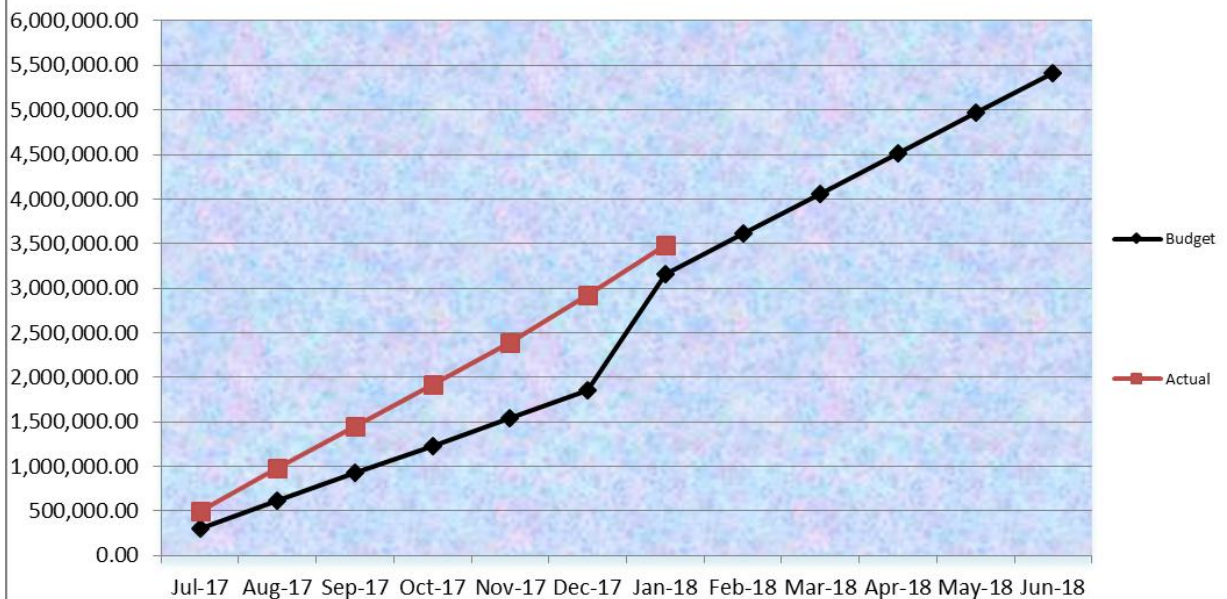
Director Corporate Services

REPORT

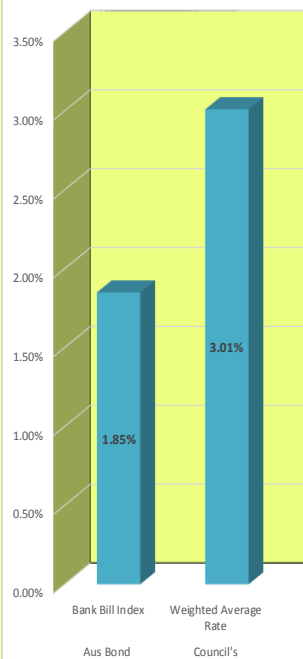
Dubbo Regional Council					
JANUARY 2018 REPORT					
Investments	Notes	2017 Total	2018 Current	2018 Non-Current	2018 Total
		As at 31/12/2017	Maturity By 30/06/2019	Maturity After 30/06/2019	As at 31/01/2018
Cash & Cash Equivalents (Note 6a)					
Cash on Hand and at Bank		\$27,700.00	\$27,700.00	\$0.00	\$27,700.00
Cash-Equivalent Assets (1)					
- Deposits At Call		\$11,022,899.16	\$6,799,178.86	\$0.00	\$6,799,178.86
Total Cash & Cash Equivalents	6(a)	\$11,050,599.16	\$6,826,878.86	\$0.00	\$6,826,878.86
Investments (Note 6b)					
- Long Term Deposits > 3 Months		\$189,618,941.31	\$86,956,441.31	\$101,662,500.00	\$188,618,941.31
- NCD's and FRN's > 3 Months		\$20,251,283.55	\$5,250,000.00	\$15,001,244.69	\$20,251,244.69
- CDO's		\$0.00	\$0.00	\$0.00	\$0.00
Total Investments	6(b)	\$209,870,224.86	\$92,206,441.31	\$116,663,744.69	\$208,870,186.00
TOTAL CASH ASSETS, CASH EQUIVALENTS & INVESTMENTS					
		\$220,920,824.02	\$99,033,320.17	\$116,663,744.69	\$215,697,064.86
(1) Those Investments where time to maturity (from date of purchase) is < 3 months					



Budget to Actual - Interest on Investments



Performance Benchmark as per Council Policy



Investment % Held as per Council Policy

Institution	\$ Invested	% Invested	% Allowable	\$ Allowable
Cash on Hand and at Bank				
CASH ON HAND AND AT BANK	27,700.00	0.01%		
Direct Investments				
AMP BANK	8,858,168.99	4.11%	20%	43,139,413
BANK OF QUEENSLAND	32,618,941.31	15.12%	10%	21,569,706
BENDIGO ADELAIDE BANK LIMITED	4,500,000.00	2.09%	10%	21,569,706
COMMONWEALTH BANK	18,000,000.00	8.35%	30%	64,709,119
HERITAGE BANK	2,000,000.00	0.93%	10%	21,569,706
MACQUARIE CREDIT UNION	1,000,000.00	0.46%	1%	2,156,971
NATIONAL AUSTRALIA BANK	20,191,009.87	9.36%	30%	64,709,119
ST GEORGE BANK	55,500,000.00	25.73%	30%	64,709,119
SUNCORP METWAY	5,001,244.69	2.32%	20%	43,139,413
WESTPAC BANK	65,000,000.00	30.13%	30%	64,709,119
TOTAL DIRECT INVESTMENTS	212,669,364.86	98.60%		
Grandfathered Investments				
NEWCASTLE PERMANENT BUILDING SOCIETY	3,000,000.00	1.39%		BBB
TOTAL GRANDFATHERED INVESTMENTS	3,000,000.00	1.39%		
TOTAL CASH ASSETS, CASH EQUIVALENTS & INVESTMENTS	215,697,064.86	100.00%		

SUMMARY

Dubbo Regional Council outperformed the 11am Official Cash Rate market benchmark of 1.50%, with an average annualised return of 1.97% for its At Call investments for the month of January 2018. Council also outperformed the Bloomberg AusBond Bank Bill Index of 1.85% for the month, with an average annualised return of 3.01% for its overall portfolio return, including an average annualised return on Term Deposits and Floating Rate Notes of 3.04%.



REPORT: Investments Under Section 625 of the Local Government Act - December 2017

AUTHOR: Director Corporate Services
REPORT DATE: 5 February 2018
TRIM REFERENCE: ID18/211

EXECUTIVE SUMMARY

As required by Clause 212 of the Local Government (General) Regulation 2005, set out below are the details of all monies that Council has invested under Section 625 of the Local Government Act as at 31 December 2017.

Investments when placed have been done so in accordance with the Local Government Act, Local Government Regulations and Council's Investment Policy and Strategy. Interest on investments for the month of December 2017 has been accounted for on an accrual basis. This report details investments and annualised returns for the month of December 2017.

ORGANISATIONAL VALUES

Customer Focused: The investment of Council funds is undertaken in accordance with Councils adopted Investment Policy and Strategy which seeks to maximise returns for the community based on a conservative approach to investing.

Integrity: All council investments are placed and managed in accordance with the adopted Investment Policy and Strategy.

One Team: Council's investments are managed under one portfolio.

FINANCIAL IMPLICATIONS

Interest earned on investments has been included within Council's 2017/2018 Operational Plan, with total income generated from the Investment Portfolio forecast to be in excess of \$5,400,000.

POLICY IMPLICATIONS

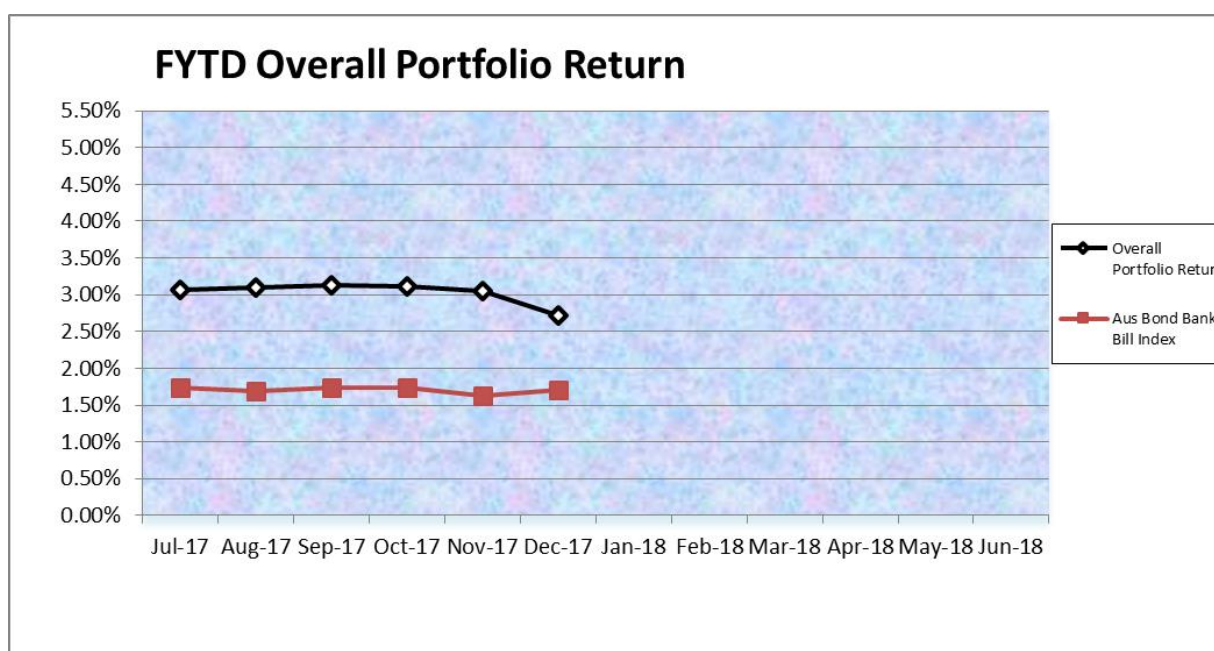
There are no policy implications arising from this report.

RECOMMENDATION

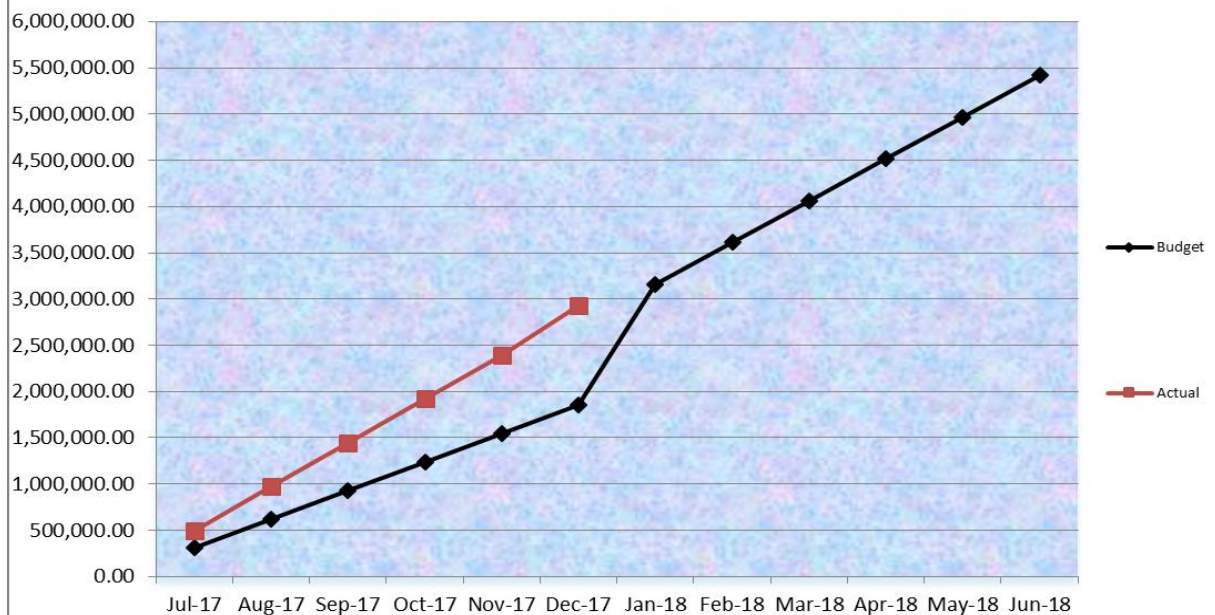
That the information provided within the report of the Director Corporate Services, dated 5 February 2018 be noted.

Craig Giffin
Director Corporate Services

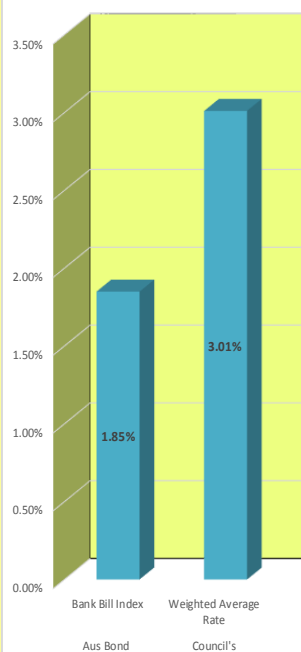
Dubbo Regional Council					
DECEMBER 2017 REPORT					
Investments	Notes	2017	2018	2018	2018
		Total	Current	Non-Current	Total
		As at 30/11/2017	Maturity By 30/06/2019	Maturity After 30/06/2019	As at 31/12/2017
Cash & Cash Equivalents (Note 6a)					
Cash on Hand and at Bank		\$27,700.00	\$27,700.00	\$0.00	\$27,700.00
Cash-Equivalent Assets (1)					
- Deposits At Call		\$20,818,512.83	\$11,022,899.16	\$0.00	\$11,022,899.16
Total Cash & Cash Equivalents	6(a)	\$20,846,212.83	\$11,050,599.16	\$0.00	\$11,050,599.16
Investments (Note 6b)					
- Long Term Deposits > 3 Months		\$148,618,941.31	\$96,956,441.31	\$92,662,500.00	\$189,618,941.31
- NCD's and FRN's > 3 Months		\$21,251,322.41	\$6,250,000.00	\$14,001,283.55	\$20,251,283.55
- CDO's		\$0.00	\$0.00	\$0.00	\$0.00
Total Investments	6(b)	\$169,870,263.72	\$103,206,441.31	\$106,663,783.55	\$209,870,224.86
TOTAL CASH ASSETS, CASH EQUIVALENTS & INVESTMENTS					
		\$190,716,476.55	\$114,257,040.47	\$106,663,783.55	\$220,920,824.02
(1) Those Investments where time to maturity (from date of purchase) is < 3 months					



Budget to Actual - Interest on Investments



Performance Benchmark as per Council Policy



Investment % Held as per Council Policy

Institution	\$ Invested	% Invested	% Allowable	\$ Allowable
Cash on Hand and at Bank				
CASH ON HAND AND AT BANK	27,700.00	0.01%		
Direct Investments				
AMP BANK	10,144,857.69	4.59%	20%	44,184,165
BANK OF QUEENSLAND	32,618,941.31	14.76%	10%	22,092,082
BENDIGO ADELAIDE BANK LIMITED	4,500,000.00	2.04%	10%	22,092,082
COMMONWEALTH BANK	19,000,000.00	8.60%	30%	66,276,247
HERITAGE BANK	2,000,000.00	0.91%	10%	22,092,082
MACQUARIE CREDIT UNION	1,000,000.00	0.45%	1%	2,209,208
NATIONAL AUSTRALIA BANK	23,128,041.47	10.47%	30%	66,276,247
ST GEORGE BANK	55,500,000.00	25.12%	30%	66,276,247
SUNCORP METWAY	5,001,283.55	2.26%	20%	44,184,165
WESTPAC BANK	65,000,000.00	29.42%	30%	66,276,247
TOTAL DIRECT INVESTMENTS	217,893,124.02	98.63%		
Grandfathered Investments				
NEWCASTLE PERMANENT BUILDING SOCIETY	3,000,000.00	1.36%		BBB
TOTAL GRANDFATHERED INVESTMENTS	3,000,000.00	1.36%		
TOTAL CASH ASSETS, CASH EQUIVALENTS & INVESTMENTS	220,920,824.02	100.00%		

SUMMARY

During the month of December the principal funds invested increased by approximately \$30.2M due to grant funds received including \$27.76M from the Stronger Communities Fund.

Dubbo Regional Council outperformed the 11am Official Cash Rate market benchmark of 1.50%, with an average annualised return of 1.97% for its At Call investments for the month of December 2017. Council also outperformed the Bloomberg AusBond Bank Bill Index of 1.70% for the month, with an average annualised return of 2.72% for its overall portfolio return, including an average annualised return on Term Deposits and Floating Rate Notes of 2.76%.



REPORT: Code of Meeting Practice

AUTHOR: Manager Governance and Risk
REPORT DATE: 5 February 2018
TRIM REFERENCE: ID18/210

EXECUTIVE SUMMARY

Section 360 of the Local Government Act 1993 requires Council to adopt a code of meeting practice that incorporates the requirements of the Local Government (General) Regulation 2005 for the conduct of Council meetings. At its Ordinary meeting held 24 October 2017, Council resolved:

“That the draft Code of Meeting Practice and Meeting Procedures as appended to this report be placed on public exhibition for 28 days with a further report being presented to Council following the submission period of 42 days.”

Public submissions were called and closed on 20 December 2017 at which point no submissions had been received. Upon further review of the Code of Meeting Practice, it is recommended that additional sections be added to clause (vii) of the Code of Meeting Practice to allow Information Only Reports and Procedural Reports to be addressed early in the meeting for a more efficient running of Council and Committee meetings. This is in accordance with section 362(2) of the Local Government Act 1993 that states that if amendments are in the opinion of Council to be not substantial, the amendments can be made without public exhibition prior to adoption.

It is recommended that the Code of Meeting Practice as attached as **Appendix 1** and Meeting Procedures as attached as **Appendix 2** be adopted.

ORGANISATIONAL VALUES

Customer Focused: This Policy defines the code of meeting practice and meeting procedures in accordance with the Local Government Act and Office of Local Government Meeting Procedures Guidelines to provide a set of procedures for the effective conduct of Council and Committee meetings.

Integrity: This policy has been developed based on the requirements of the Local Government Act and Office of Local Government’s Meeting Procedures guidelines.

One Team: This Policy defines the code of meeting practice and meeting procedures in accordance with the Local Government Act and Office of Local Government Meeting Procedures Guidelines to provide a set of procedures for the effective conduct of Council and Committee meetings between Council staff and Councillors.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

Once adopted the Code of Meeting Practice and Meeting Procedures will be policies of Council.

RECOMMENDATION

That the draft Code of Meeting Practice and Meeting Procedures as appended to this report be adopted.

Michael Ferguson
Manager Governance and Risk

REPORT

Section 360 of the Local Government Act 1993 requires Council to adopt a code of meeting practice that incorporates the requirements of the Local Government (General) Regulation 2005 for the conduct of Council meetings. At its Ordinary meeting held 24 October 2017, Council resolved:

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It is recommended that the Code of Meeting Practice as attached as **Appendix 1** and Meeting Procedures as attached as **Appendix 2** be adopted.

Appendices:

- 1 [↓](#) Code of Meeting Practice - February 2018
- 2 [↓](#) Meeting Procedures - February 2018



**DUBBO REGIONAL
COUNCIL**

Code of Meeting Practice

February 2018

DUBBO REGIONAL COUNCIL

Document Revision History	
Description	Date
Amended and Adopted by Council due to merger between Dubbo City and Wellington councils	July 2016
Amended to include provision for web streaming of Council and Standing Committee meetings	October 2017
Notes	
To be submitted to Council in October 2017 for consideration prior to exhibition in accordance with the Local Government Act 1993.	

DUBBO REGIONAL COUNCIL

a) Introduction

This Code of Meeting Practice is to be read in conjunction with the Local Government Act 1993 and the Local Government (General) Regulation 2005. This Code shall govern the proceedings of Council and Council Committee meetings.

(b) Regulations

(i) The General Manager will send to each Councillor, at least three (3) days before each meeting of the Council, a notice specifying the time, date and place at which the meeting is to be held and the business proposed to be transacted at the meeting.

Close off times for the inclusion of correspondence and notices of motion in Council and Committee Business Papers

The following close-off times for the inclusion of correspondence and notices of motion in Council and Committee Business Papers shall apply:

Council/Committee	Meeting Date/Time	Close Off
Ordinary Council	Generally, 4th Monday of each month at 5.30 pm	The Monday seven (7) days prior to the Council meeting at 5.00 pm
Dubbo Local Traffic Committee	2nd Friday preceding the meeting of the Infrastructure, Community and Recreation Committee at 10.00 am	The Monday eleven (11) days prior to the Local Traffic Committee meeting at 5.00 pm
Planning, Development and Environment Committee	The Monday preceding the day of the Ordinary Council meeting at 5:30 pm.	The Monday seven (7) days prior to the Planning, Development and Environment Committee meeting at 5:00 pm.
Infrastructure, Community and Recreation Committee	The Monday preceding the day of the Ordinary Council meeting following the Planning, Development and Environment Committee meeting noting that if there is no requirement to conduct the Planning, Development and Environment Committee it will be scheduled for 5:30 pm on that day.	The Monday seven (7) days prior to the Infrastructure, Community and Recreation Committee meeting at 5.00 pm

DUBBO REGIONAL COUNCIL

Economic Development, Business and Corporate Committee	The Monday preceding the day of the Ordinary Council meeting following the Infrastructure, Community and Recreation Committee meeting	The Monday seven (7) days prior to the Economic Development, Business and Corporate Committee meeting at 5.00 pm
--	---	--

(ii) Recording and Video Streaming of Council and Committee Meetings

Any person is allowed to record any of the proceedings of a meeting of Council or a Committee of Council subject to that person advising the meeting of his/her intent to do so, except for any part of a Council or a Committee meeting closed to the public.

Those sections of Ordinary or Extraordinary Council meetings, or Standing Committees, that are open to the public shall be live video streamed through an internet streaming service and also be recorded to be available for viewing at a later time through Council’s website. These recordings shall be available for four (4) years following the meeting whereby they shall be removed at that time.

(iii) Motions and Amendments

Motions and amendments moved at Council and Committee meetings may be done so verbally but should be accompanied by a written record of the motion or amendment by the mover.

(iv) Recording of Motions and Amendments

1. The following detail must be recorded in the reports of Committee meetings or the minutes of Council meetings:
 - (a) details of each motion moved at a council meeting and of any amendments moved to it;
 - (b) the names of the mover and seconder of the motion or amendment;
 - (c) whether the motion or amendment is carried or lost.
2. That in matters determined by Council, the vote of the individual Councillors be recorded in the minutes where there is one or more Councillors voting against the motion.
3. Despite 2 above, a division is to be called for each planning and each development matter determination of the Council.

(v) Declaring Interests and Attendance at Meetings



DUBBO REGIONAL COUNCIL

- (a) Councillors and staff who declare a pecuniary interest in an item at a Committee or Council meeting shall remove themselves from the meeting and be out of sight during discussion and voting on the item.
- (b) In the event that a Councillor is physically within the Council Chamber (or room where the meeting is being held) the Councillor is taken as being present at the meeting.

(vi) **Casting Vote for Chairperson of a Committee**

The Chairperson of a Council Committee shall have a casting vote only when the item being voted upon is one which the Committee has delegated authority from Council to determine.

(vii) **Order of Business to be Transacted at Ordinary Council Meetings**

The following shall be the order of business to be transacted at Ordinary Council meetings subject to any resolution to vary such order of business.

- (a) Confirmation of Minutes of previous meetings
- (b) Apologies
- (c) Public Forum Time
- (d) Mayoral Minutes
- (e) Information Only Matters
- (f) Procedural Matters
- (g) Correspondence
- (h) Matters Considered by Committees
- (i) Notices of Motion
- (j) Notices of Motion of Rescission
- (k) Delegates' Reports
- (l) Reports from Staff

DUBBO REGIONAL COUNCIL

(k) Questions on Notice as follows:

- (i) Questions on Notice must be lodged in writing with the General Manager no later than 5pm on the Monday of the week prior to the scheduled Ordinary Meeting of the Council.
- (ii) Questions on Notice must directly relate to the business of the Council and must comply with the Local Government (General) Regulation 2005 which provides in Clause 249 that a "Councillor must put every such question directly, succinctly and without argument."

(l) Comments and Matters of Urgency

(m) Committee of the Whole

(viii) **Notice of Motion of Rescission**

- (a) A notice of motion to rescind a resolution which is given at the meeting at which the resolution is carried must be signed by three (3) Councillors who are present at the meeting. Should any Councillor wish to submit such a motion, then a five (5) minute recess is to be allowed.
- (b) That where a Councillor formally advises the General Manager during a Council meeting of their intention to lodge a Notice of Motion of Rescission, such notice be required to be lodged by the close of business (5.00pm) two (2) working days after the Council meeting where the resolution was carried. It should be noted that nothing in this clause affects the right of a Councillor(s) under Clause 372 of the Act.

That where a Councillor formally advises the General Manager outside of the completion of a Council meeting of their intention to lodge a Notice of Motion of Rescission, with respect to a resolution carried out at the meeting and on the basis of the General Manager not having commenced implementation of such resolution, such a Notice of Motion of Rescission shall be lodged by the close of business (5.00pm) two (2) working days after the advice of such intention having been received by the General Manager, for consideration by Council in due course. It should be noted that nothing in this clause affects the right of a Councillor(s) under Clause 372 of the Act.

(ix) **Call of the Council**

Clause 234(d) of the Local Government Act 1993 shall not apply to any absence caused by illness or other sufficient cause if such illness or sufficient cause is duly set out in leave of absence received at the meetings from which he/she was absent, and if such leave of absences are accepted by resolution of the Council.

DUBBO REGIONAL COUNCIL

(x) Extraordinary meetings

If the Mayor receives a request in writing signed by at least two (2) Councillors, the Mayor must call an extraordinary meeting of the Council to be held as soon as practicable but in any event within fourteen (14) days after receipt of the request.

(xi) Motions of adjournment

- (a) Debate shall not be permitted on any motion for adjournment of a meeting of the Council.
- (b) If a motion for adjournment is negated, the business of the meeting shall proceed and it shall not be in order for any Councillor to again move a motion for adjournment within half an hour of the previous motion for adjournment being negated.
- (c) A motion for adjournment may specify the time, date and place of the adjourned meeting; however, if a motion for adjournment is carried but does not specify the time, date and place of the adjourned meeting, the chairperson shall make a determination with respect to whichever of these has not been specified.

(xii) Certain circumstances do not invalidate Council decisions

Where at a Council meeting, meeting practice matters arise which are in all cases not provided for in this Code, resort shall be had to the rules, forms, and usages of the Legislative Assembly of New South Wales in force for the time being, so far as the same are applicable to proceedings of the Council.

(xiii) Confirmation of Minutes

- (a) A motion or discussion with respect to such minutes shall not be in order except with regard to their accuracy as a true record of the proceedings.
- (b) Minutes may be confirmed at an extraordinary meeting of the Council.

(xiv) How subsequent amendments may be moved

It is permissible during the debate on an amendment for a further amendment to be foreshadowed. The foreshadowed amendment may be indicated, however any such foreshadowed amendment shall not be moved or debated until the amendment is dealt with.

(xv) Correspondence

- (a) Correspondence with the Council shall be addressed to the Mayor or General Manager.
- (b) Letters shall not be presented or read by members at meetings of the Council.

DUBBO REGIONAL COUNCIL

- (c) Outward correspondence shall be signed by:
- (i) the Mayor;
 - (ii) the General Manager; or
 - (iii) any employee of the Council authorised by the General Manager.

(xvi) **Mode of Address at a Council Meeting**

Councillors shall at all times address other Councillors by their official designation, as Mayor or Councillor, as the case may be and that all Councillors with the exception of the chairman, or any Councillor prevented by physical infirmity, shall stand when speaking.

(xvii) **Committee of the Whole Council**

The Council may resolve itself into a Committee of the Whole Council to consider any matter before the Council.

(xviii) The public may address Council or a Committee of Council on whether part of a meeting should be closed.

- After a motion to close part of a meeting to the public has been moved and seconded, the Chairperson may ask the General Manager if there are any written representations from the public on the proposed closure;
- The General Manager would read out any written representations;
- The Chairperson will then ask if any persons wish to make verbal representations;
- The opportunity to speak would be given to each person who wishes to comment;
- Each person addressing the Council or Committee will be allowed to speak for the maximum period of two (2) minutes;
- The Council or Committee could then close the meeting to consider whether part of the meeting should be closed to the public to consider the subject item.



**DUBBO REGIONAL
COUNCIL**

Meeting Procedures

February 2018

DUBBO REGIONAL COUNCIL

Document Revision History
<p>Notes</p> <p>(Incorporating the Local Government Act 1993; the Local Government (General) Regulation 2005; the Council’s Code of Meeting Practice and Council’s Code of Conduct</p> <p>All Council appointed committees, working parties, sub-committees and other groups are to be conducted within the parameters of Council’s Meeting Procedures .</p>

Document Revision History	
Description	Date
Amended and Adopted by Council due to merger between Dubbo City and Wellington councils	July 2016
<p>Notes</p> <p>To be submitted to Council in October 2017 for consideration prior to exhibition in accordance with the Local Government Act 1993.</p>	

DUBBO REGIONAL COUNCIL

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DUBBO REGIONAL COUNCIL

Abbreviations

LGA	Local Government Act 1993
LGGR	Local Government (General) Regulation 2005
CMP	Dubbo Regional Council Code of Meeting Practice
CofC	Model Code of Conduct

DUBBO REGIONAL COUNCIL

INTRODUCTION

These Meeting Procedures are to be read in conjunction with the Local Government Act 1993 and the Local Government (General) Regulation 2005. These Procedures shall govern the proceedings of Council and Council Committee meetings.

1. REQUIREMENT TO MEET***(Sections 365 and 366 LGA and Section (b)(x) CMP)***

- 1.1 The Council is required to meet at least ten (10) times each year, each time in a different month.
- 1.2 If the Mayor receives a request in writing signed by at least two (2) Councillors, the Mayor must call an extraordinary meeting of the Council to be held as soon as practicable but in any event within fourteen (14) days after receipt of the request. *(NOTE: The Mayor may be one of the Councillors who signs the request).*

2. NOTICE OF MEETINGS***(Section 9 and 367 LGA, Section (b)(i) CMP & Section 232 LGGR)***

- 2.1 A Council must give notice to the public of the times and places of its meetings.
- 2.2
 - (a) A notice of a meeting of a council must be published in a newspaper circulating in the area before the meeting takes place.
 - (b) The notice must specify the time and place of the meeting.
 - (c) Notice of more than one meeting may be given in the same notice.
 - (d) This does not apply to an extraordinary meeting of a council or committee.
- 2.3 The General Manager of a Council must send to each Councillor, at least three (3) days before each meeting of the Council, a notice specifying the time and place at which and date on which the meeting is to be held and the business proposed to be transacted at the meeting.
- 2.4 Notice of less than three (3) days may be given of an extraordinary meeting called in an emergency. In regard to Council's meetings, the following applies:
 - (a) That Ordinary meetings of the Council be held on the fourth Monday of each month commencing at 5.30pm except where the Monday is a public holiday, where the Monday clashes with the Annual Conference of the Local Government New South Wales and in December due to Christmas.
 - (b) That at least seventy two (72) hours prior notice being given of the holding of all Ordinary and Extraordinary meetings of Council.
 - (c) That the meeting of the Planning, Development and Environment Committee be held on the Monday preceding the day of Ordinary Council meeting commencing at 5.30pm noting that inspections of any kind be held prior to the meeting.

DUBBO REGIONAL COUNCIL

- (d) That the meetings of the Infrastructure, Community and Recreation Committee be held on the Monday preceding the day of the Ordinary Council meeting commencing immediately following the Planning, Development and Environment Committee meeting noting that if there is no requirement to conduct a Planning, Development and Environment Committee it will be scheduled for 5.30pm on that day.
 - (e) That the meetings of the Economic Development, Business and Corporate Committee be held on the Monday preceding the day of the Ordinary Council meeting following the completion of the Infrastructure, Community and Recreation Committee meeting.
 - (f) The Business Papers for the Planning, Development and Environment Committee, Infrastructure, Community and Recreation Committee and Economic Development, Business and Corporate Committee meetings be delivered on the Thursday prior to such meetings.
 - (g) That business papers for the Ordinary Council meetings be delivered on the Thursday prior to such meetings.
 - (h) That in the month of January each year, no Committee meetings or Ordinary meeting of Council be held on the days set out above. However, an Extraordinary meeting may be held for any urgent matters for 5.30pm on the fourth Monday of January and if necessary, a Planning, Development and Environment Committee, Infrastructure, Community and Recreation Committee and/or a Economic Development, Business and Corporate Committee meeting be held from 4.00pm on that day.
 - (i) That all reports by members of staff be submitted in time to enable full and proper consideration by the Director Corporate Services and the General Manager before being presented to any meeting of a Committee of the Council.
- 2.5 The notice and the agenda for and the business paper relating to the meeting may be given to a Councillor in electronic form but only if all Councillors have facilities to access the notice, agenda and business paper in that form.

3. QUORUM

(Section 368 LGA and Sections 233, 235 and 260 LGGR, CofC Part 4.25 to 4.29 and Section b (v)(b) of CMP)

- 3.1 The quorum for a meeting of the Council is a majority of the Councillors of the Council who hold office for the time being and are not suspended from office.

DUBBO REGIONAL COUNCIL

- 3.2 A meeting of a Council must be adjourned if a quorum is not present:
- (a) within half an hour after the time designated for the holding of the meeting; or
 - (b) at any time during the meeting.
- 3.3 In either case, the meeting must be adjourned to a time, date and place fixed:
- (a) by the chairperson; or
 - (b) in his or her absence - by the majority of the Councillors present; or
 - (c) failing that, by the General Manager.
- 3.4 The General Manager must record in the Council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the Council, together with the names of the Councillors present.
- 3.5 A Councillor cannot participate in a meeting of a Council unless personally present at the meeting.
- 3.6 Loss of a Quorum as a result of compliance of Council's Code of Conduct is as follows:
- Where a majority of councillors are precluded under Part 4 of Council's Code of Conduct from consideration of a matter the council or committee must resolve to delegate consideration of the matter in question to another person.
 - Where a majority of councillors are precluded under Part 4 of Council's Code of Conduct from consideration of a matter and the matter in question concerns the exercise of a function that may not be delegated under section 377 of the Act, the councillors may apply in writing to the Chief Executive to be exempted from complying with a requirement under this Part relating to the management of a non-pecuniary conflict of interests.
 - The Chief Executive will only exempt a councillor from complying with a requirement under Part 4 of Council's Code of Conduct where:
 - a) compliance by councillors with a requirement under the Part in relation to a matter will result in the loss of a quorum, and
 - b) the matter relates to the exercise of a function of the council that may not be delegated under section 377 of the Act.
 - Where the Chief Executive exempts a councillor from complying with a requirement under Part 4 of Council's Code of Conduct, the councillor must still disclose any interests they have in the matter the exemption applies to in accordance with the requirements of this Part.
 - A councillor, who would otherwise be precluded from participating in the consideration of a matter under Part 4 of Council's Code of Conduct because they have a non-pecuniary conflict of interests in the matter, is permitted to participate in consideration of the matter, if:
 - a) the matter is a proposal relating to

DUBBO REGIONAL COUNCIL

- i) the making of a principal environmental planning instrument applying to the whole or a significant part of the council's area, or
 - ii) the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant part of the council's area, and
- b) the councillor declares any interest they have in the matter that would otherwise have precluded their participation in consideration of the matter under Part 4 of Council's Code of Conduct.

(NOTE: Council may determine from time to time the quorum for Committees of Council. See 23.3. The quorum for the Economic Development, Business and Corporate Committee, Infrastructure, Community and Recreation Committee and Planning, Development and Environment Committees is four (4)).

- 3.7 In the event that a Councillor is physically within the Council Chamber (or room where the meeting is being conducted) the Councillor is taken to be present at the meeting.

4. MEETING CHAIRPERSON

(Section 369 LGA and Section 236 LGGR)

- 4.1 The Mayor or at the request of or in the absence of the Mayor, the Deputy Mayor, presides at meetings of the Council.
- 4.2 If the Mayor and the Deputy Mayor are absent, a Councillor elected to chair the meeting by the Councillors present presides at a meeting of the Council.
- 4.3 If no chairperson is present at a meeting of a Council or Committee of Council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.
- 4.4 The election must be conducted:
- (a) by the General Manager or in his or her absence, an employee of the Council designated by the General Manager to conduct the election; or
 - (b) if neither of them is present at the meeting or there is no General Manager or designated employee, by the person who called the meeting or a person acting on his or her behalf.
- 4.5 If, at an election of a chairperson, two or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.
- 4.6 For the purposes of 4.5, the person conducting the election must:
- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips; and
 - (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

DUBBO REGIONAL COUNCIL

- 4.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.
- 4.8 That at the first meeting of a newly elected Council, Councillors be advised of the above Policy.

5. CHAIRPERSON'S DUTIES - PRECEDENCE AND MOTIONS***(Sections 237 and 238 LGGR)***

- 5.1 When the chairperson rises during a meeting of a Council:
- (a) any Councillor then speaking or seeking to speak must, if standing, immediately resume his or her seat; and
 - (b) every Councillor present must be silent to enable the chairperson to be heard without interruption.
- 5.2 It is the duty of the chairperson at a meeting of a Council to receive and put to the meeting any lawful motion that is brought before the meeting.
- 5.3 The chairperson must rule out of order any motion that is unlawful or the implementation of which would be unlawful.
- 5.4 Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been rejected.

6. MOTIONS OF DISSENT***(Section 248 LGGR)***

- 6.1 (a) A Councillor can, without notice, move to dissent from the ruling of the chairperson on a point of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- (b) If a motion of dissent is carried, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been discharged as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- (c) Despite Section 250 LGGR only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

7. VOTING AND VOTING ENTITLEMENTS***(Sections 370 and 371 LGA and Section 251 LGGR and Section b (v) (b) CMP)***

- 7.1 Each Councillor is entitled to one vote.

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- 7.2 The person presiding at a meeting of the Council has, in the event of an equality of votes, a second or casting vote.
- 7.3 A decision supported by a majority of the votes at a meeting of the Council at which a quorum is present is a decision of the Council.
- 7.4 The Chairperson of a Council Committee shall have a casting vote only when the item being voted upon is one which the Committee has delegated authority from Council to determine.
- 7.5 A Councillor who is present at a meeting of Council but who fails to vote on a motion put to the meeting is taken to have voted against the motion. This does not apply to a Councillor who does not vote because he or she has a pecuniary interest in the subject-matter of the motion. In the event that a Councillor is physically within the Council Chamber (or room where the meeting is being conducted) the Councillor is taken to be present at the meeting.
- 7.6 If a Councillor who has voted against a motion put at a Council meeting so requests, the General Manager must ensure that the Councillor's dissenting vote is recorded in the Council's Minutes.
- 7.7 The decision of the Chairperson as to the result of a vote is final, unless the decision is immediately challenged and not fewer than two Councillors rise and demand a division.
- 7.8 When a division on a motion is demanded, the Chairperson must ensure that the division takes place immediately. The General Manager must ensure that the names of those who vote for the motion and those who vote against it are respectively recorded in the Council's Minutes.
- 7.9 Voting at a council meeting, including voting in an election at such a meeting, is to be by open means (such as on the voices or by show of hands). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

Note: Part 11 of the Local Government (General) Regulation 2005 provides that a council is to resolve whether an election by the councillors for mayor or deputy mayor is to be by preferential ballot, ordinary ballot or open voting (Section 394 and Section 3 of Schedule 7). Section 3 of Schedule 7 also makes it clear that "ballot" has its normal meaning of secret ballot.

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8. AGENDA***(Sections 240 and 242 LGGR)***

- 8.1 The General Manager must ensure that the agenda for a meeting of Council states:
- (a) all matters to be dealt with arising out of the proceedings of former meetings of the Council; and
 - (b) if the Mayor is the Chairperson, any matter or topic that the chairperson proposes at the time when the agenda is prepared, to put to the meeting; and
 - (c) any business of which due notice has been given.
- 8.2 The General Manager must not include in the agenda for a meeting of the Council any business of which due notice has been given if, in the opinion of the General Manager, the business is (or the implementation of the business would be) unlawful. The General Manager must report (without giving details of the item of business) any such exclusion to the next meeting of the Council.
- 8.3 The General Manager must cause the agenda for a meeting of the Council or a committee of the Council to be prepared as soon as practicable before the meeting.
- 8.4 The General Manager must ensure that the details of any item of business to which section 9(2A) of the Act applies are included in an agenda for the meeting concerned.
- 8.5 Nothing in this Section 8 limits the powers of the chairperson under Section 243 LGGR.
- 8.6 The General Manager must ensure that the agenda for an extraordinary meeting of Council deals only with the matters stated in the Notice of Meeting.
- 8.7 Despite 8.6, business may be transacted at an extraordinary meeting of a Council even though due notice of the business has not been given to the Councillors. However, this can happen only if:
- (a) a motion is passed to have the business transacted at the meeting; and
 - (b) the business proposed to be brought forward is ruled by the chairperson to be of great urgency.
- Such a motion can be moved without notice but only after the business notified in the agenda for the meeting has been disposed of.
- 8.8 Despite Section 250 LGGR, only the mover of a motion referred to in 8.7 can speak to the motion before it is put.

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9. OPEN MEETINGS***(Sections 9 and 10 - 10D LGA and 252 and 253 LGGR)***

- 9.1 A Council must give notice to the public of the times and places of its meetings and meetings of those of its committees of which all the members are Councillors.
- 9.2 (a) A council and each such committee must have available for the public at its offices and at each meeting copies (for inspection or taking away by any person) of the agenda and the associated business papers (such as correspondence and reports) for the meeting.
- (b) In the case of a meeting whose agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public:
- (i) the agenda for the meeting must indicate that the relevant item of business is of such a nature (but must not give details of that item), and
- (ii) the requirements of subsection (a) with respect to the availability of business papers do not apply to the business papers for that item of business.
- 9.3 The copies are to be available to the public as nearly as possible to the time they are available to Councillors.
- 9.4 The copies are to be available free of charge.
- 9.5 A notice given or a copy of an agenda or of a business paper made available may be given or made available in electronic form.
- 9.6 (a) Everyone is entitled to attend a meeting of the council and those of its committees of which all the members are councillors; and
- (b) A council must ensure that all meetings of the council and of such committees are open to the public.
- 9.7 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or of such a committee if expelled from the meeting:
- (a) by a resolution of the meeting; or
- (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.
- 9.8 A council, or a committee of the council of which all the members are councillors, may close to the public so much of its meeting as comprises the receipt or discussion of information of the following:
- (a) personnel matters concerning particular individuals (other than Councillors);
- (b) the personal hardship of any resident or ratepayer;
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business;

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- (d) commercial information of a confidential nature that would, if disclosed:
- (i) prejudice the commercial position of the person who supplied it; or
 - (ii) confer a commercial advantage on a competitor of the council; or
 - (iii) reveal a trade secret;
- (e) information that would, if disclosed, prejudice the maintenance of law;
- (f) matters affecting the security of the council, councillors, council staff or council property;
- (g) advice concerning litigation or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.
- (h) information concerning the nature and location of a place or an item of aboriginal significance on community land.
- 9.9 A council, or a committee of the council of which all the members are councillors, may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.
- 9.10 A council or a committee of a council may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.
- The following is the procedure in which this may be done:
- After a motion to close part of a meeting to the public has been moved and seconded, the Chairperson may ask the General Manager if there are any written representations from the public on the proposed closure;
 - The General Manager would read out any written representations;
 - The Chairperson will then ask if any persons wish to make verbal representations;
 - The opportunity to speak would be given to each person who wishes to comment;
 - Each person addressing the Council or Committee will be allowed to speak for the maximum period of two (2) minutes;
 - The Council or Committee could then close the meeting to consider whether part of the meeting should be closed to the public to consider the subject item.
- 9.11 A meeting is not to remain closed during the discussion of anything referred to in section 9.8:
- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
 - (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret - unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

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- 9.12 A meeting is not to be closed during the receipt and consideration of information or advice referred to in 9.8(g) unless the advice concerns legal matters that:
- (a) are substantial issues relating to a matter in which the council or committee is involved; and
 - (b) are clearly identified in the advice; and
 - (c) are fully discussed in that advice.
- 9.13 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in 9.9), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting (other than consideration of whether the matter concerned is a matter referred to in 9.8).
- 9.14 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:
- (a) a person may misinterpret or misunderstand the discussion; or
 - (b) the discussion of the matter may:
 - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the council or committee.
- 9.15 Part of a meeting of a council, or of a committee of the council of which all the members are councillors, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting as a matter that is likely to be considered when the meeting is closed, but only if:
- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in section 9.8; and
 - (b) the council or committee, after considering any representations made under section 9.9 resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.
- 9.16 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting.
- The grounds must specify the following:
- (a) the relevant provision of section 9.8;
 - (b) the matter that is to be discussed during the closed part of the meeting;
 - (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

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- 9.17 If a council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting or part of the meeting has ended.

10. ORDER OF BUSINESS***(Section 12 LGMR & Section (b)(vii) CMP)***

- 10.1 At a meeting of a Council (other than an Extraordinary meeting), the general order of business is (except as provided by the LGMR) as fixed by the Council Code of Meeting Practice or as fixed by resolution of Council.
- 10.2 The order of business fixed under 10.1 may be altered if a motion to that effect is carried. Such a motion can be moved without notice.
- 10.3 Only the mover of a motion referred to in 10.2 may speak to the motion before it is put.
- 10.4 The following shall be the order of business to be transacted at Ordinary Council meetings subject to any resolution to vary such order of business.
- (a) Confirmation of Minutes of previous meetings.
 - (b) Apologies
 - (c) Public Forum Time (*refer below*)
 - (d) Mayoral Minutes
 - (e) Information Only Matters
 - (f) Procedural Matters
 - (e) Correspondence
 - (f) Matters Considered by Committees
 - (g) Notices of Motion
 - (h) Notices of Motion of Rescission
 - (i) Delegate's Reports
 - (j) Reports from Staff
 - (k) Questions on Notice as follows:
 - (i) Questions on Notice must be lodged in writing with the General Manager no later than 5pm on the Monday of the week prior to the scheduled Ordinary Meeting of the Council.
 - (ii) Questions on Notice must directly relate to the business of the Council and must comply with the Local Government (General) Regulation 2005 which provides in Section 249 that a "Councillor must put every such question directly, succinctly and without argument."
 - (l) Comments and Matters of Urgency
 - (m) Committee of the Whole Council

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PROCEDURE FOR ADDRESSING COUNCIL/COMMITTEES**Public Forum:**

- Any person can apply to address either an Ordinary meeting or Extraordinary meeting of Council on any issue relevant to the responsibilities of Dubbo Regional Council (subject to the statement below regarding tenderers).
- Requests to address Council during Public Forum should be made to Council's Director Corporate Services (or nominee) at least two (2) hours prior to the meeting. Applicants shall advise the agenda item/topic to be addressed. Only two (2) speakers shall be able to address the same agenda item/topic.
- Requests will be advised to the Mayor prior to the commencement of the meeting.
- Each individual address is limited to a maximum of five (5) minutes.
- Public Forum is limited to a maximum period of thirty (30) minutes and shall be held following "Apologies" on the Council agenda. The Mayor will generally give first preference to those speakers who have an interest in a matter on the agenda for the meeting. Should there remain time following speakers who have previously nominated, the Mayor will enquire of the Public Gallery, if there are any other speakers.
- Should the number of nominated speakers exceed the thirty (30) minute time frame, a decision by Council may extend the time frame for Public Forum by a maximum of ten (10) minutes.
- If speakers wish to distribute material to Councillors and officers, twenty (20) copies shall be provided to the Director Corporate Services (or nominee) prior to the meeting.
- Where an address relates to an item on the agenda for the subject meeting, the issues raised by the speaker(s) shall be dealt with when Council considers that item as part of the agenda. If questions (maximum two (2)) are raised by the speaker as part of their address, the Mayor may either provide a response or request the General Manager to reply to the speaker at the conclusion of the address. Questions may come from the Councillors to the person addressing Council at the time or to the Mayor or General Manager at the conclusion of the speaker's address. If questions require investigation, they can be taken on notice with the Director Corporate Services to obtain the necessary information for response to the speaker and other Councillors.
- Where an address relates to an issue of general interest (ie a matter not listed on the agenda), it cannot be debated by Council except where in accordance with Section 241 of the Local Government (General) Regulation 2005 and Clause b(i) of Council's Code of Meeting Practice (Clause 11 of Council's Meeting Procedure):
 - a. motion is passed to have the business transacted at the meeting; and
 - b. the business proposed to be brought forward is ruled by the Chairperson to be of great urgency.

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If a matter of general interest is raised, and is not a "Matter of Urgency" as above, and a Councillor wishes the matter to be considered by Council, a Councillor may, as per Council's Code of Meeting Practice, lodge a Notice of Motion for consideration at a future meeting of the Council.

- *Speakers must conduct themselves with respect to Council and observe the rules of order and meeting procedure as contained in Council's Code of Meeting Practice. As part of Public Forum, the Mayor shall ensure the conduct of public forum is such that presenters:*
 - *confine their presentation to a statement of facts*
 - *not insult or make personal reflections or impute improper motives to any Councillor or member of staff*
 - *not say or do anything that is inconsistent with maintaining order at the meeting or is likely to bring Council into contempt*
 - *allow other speakers to put their views without interruption.*

- *Any potential tenderer (being a person or entity, including their agent, employee or representative, that has requested documents or information regarding a tender or quotation) must not be permitted to address a meeting of Council (including any Committee or Working Party of Council) regarding the relevant tender or quotation without the prior written consent of the General Manager.*

In deciding whether to grant such consent, the General Manager may take into consideration: any relevant legislative requirements, tendering guidelines issued by the Office of Local Government from time to time, terms of the relevant tender or quotation documents, Council's Code of Conduct, and the rules of procedural fairness.

(It is noted that Council has a statutory obligation to ensure that any requests for tender or quotation documents, or information or clarification regarding the tender or quotation, from any potential tenderer must be directed to the responsible officer identified in the tender or quotation documents.)

Standing Committees:

It is Council's practice that members of the public who have an interest in matters before Council's standing committees (ie Planning, Development and Environment Committee, Infrastructure, Community and Recreation Committee or Economic Development, Business and Corporate) are advised that they may attend and address those committees. This practice is more informal and there is often interaction/questions/discussions between those persons and the Councillors and staff. This informality has been at the discretion of the Chairperson, noting that only those matters listed on the Committee's agenda will be discussed, matters of "general interest" are not to be raised by the public.

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Committees (other than standing committees), working parties, sub committees and other groups:

It is Council's practice that members of the public who have an interest in matters before the committee, working party, etc, at the discretion of the committee, working party, etc, may attend and address the committee, working party, etc but shall not be permitted to remain in the meeting while the item is considered/determined.

- *Any person who wishes to address Council or its Committee/Working Parties etc under this procedure is to be provided with a copy of the procedure. Such persons are then required to formally advise Council that they have read the procedure and will abide by its contents.*

11. NOTICE OF BUSINESS**(Section 241 LGGR and Section b(i) CMP)**

11.1 A Council must not transact business at a meeting of the Council:

- (a) unless a Councillor has given notice of the business in writing within such time before the meeting as is fixed by Council's code of meeting practice or as is fixed by resolution of the Council.
- (b) unless notice of the business has been sent to the Councillors in accordance with Section 367 of the Act (see 2.3)

11.2 11.1 does not apply to the consideration of business at a meeting if the business:

- (a) is already before, or directly relates to a matter that is already before, the Council; or
- (b) is the election of a chairperson to preside at the meeting as provided by clause 236(l) LGGR; or
- (c) is a matter or topic put to the meeting by the chairperson in accordance with clause 243 LGGR (see 12.1); or
- (d) is a motion for the adoption of recommendations of a committee of the Council.

11.3 Despite 11.1, business may be transacted at a meeting of the Council even though due notice of the business has not been given to the Councillors. However, this can happen only if:

- (a) a motion is passed to have the business transacted at the meeting; and
- (b) the business proposed to be brought forward is ruled by the chairperson to be of great urgency.

Such a motion can be moved without notice.

11.4 Only the mover of a motion referred to in 11.3 can speak to the motion before it is put.

11.5 The following close-off times for the inclusion of correspondence and notices of motion in Council and Committee Business Papers shall apply:

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Council/Committee	Meeting Date/Time	Close Off
Ordinary Council	4th Monday of each month at 5.30pm (see 2.3(a))	The Monday seven (7) days prior to the Council meeting at 5.00pm
Dubbo Local Traffic Committee	2nd Friday preceding the meeting of the Infrastructure, Community and Recreation Committee at 10.00am	The Monday eleven (11) days prior to the Local Traffic Committee meeting at 5.00pm
Planning, Development and Environment Committee	The Monday preceding the day of the Ordinary Council meeting at 5.30pm (see 2.4(e)).	The Monday seven (7) days prior to the Planning, Development and Environment Committee meeting at 5.00pm.
Infrastructure, Community and Recreation Committee	The Monday preceding the day of the Ordinary Council meeting following the Planning, Development and Environment Committee meeting noting that if there is no requirement to conduct the Planning, Development and Environment Committee, it will be rescheduled for 5.30pm on that day (see 2.4(d))	The Monday seven (7) days prior to the Infrastructure, Community and Recreation Committee meeting at 5.00pm
Economic Development, Business and Corporate Committee	The Monday preceding the day of the Ordinary Council meeting following the Infrastructure, Community and Recreation Committee meeting (see 2.4(c))	The Monday seven (7) days prior to the Economic Development, Business and Corporate Committee meeting at 5.00pm

12. MAYORAL / OFFICIAL MINUTES (Clause 243 LGGR)

- 12.1 If the Mayor is the Chairperson at a meeting of the Council, the Chairperson is, by minute signed by the Chairperson, entitled to put to the meeting without notice any matter or topic that is within the jurisdiction of the Council or of which the Council has official knowledge.
- 12.2 Such a minute, when put to the meeting, takes precedence over all business on the Council's Agenda for the meeting. The Chairperson (but only if the Chairperson is the Mayor) may move the adoption of the minute without the motion being seconded.
- 12.3 A recommendation made in a minute of the Chairperson (being the Mayor) or in a report made by a Council employee is, so far as adopted by the Council, a resolution of the Council.

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13. MINUTES***(Section 375 LGA and Section (b)(xiii) CMP)***

- 13.1 The Council must ensure that full and accurate minutes are kept of the proceedings of a meeting of the Council.
- 13.2 The minutes must, when they have been confirmed at a subsequent meeting of the Council, be signed by the person presiding at that subsequent meeting.
- 13.3 A motion or discussion with respect to such minutes shall not be in order except with regard to their accuracy as a true record of the proceedings.
- 13.4 Minutes may be confirmed at an extraordinary meeting of the Council.

14. MOTIONS AND AMENDMENTS***(Section 375A LGA Sections 245, 246, 247 and 254 LGGR and Sections (b)(iii), (b)(iv) and (xiv) CMP)***

- 14.1 In the absence of a Councillor who has placed a Notice of Motion on the Agenda for a meeting of the Council:
 - (a) Any other Councillor may move the motion at the meeting; or
 - (b) The Chairperson may defer the motion until the next meeting of the Council at which the motion can be considered.
- 14.2 A motion or an amendment cannot be debated unless or until it has been seconded. *(Note: This does not apply to an official/Mayoral Minute or a motion that the question be now put. See Section 243(2), Section 250(5) LGGR and 12.2).*
- 14.3 If an amendment has been rejected, a further amendment can be moved to the motion to which the rejected amendment was moved, and so on, but no more than one motion and one proposed amendment can be before the Council at any one time.

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- 14.4 Motions and amendments moved at Council and Committee meetings may be done so verbally but should be accompanied by a written record of the motion or amendment by the mover.
- 14.5 The following matters must be recorded in the Council's minutes:
- (a) details of each motion moved at a Council meeting and of any amendments moved to it;
 - (b) the names of the mover and seconder of the motion or amendment;
 - (c) whether the motion or amendment is passed or lost.
- Note: Section 375(1) of the Act requires a council to ensure that full and accurate minutes are kept of the proceedings of a meeting of the council (other provisions of this Regulation and of the Act require particular matters to be recorded in a council's minutes).*
- 14.6 That in matters determined by Council the vote of the individual Councillors be recorded in the minutes where there is one or more Councillors voting against the motion.
- 14.7 Despite 14.6 a division is to be called for each planning matter decision and each development matter determination of the Council.
- 14.8 It is permissible during the debate on an amendment for a further amendment to be foreshadowed.
- The foreshadowed amendment may be indicated however any such foreshadowed amendment shall not be moved or debated until the amendment is dealt with.

15. RESCINDING OR ALTERING RESOLUTIONS***(Section 372 LGA and Section (b)(viii) CMP)***

- 15.1 A resolution passed by Council may not be altered or rescinded except by a motion to that effect of which notice has been duly given in accordance with the Regulations under Section 360 of the LGA and if applicable, Council's Code of Meeting Practice.
- 15.2 If notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.
- 15.3 If a motion has been negated by a Council, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with the Council's Code of Meeting Practice.
- 15.4 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been negated by the Council, must be signed by three (3) Councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was negated, as the case may be.

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- 15.5 If a motion to alter or rescind a resolution has been negated, or if a motion which has the same effect as a previously negated motion, is negated, no similar motion may be brought forward within three (3) months. This provision may not be evaded by substituting a motion differently worded but in principle the same.
- 15.6 A motion to which this provision applies may be moved on the report of a committee of the Council and any such report must be recorded in the minutes of the meeting of Council.
- 15.7 The provisions of this section concerning negated motions do not apply to motions of adjournment.
- 15.8 (a) A notice of motion to rescind a resolution which is given at the meeting at which the resolution is carried must be signed by three (3) Councillors who are present at the meeting. Should any Councillor wish to submit such a motion, then a five (5) minute recess is to be allowed.
- (b) That where a Councillor formally advises the General Manager during a Council meeting of their intention to lodge a Notice of Motion of Rescission, such notice be required to be lodged by the close of business (5.00 pm) two (2) working days after the Council meeting where the resolution was carried. It should be noted that nothing in this Section affects the right of a Councillor(s) under section 372 of the Act.
- That where a Councillor formally advises the General Manager outside of the completion of a Council meeting of their intention to lodge a Notice of Motion of Rescission, with respect to a resolution carried at the meeting and on the basis of the General Manager not having commenced implementation of such resolution, such a Notice of Motion of Rescission shall be lodged by the close of business (5.00 pm) two (2) working days after the advice of such intention having been received by the General Manager, for consideration by Council in due course. It should be noted that nothing in this Section affects the right of a Councillor(s) under section 372 of the Act.

16. QUESTIONS MAY BE PUT TO COUNCILLORS AND COUNCIL EMPLOYEES

(Section 249 LGGR)

- 16.1 A Councillor:
- (a) may, through the Chairperson, put a question to another Councillor; and
- (b) may, through the General Manager, put a question to a Council employee.
- NOTE: In reference to 16.1(b), where a Councillor wishes to put a question through the General Manager to a Council employee, the question shall be directed through the Chairperson.

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- 16.2 However, a Councillor or Council employee to whom a question is put is entitled to be given reasonable notice of the question and in particular, sufficient notice to enable reference to be made to other persons or to documents.
- 16.3 The Councillor must put every such question directly, succinctly and without argument.
- 16.4 The Chairperson must not permit discussion on any reply or refusal to reply to a question put to a Councillor or Council employee under this Section.

17. LIMITATION AS TO NUMBER OF SPEECHES***(Section 250 LGGR)***

- 17.1 A Councillor who, during a debate at a meeting of a Council, moves an original motion has the right of general reply to all observations that are made by another Councillor during the debate in relation to the motion and to any amendment to it as well as the right to speak on any such amendment.
- 17.2 A Councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 17.3 A Councillor must not, without the consent of the Council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time. However, the Chairperson may permit a Councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the Councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 17.4 Despite 17.1 and 17.2, a Councillor may move that a motion or an amendment be now put:
- (a) if the mover of the motion or amendment has spoken in favour of it and no Councillor expresses an intention to speak against it; or
 - (b) if at least two (2) Councillors have spoken in favour of a motion or amendment and at least two (2) Councillors have spoken against it.
- 17.5 The chairperson must immediately put to the vote, without debate, a motion moved under subclause 17.4. A seconder is not required for such a motion.
- 17.6 If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised his or her right of reply under subclause 17.1.
- 17.7 If a motion that the original motion or an amendment be now put is rejected, the chairperson must allow the debate on the original motion or the amendment to be resumed.

DUBBO REGIONAL COUNCIL

18. QUESTIONS OF ORDER***(Section 255 LGGR)***

- 18.1 The Chairperson, without the intervention of any other Councillor, may call any Councillor to order whenever, in the opinion of the Chairperson, it is necessary to do so.
- 18.2 A Councillor who claims that another Councillor has committed an act of disorder or is out of order may call the attention of the Chairperson to the matter.
- 18.3 The Chairperson must rule on a question of order immediately after it is raised but before doing so, may invite the opinion of the Council.
- 18.4 The Chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

19. ACTS OF DISORDER***(Section 256 LGGR)***

- 19.1 A Councillor commits an act of disorder if the Councillor, at a meeting of the Council or a Committee of the Council:
- (a) contravenes the LGA or any regulation in force under the LGA; or
 - (b) assaults or threatens to assault another Councillor or person present at the meeting; or
 - (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the Council or Committee, or addresses or attempts to address the Council or Committee on such a motion, amendment or matter; or
 - (d) insults or makes personal reflections on or imputes improper motives to any other Councillor or staff member; or
 - (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the Council or Committee into contempt.
- 19.2 The Chairperson may require a Councillor:
- (a) to apologise without reservation for an act of disorder referred to in 19.1 (a) or (b); or
 - (b) to withdraw a motion or an amendment referred to in 19.1 (c) and, where appropriate, to apologise without reservation; or
 - (c) to retract and apologise without reservation for an act of disorder referred to in 19.1 (d) or (e).
- 19.3 A Councillor may, as provided by Section 10 (2) (a) or (b) of the Local Government Act, be expelled from a meeting of a Council for having failed to comply with a requirement under 19.2. The expulsion of a Councillor from the meeting for that reason does not prevent any other action from being taken against the Councillor for the act of disorder concerned.

DUBBO REGIONAL COUNCIL

20. HOW DISORDER AT A MEETING MAY BE DEALT WITH***(Section 257 LGGR)***

- 20.1 If disorder occurs at a meeting of the Council, the Chairperson may adjourn the meeting for a period of not more than 15 minutes and leave the Chair. The Council, on re-assembling, must, on a question put from the Chair, decide without debate whether the business is to be proceeded with or not. This section applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of Councillors.
- 20.2 A member of the public may, as provided by Section 10(2)(a) or (b) of the Local Government Act, be expelled from a meeting of a Council for engaging in or having engaged in disorderly conduct at the meeting.

21. POWER TO REMOVE PERSONS FROM MEETING AFTER EXPULSION RESOLUTION***(Section 258 LGGR)***

- 21.1 If a Councillor or a member of the public fails to leave the place where a meeting of a Council is being held:
- (a) immediately after the Council has passed a resolution expelling the Councillor or member from the meeting; or
 - (b) where the Council has authorised the person presiding at the meeting to exercise the power of expulsion, immediately after being directed by the person presiding to leave the meeting,

a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the Councillor or member from that place and, if necessary, restrain the Councillor or member from re-entering that place.

22. COMMITTEE OF THE WHOLE***(Section 373 LGA and Section 259 LGGR)***

- 22.1 The Council may resolve itself into a Committee to consider any matter before the Council.
- 22.2 All the provisions of this LGGR relating to meetings of the Council, so far as they are applicable, extend to and govern the proceedings of the Council when in Committee of the Whole, except the provision limiting the number and duration of speeches.
- 22.3 The General Manager or his/her nominee is responsible for reporting to the Council proceedings in Committee of the Whole. It is not necessary to report the proceedings in full but any recommendations of the Committee must be reported.
- 22.4 The Council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the Council's minutes. However, the Council is not taken to have adopted the report until a motion for adoption has been made and passed.

23. COUNCIL MAY APPOINT COMMITTEES***(Section 260 LGGR)***

- 23.1 A council may, by resolution, establish such committees as it considers necessary.
- 23.2 A committee is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.
- 23.3 The quorum for a meeting of a committee is to be:
- (a) such number of members as the council decides; or
 - (b) if the council has not decided a number, a majority of the members of the committee.

NOTE: All Council appointed committees, working parties, sub-committees and other groups are to be conducted within the parameters of Council's Meeting Procedures

24. FUNCTIONS OF COMMITTEES***(Section 261 LGGR)***

- 24.1 Council will specify the functions of each of its committees when the committee is established, but may from time to time amend those functions.

25. NOTICE OF COMMITTEE MEETINGS TO BE GIVEN***(Section 232 and 262 LGGR)***

- 25.1 (a) A notice of a meeting of a council committee of which all members are councillors must be published in a newspaper circulating in the area before the meeting takes place;
- (b) The notice must specify the time and place of the meeting;
 - (c) Notice of more than one meeting may be given in the same notice;
 - (d) This does not apply to an Extraordinary meeting of a Committee.
- 25.2 The General Manager must send to each Councillor at least three (3) days before each meeting of the Committee, a notice specifying:
- (a) the time and place at which and the date on which the meeting is to be held; and
 - (b) the business proposed to be transacted at the meeting.
- 25.3 However, notice of less than three (3) days may be given of a Committee meeting called in an emergency

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26. NON-MEMBERS ENTITLED TO ATTEND COMMITTEE MEETINGS***(Section 263 and 264 LGGR)***

- 26.1 A Councillor who is not a member of a committee of a council is entitled to attend, and to speak at, a meeting of the committee.
- 26.2 However, the councillor is not entitled:
- (a) to give notice of business for inclusion in the agenda for the meeting, or
 - (b) to move or second a motion at the meeting, or
 - (c) to vote at the meeting.
- 26.3 Non members of a Council Committee of which all members are Councillors may be allowed to make representations to or at a meeting before any part of the meeting is closed to the public as to whether that part of the meeting should be closed.

The following is the procedure in which this may be done:

- After a motion to close part of a meeting to the public has been moved and seconded, the Chairperson may ask the General Manager if there are any written representations from the public on the proposed closure;
- The General Manager would read out any written representations;
- The Chairperson will then ask if any persons wish to make verbal representations;
- The opportunity to speak would be given to each person who wishes to comment;
- Each person addressing the Committee will be allowed to speak for the maximum period of two (2) minutes;
- The Committee could then close the meeting to consider whether part of the meeting should be closed to the public to consider the subject item.

27. PROCEDURE IN COMMITTEES***(Section 265 and 266 LGGR)***

- 27.1 Subject to 27.2, each committee of the council may regulate its own procedure. (Note:
- (i) In accordance with 7.4, the Chairperson of a Council Committee shall have a casting vote only when the item being voted upon is one which the Committee has delegated authority from Council to determine;
 - (ii) All Council appointed Committees, Working Parties, Subcommittees and other groups are to be conducted within the parameters of Council's Meeting Procedures).
- 27.2 Voting at a committee meeting is to be by open means (such as on the voices or by show of hands).

DUBBO REGIONAL COUNCIL

- 27.3 (a) Each committee of a Council must ensure that full and accurate minutes of the proceedings of its meetings are kept. In particular, the committee must ensure that the following matters are recorded in the committee's minutes:
- (i) details of each motion moved at a meeting and of amendments moved to it;
 - (ii) the names of the mover and seconder of the motion or amendment;
 - (iii) whether the motion or amendment is passed or lost.
- (b) As soon as the minutes of an earlier meeting of a Committee of the Council have been confirmed at a later meeting of the Committee, the person presiding at the later meeting must sign the minutes of the earlier meeting.

28. CHAIRPERSON AND DEPUTY CHAIRPERSON OF COMMITTEES***(Section 267 LGGR)***

- 28.1 The Chairperson of each Committee of the Council must be:
- (a) the Mayor; or
 - (b) if the Mayor does not wish to be the Chairperson of a Committee, a member of the Committee elected by the Council; or
 - (c) if the Council does not elect such a member, a member of the Committee elected by the Committee.
- 28.2 The Council may elect a member of a Committee of the Council as Deputy Chairperson of the Committee. If the Council does not elect a Deputy Chairperson of such a Committee, the Committee may elect a Deputy Chairperson.
- 28.3 If neither the Chairperson nor the Deputy Chairperson of a Committee of the Council is able or willing to preside at a meeting of the Committee, the Committee must elect a member of the Committee to be Acting Chairperson of the Committee.
- 28.4 The Chairperson is to preside at a meeting of a Committee of a Council. If the Chairperson is unable or unwilling to preside, the Deputy Chairperson (if any) is to preside at the meeting, but if neither the Chairperson nor the Deputy Chairperson is able or willing to preside, the Acting Chairperson is to preside at the meeting.

29. ABSENCE FROM COMMITTEE MEETINGS***(Section 268 LGGR)***

- 29.1 A member ceases to be a member of a Committee if the member (other than the Mayor):
- (a) has been absent from three consecutive meetings of the Committee without having given reasons acceptable to the Committee for the member's absences; or

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(b) has been absent from at least half of the meetings of the Committee held during the immediately preceding year* without having given to the Committee acceptable reasons for the member's absences.

29.2 29.1 does not apply if all of the members of the Council are members of the Committee.

* The expression "year" means the period beginning 1 July and ending the following 30 June.

30. REPORTS OF COMMITTEES

(Section 269 LGGR)

30.1 If in a report of a Committee of the Council, distinct recommendations are made, the decision of the Council may be made separately on each recommendation. It is Council's practice to adopt all recommendations from the Committee by a single motion in adopting the report of the Committee. However, should items within the report be deleted for separate consideration, then the recommendations from the Committee in relation to those items are to be considered in the first instance as the motion.

30.2 The recommendations of a Committee of the Council are, so far as adopted by the Council, resolutions of the Council.

30.3 If a Committee of a Council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting, that is closed to the public, the chairperson must:

- (a) make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended; and
- (b) report the resolution or recommendation to the next meeting of the Council.

31. DISORDER IN COMMITTEE MEETINGS

(Section 270 LGGR)

31.1 The provisions of the LGA and the LGMR relating to the maintenance of order in Council meetings apply to meetings of Committees of the Council in the same way as they apply to meetings of the Council.

32. COMMITTEE MAY EXPEL CERTAIN PERSONS FROM ITS MEETING

(Section 271 LGGR)

32.1 If a meeting or part of a meeting of a Committee of the Council is closed to the public in accordance with Section 10A of the LGA, any person who is not a Councillor may be expelled from the meeting as provided by Section 10 (2) (a) or (b) of the LGA.

DUBBO REGIONAL COUNCIL

- 32.2 If any such person, after being notified of such a resolution or direction expelling him or her from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Council, committee or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain the person from re-entering that place.

33. DISCLOSE AND MISUSE OF INFORMATION - PRESCRIBED CIRCUMSTANCE

(Section 412 LGGR)

- 33.1 For the purposes of Section 664 (1B) (c) of the LGA, any disclosure made with the intention of enabling the Minister or the Director-General to properly exercise the functions conferred or imposed on them by or under the LGA is a prescribed circumstance.

34. INSPECTION OF THE MINUTES OF A COUNCIL OR COMMITTEE MEETING

(Section 272 LGGR)

- 34.1 An inspection of the minutes* of the Council or Committee of the Council is to be carried out under the supervision of the General Manager or an employee of the Council designated by the General Manager to supervise inspections of those minutes.
- 34.2 The General Manager must ensure that the minutes of the Council and any minutes of a Committee of the Council are kept secure and in safe custody and that no unauthorised person is allowed to interfere with them.

* Section 12 of the LGA confers a right to inspect the minutes of a Council or Committee of the Council.

35. ACCESS TO RECORDS

(Section 11 LGA)

- 35.1 A Council and a Committee of which all the members are Councillors must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.
- 35.2 35.1 does not apply if the correspondence or reports:
- (a) relate to a matter that was received or discussed; or
 - (b) were laid on the table at, or submitted to, the meeting, when the meeting was closed to the public.

36. RECORDING OF MEETING OF COUNCIL OR COMMITTEE PROHIBITED WITHOUT PERMISSION

(Section 273 LGGR and Section (b)(ii) CMP)

- 36.1 A person may record on any recording device the proceedings of a meeting of the Council or a Committee of the Council that are open to the public only with the authority of the Council or Committee. (Note: The authority referred to in this Clause is given under Clause 36.4).
- 36.2 A person may, as provided by Section 10 (2) (a) or (b) of the LGA, be expelled from a meeting of a Council or a Committee of a Council for using or having used a recording device in contravention of this clause.
- 36.3 If any such person, after being notified of a resolution or direction expelling him or her from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the Council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place.
- 36.4 Council's Code of Meeting Practice states:
Any person is allowed to record any of the proceedings of a meeting of Council or a Committee of Council subject to that person advising the meeting of his/her intent to do so, except for any part of a Council or a Committee meeting closed to the public.

Those sections of Ordinary or Extraordinary Council meetings, or Standing Committees, that are open to the public shall be live video streamed through an internet streaming service and also be recorded to be available for viewing at a later time through Council's website. These recordings shall be available for four (4) years following the meeting whereby they shall be removed at that time.

37. PECUNIARY INTERESTS

(Sections 451, 453, 454, 456, 457, 458 LGA and Section (b)(v) CMP)

- 37.1 A Councillor or a member of a Council Committee who has a pecuniary interest in any matter with which the Council is concerned and who is present at a meeting of the Council or Committee at which the matter is being considered must disclose the interest to the meeting as soon as practicable.
- 37.2 The Councillor or member must not be present at, or in sight of, the meeting of the Council or Committee:
- (a) at any time during which the matter is being considered or discussed by the Council or Committee, or
 - (b) at any time during which the Council or Committee is voting on any question in relation to the matter.

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- 37.3 Councillors and staff who declare a pecuniary interest in an item at a Committee or Council meeting shall remove themselves from the meeting during discussion and voting on the item.
- 37.4 A disclosure made at a meeting of a Council or Council Committee must be recorded in the minutes of the meeting.
- 37.5 A general notice given to the General Manager in writing by a Councillor or a member of a Council Committee to the effect that the Councillor or member, or the Councillor's or member's spouse, de facto partner or relative, is:
- (a) a member, or in the employment, of a specified company or other body; or
 - (b) a partner, or in the employment, of a specified person,
- is, unless and until the notice is withdrawn, sufficient disclosure of the Councillor's or member's interest in a matter relating to the specified company, body or person that may be the subject of consideration by the Council or Council Committee after the date of the notice.
- 37.6 A person who, at the request or with the consent of the Council or a Council Committee, gives advice on any matter at any meeting of the Council or Committee must disclose any pecuniary interest the person has in the matter to the meeting at the time the advice is given.
- 37.7 The person in 37.6 is not required to disclose the person's interest as an adviser.
- 37.8 A person does not breach 37.1 or 37.6 if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.
- 37.9 The Minister may, conditionally or unconditionally, allow a Councillor or a member of a Council Committee who has a pecuniary interest in a matter with which the Council is concerned and who is present at a meeting of the Council or Committee to take part in the consideration or discussion of the matter and to vote on the matter if the Minister is of the opinion:
- (a) that the number of Councillors prevented from voting would be so great a proportion of the whole as to impede the transaction of business; or
 - (b) that it is in the interests of the electors for the area to do so.

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Notes:

- (1) Reference should be made to Sections 442 and 443 of the LGA and to Clause 7 of Council's adopted Code of Conduct for more details on what constitutes a pecuniary interest and who has a pecuniary interest.
- (2) Section 328B of the Local Government Act requires that where the General Manager reasonably suspects that a Councillor has failed to comply to his/her obligation to disclose a conflict of interest arising from a political donation, the General Manager must refer the matter to the Director-General. Further, Section 460 of the Act allows a person to make a complaint to the Director General of the Office of Local Government that a person has or may have contravened Part 2 of the Act (ie Duties of Disclosure).

38. REPORT OF A DEPARTMENTAL REPRESENTATIVE TO BE TABLED AT COUNCIL MEETING

(Section 244 LGGR)

- 38.1 When a report of a Departmental representative has been presented to a meeting of a Council in accordance with Section 433 of the LGA, the Council must ensure that the report:
- (a) is laid on the table at that meeting; and
 - (b) is subsequently available for the information of Councillors and members of the public at all reasonable times.

39. CERTAIN CIRCUMSTANCES DO NOT INVALIDATE COUNCIL DECISIONS

(Section 374 LGA and Section (b)(xii) CMP)

- 39.1 Proceedings at a meeting of the Council or a Council Committee are not invalidated because of:
- (a) a vacancy in a civic office; or
 - (b) a failure to give notice of the meeting to any Councillor or Committee member; or
 - (c) any defect in the election or appointment of a Councillor or Committee member; or
 - (d) a failure of a Councillor or a Committee member to disclose a pecuniary interest at a Council or Committee meeting in accordance with Section 451 of the LGA; or
 - (e) a failure to comply with the Code of Meeting Practice.
- 39.2 Where at a Council meeting, meeting practice matters arise which are in all cases not provided for in Council's Code and Meeting Practice, resort shall be had to the rules, forms and usages of the Legislative Assembly of New South Wales in force for the time being, so far as the same are applicable to proceedings of the Council.

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40. ATTENDANCE OF GENERAL MANAGER AT MEETINGS***(Section 376 LGA)***

- 40.1 The General Manager is entitled to attend, but not to vote at, a meeting of the Council or a meeting of a Committee of the Council of which all the members are Councillors.
- 40.2 The General Manager is entitled to attend a meeting of any other Committee of the Council and may, if a member of the Committee, exercise a vote.
- 40.3 However, the General Manager may be excluded from a meeting of the Council or a Committee while the Council or Committee deals with a matter relating to the standard of performance of the General Manager or the terms of the employment of the General Manager.

41. MOTIONS OF ADJOURNMENT***(Section (b)(xi) CMP)***

- 41.1 Debate shall not be permitted on any motion for adjournment of a meeting of the Council.
- 41.2 If a motion for adjournment is negatived, the business of the meeting shall proceed and it shall not be in order for any Councillor to again move a motion for adjournment within half an hour of the previous motion for adjournment being negatived.
- 41.3 A motion for adjournment may specify the time, date and place of the adjourned meeting; however, if a motion for adjournment is carried but does not specify the time, date and place of the adjourned meeting, the chairperson shall make a determination with respect to whichever of these has not been specified.

42. CORRESPONDENCE***(Section (b)(xv) CMP)***

- 42.1 Correspondence with the Council shall be addressed to the Mayor or General Manager.
- 42.2 Letters shall not be presented or read by members at meetings of the Council.
- 42.3 Outward correspondence shall be signed by:
- (i) the Mayor;
 - (ii) the General Manager; or
 - (iii) any employee of the Council authorised by the General Manager.

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43. MODE OF ADDRESS AT A COUNCIL MEETING***(Section (b)(xvi) CMP)***

- 43.1 Councillors shall at all times address other Councillors by their official designation as Mayor or Councillor, as the case may be; and that all Councillors with the exception of the Chairman, or any Councillor prevented by physical infirmity, shall stand when speaking.

44. ABSENCE FROM COUNCIL MEETINGS***(Section 234 LGA and Section (b)(ix) CMP 23A LGGR)***

- 44.1 A Councillor ceases to hold his/her office if absent without prior leave of the Council from three (3) consecutive ordinary meetings of the Council.
- 44.2 44.1 shall not apply to any absence caused by illness or other sufficient cause if such illness or sufficient cause is duly set out in apologies received at the meetings from which he/she was absent, and if such apologies are accepted by resolution of the Council.
- 44.3 A Councillor applying for a leave of absence from a meeting of a council does not need to make the application in person and the council may grant such leave in the absence of that councillor.
- 44.4 If the holder of a civic office attends a council meeting (whether or not an ordinary meeting) despite having been granted leave of absence, the leave of absence is taken to have been rescinded as regards any future council meeting.
- 44.5 44.4 does not prevent the council from granting further leave of absence in respect of any future council meeting.
- 44.6 A Councillor's application for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent.
- 44.7 A Councillor who intends to attend a council meeting despite having been granted leave of absence should, if practicable, give the general manager at least 2 days' notice of his or her intention to attend.

45. COUNCIL SEAL***(Section 400 LGGR)***

- 45.1 The seal of a Council must be kept by the Mayor or the General Manager, as the Council determines.
- 45.2 The seal of a Council may be affixed to a document only in the presence of:
- (a) the Mayor and the General Manager; or
 - (b) at least one Councillor (other than the Mayor) and the General Manager; or
 - (c) the Mayor and at least one other Councillor; or
 - (d) at least two Councillors other than the Mayor.

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- 45.3 The affixing of a Council seal to a document has no effect unless the persons who were present when the seal was affixed (being persons referred to in 45.2) attest by their signatures that the seal was affixed in their presence.
- 45.4 The seal of a council must not be affixed to a document unless the document relates to the business of the council and the council has resolved (by resolution specifically referring to the document) that the seal be so affixed.
- 45.5 For the purposes of 45.4, a document in the nature of a reference or certificate of service for an employee of the Council does not relate to the business of the Council.



DUBBO REGIONAL
COUNCIL

REPORT: Community Support Based Procurement Policy

AUTHOR: Manager Financial Operations
REPORT DATE: 12 February 2018
TRIM REFERENCE: ID18/245

EXECUTIVE SUMMARY

A review has been undertaken of Council's previous Local Purchasing Policy and attached as **Appendix 1** is a draft new policy titled Community Support Based Procurement Policy. The main change in the policy is that the Community Support Based Procurement Policy includes the requirement of sponsoring and supporting community groups to be eligible for a local supplier status.

This policy aims to both assist eligible local businesses to supply goods and services to council and to help the economic and social wellbeing of the community. An eligible supplier under this policy will need to meet the criteria of employing local workers, using local sub-contractors and sponsoring or supporting local community groups.

ORGANISATIONAL VALUES

Customer Focused: This policy aims to support local businesses, the local economy and support community groups by offering a 2% price comparison advantage to eligible local businesses when Council is procuring goods or services.

Integrity: This draft policy provides transparency to the community on how Community Support Based Procurement will be implemented.

One Team: The Community Support Based Procurement is managed and coordinated across all of Council's operations.

FINANCIAL IMPLICATION

Whilst the exact financial impacts of this report cannot be determined there will be an additional cost to council in utilising local businesses under this Policy who will receive a 2% price advantage over other suppliers who are cheaper but do not qualify for such a discount.

POLICY IMPLICATIONS

The draft Community Support Based Procurement Policy replaces the previous Local Purchasing Policy.

RECOMMENDATION

That the draft Community Support Based Procurement Policy as attached to the report of the Manager Financial Operations dated 12 February 2018 be adopted.

Jane Bassingthwaight
Manager Financial Operations

Appendices:

1 [↓](#) Council Policy - Community Based Procurement Policy



COUNCIL POLICY

Community Support Based Procurement Policy

Date February 2018

Council Resolution Date

Clause Number CCL

Responsible Position Manager Financial Operations

Branch Financial Operations

Division Corporate Services

Version 1.0

TRIM Reference Number

Review Period 3 years

Review Date January 2021

Consultation Not applicable

Document Revision History	
Description	Date
Notes	

POLICY

PURPOSE

This policy aims to support local businesses, the local economy and support community groups by offering a 2% price comparison advantage to eligible local businesses when Council is procuring goods or services.

BACKGROUND AND RELATED LEGISLATION

Council is committed to generating positive economic and social outcomes for the community as well as ensuring best value for goods and services. This policy forms part of a sustainable procurement initiative, encouraging our Dubbo Regional Council Local Government Area (LGA) based suppliers to give back to the community. This policy aims to assist eligible local businesses supplying to council to help the economic and social wellbeing of the community by:

- Employing local workers
- Using local sub-contractors
- Sponsoring or supporting community groups

This policy replaces the previous Dubbo Regional Council's Local Purchasing Policy.

SCOPE

Where the supply of goods, materials or services for Dubbo Regional Council is above \$5,000 and below \$1,000,000, 2% will be nominally deducted from the quotation or tender pricing for the purpose of price comparison for eligible suppliers. An eligible tenderer will detail their business presence within the LGA, the businesses contribution to the local community and confirm that the business employs at least 50% local staff.

No advantage is given when the resultant comparative price of the tender exceeds \$1,000,000.

Any changes to Council's Purchasing and Procurement Policy expenditure levels will automatically be reflected in this policy.

POLICY

All quotations and tenders for the supply of goods, materials or services for Dubbo Regional Council above \$5,000 and where the resultant comparative price of a tender does not exceed \$1,000,000, a reduction in pricing criteria will be given to eligible suppliers that meet the Community Based Procurement criteria. In the process of determining the successful supplier, an amount of 2% will be nominally deducted from the eligible supplier's quotation/tender for the purpose of price comparison only.

When calling for quotations or tenders for services, goods or materials it is to be highlighted that Council has a Community Procurement policy. It will be noted that any supplier seeking to be

considered must include appropriate detail of how they meet the criteria with each quotation or tender.

An eligible supplier under this policy will meet of the following criteria:

- A business that has a physical presence and operates within in the boundaries of the Dubbo Regional Council LGA and has operated in the LGA for a minimum period of three (3) months before submitting the quotation or tender where inclusion in this policy is sought.
- A business whose employees consist of at least 50% employees residing in the LGA. In the instance of construction type works that sub-contractors are represented by 50% from within the LGA.
- A business that actively supports the local community or community organisations enhancing the social and economic viability of the wider community. This support may include a financial contribution to local not for profit or charitable organisations at a minimum of \$1000 or In Kind support of 50 hours by sole traders or In Kind support to a value of \$2000 for a company in the previous 12 months. This support is required to be confirmed by the not for profit or charitable organisation in writing and included in each tender or quotation.

Should subsequent investigations by Council prove that false declarations were made under this policy the supplier will not be able to supply goods, materials and/or services to Dubbo Regional Council for a period of 12 months.

RESPONSIBILITIES

All purchasing staff are to be familiar with and follow the requirements of this policy under the conditions as specified in the policy document.



REPORT: Request for review of Water Consumption and Non-Residential Sewer Charges issued for 135-141 Brisbane Street Dubbo

AUTHOR: Revenue Accountant
REPORT DATE: 1 February 2018
TRIM REFERENCE: ID18/202

EXECUTIVE SUMMARY

Council's Water Connection, Backflow Prevention and Pricing Policy states that Council may consider requests for remission of water usage and other linked charges due to the confirmed leakage of water within the customer's property that was not able to be detected.

Council has received a request from the Department of Justice and Attorney General for a review of the Water Consumption and Non-Residential Sewer Charges issued by Council for the period between 1 December 2016 to 2 June 2017 due to an undetected water leak at 135-141 Brisbane Street Dubbo, being the Dubbo Court House.

ORGANISATIONAL VALUES

Customer Focused: Council's responsibility is to ensure that all our services, outcomes and facilities are delivered effectively.

Integrity: All requests from members of the community are considered in a transparent manner.

One Team: Each division of Council has input into the appropriate amount to write off based on information provided by the customer.

FINANCIAL IMPLICATIONS

This report recommends the writing off of \$20,698.70 as an adjustment to the Non-Residential Sewer Charge accounts issued for the 3rd and 4th quarters of the 2016/2017 financial year.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

- 1. That the Non-Residential Sewer Charges issued for the period 1 December 2016 to 2 June 2017, being billing periods 3 and 4 of the 2016/2017 financial year, be adjusted with the accounts to be based on average water consumption for the corresponding billing periods for the last three financial years.**
- 2. That as a result of recommendation 1 above an amount of \$20,698.70 be written off.**

Bronwyn Maxwell
Revenue Accountant

BACKGROUND

Council has received a request from the Department of Justice and Attorney General for an investigation into the Water Consumption and Non-Residential Sewer Charges for the 3rd and 4th quarter of 2016/2017 due to a water leak at the Dubbo Court House.

REPORT

135-141 Brisbane Street Dubbo, being the Dubbo Court House has a 50mm Water Connection, fitted with Meter Number 08F000316. Council's water meter reading contractors read meter 08F000316 on 1 March 2017, the meter was reading 62656 with a consumption of 7068kls. Due to the high usage a member of Council's Water and Sewerage Operations team re-read the meter and confirmed the meter was correctly read. A high read letter was issued to the customer on 14 March 2017. Council's water meter reading contractors read the meter on 2 June 2017 for the June quarter, the meter was reading 69999 with a consumption of 7343kls.

The Department of Justice and Attorney General contacted Council on 17 August 2017 requesting a review of excessive water and sewerage charges. As this correspondence provided no evidence of water leakage at the property, Council requested from the customer requesting evidence of a leak. The Department of Justice and Attorney General emailed Council on 27 October 2017 a tax invoice and a report showing a repair to leaking 50mm copper water line.

The information provided indicates the plumber was at the Dubbo Court House on a callout on 1 April 2017 and noticed the meter spinning fast. The plumber investigated but couldn't find any visible leaks. On 5 April 2017 the plumber digging under pavers and concrete found water running into an earthenware stormwater line and the water line was repaired on 6 April 2017.

A history of water consumption at the property is as follows:

02/12/2013 to 04/03/2014 – 1794kl
04/03/2014 to 03/06/2014 – 908kl
03/06/2014 to 03/09/2014 – 275kl
03/09/2014 to 02/12/2014 – 949kl
02/12/2014 to 03/03/2015 – 1323kl
03/03/2015 to 02/06/2015 – 1478kl
02/06/2015 to 02/09/2015 – 1817kl
02/09/2015 to 02/12/2015 – 1127kl
02/12/2015 to 02/03/2016 – 1915kl
02/03/2016 to 01/06/2016 – 1730kl
01/06/2016 to 01/09/2016 – 554kl
01/09/2016 to 01/12/2016 – 741kl
01/12/2016 to 01/03/2017 – 7068kl
01/03/2017 to 02/06/2017 – 7343kl

The Department of Justice and Attorney General were notified in writing of the high water meter read on 14 March 2017. It appears no action was taken by the Department until the plumber who was on a callout to the property on 1 April 2017 noticed the meter ticking over and started investigating the water usage. Therefore, it is recommended that no adjustment be granted to the water consumption accounts issued for the 3rd and 4th billing periods of 2017.

Due to the fact that the water was lost through a concealed leak and did not enter Council's sewer system for treatment it is recommended however that an adjustment be granted to the Non-Residential Sewer Charges for the 3rd and 4th quarters of 2016/2017, with the accounts to be based on the average water consumption for corresponding billing periods for the last three years being 1677kl. This would result in the following adjustments being processed to the account:

Period 3 of 2016/2017

Non-Residential Sewer Service Charge

Original Account:

$(7068\text{kl} \times \$2.08 + \$597.19 \times 90\%) = \$13,768.77$

Revised Account:

$(1677\text{kl} \times \$2.08 + \$597.19 \times 90\%) = \$3,676.82$

Write Off: - \$10,091.95

Period 4 of 2016/2017

Non-Residential Sewer Service Charge

Original Account:

$(7343\text{kl} \times \$2.08 + \$597.19 \times 90\%) = \$14,283.57$

Revised Account:

$(1677\text{kl} \times \$2.08 + \$597.19 \times 90\%) = \$3,676.82$

Write Off: - \$10,606.75

Total Write of -\$20,698.70

SUMMARY

In accordance with Council's Water Connection, Backflow Prevention and Pricing Policy, Council may consider requests for remission of water usage and other linked charges on account of leakage within the customer's property that was not able to be detected.

Due to an undetected water leak at 135-141 Brisbane Street, Dubbo the water consumption for the 3rd and 4th billing periods of 2016/2017 increased significantly from prior quarterly water consumption. As the Non-Residential Sewer Charge for the quarterly billing periods is based on water consumption it is recommended that Council grant a reduction to the Non Residential Sewer Charge, with the accounts to be based on the average water consumption for corresponding billing periods for the last three financial years.



REPORT: Request for Adjustment to Non-Residential Sewer and Trade Waste Accounts for 161 Brisbane Street Dubbo

AUTHOR: Revenue Accountant
REPORT DATE: 1 February 2018
TRIM REFERENCE: ID18/193

EXECUTIVE SUMMARY

Council's Water Connection, Backflow Prevention and Pricing Policy states that Council may consider requests for remission of water usage and other linked charges due to the confirmed leakage of water within the customer's property that was not able to be detected.

Council has received a request from Mr Greg Pilon, a Director of Ketut Holdings Pty Ltd the owner of 161 Brisbane Street Dubbo for an adjustment to the Non-Residential Sewer Charges and Trade Waste Treatment Charges issued by Council for the twelve month period between October 2016 and October 2017 due to water leaks that have occurred at the property.

ORGANISATIONAL VALUES

Customer Focused: Council's responsibility is to ensure that all our services, outcomes and facilities are delivered effectively.

Integrity: All requests from members of the community are considered in a transparent manner.

One Team: Each division of Council has input into the appropriate amount to write off based on information provided by the customer.

FINANCIAL IMPLICATIONS

This report recommends the writing off of \$21,190.32 as an adjustment to the Non-Residential Sewer Service Charges and Trade Waste Charges issued for the period 2 June 2017 to 1 December 2017 being the 1st and 2nd billing periods of the 2017/2018 financial year.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

- 1. That the Non-Residential Sewer Charges and Trade Waste Treatment Charges for the period 2 June 2017 to 1 December 2017, being billing period 1 and 2 of the 2017/2018 financial year, be adjusted with the accounts to be based on the average water consumption for the corresponding billing periods for the last three financial years.**
- 2. That as a result of recommendation 1 above an amount of \$21,190.32 be written off.**

Bronwyn Maxwell
Revenue Accountant

BACKGROUND

Council has received a request from Mr Greg Pillon, a Director of Ketut Holdings Pty Ltd, the owner of 161 Brisbane Street Dubbo, being the Commercial Hotel, for a discount of \$36,643.00 to be applied to the February 2018 rates and charges instalment. Mr Pillon is seeking a reduction in the Non-Residential Sewer Service Charges and Trade Waste Treatment Charges issued for the four (4) instalments between the period 13 October 2016 to 09 October 2017 due to an increase in water consumption at the property which he attributes to uncontrolled leaking pipes discharging water into the ground.

REPORT

161 Brisbane Street Dubbo, being the Commercial Hotel has a 32mm Water Connection, fitted with Meter Number R12001642. Council's water meter reading contractors read meter R12001642 on 1 September 2017, the meter was reading 32481 with a consumption of 9108kls since the prior reading of 23373 taken on 2 June 2017. Due to the high water usage a member of Council's Water and Sewerage Operations team re-read the water meter on 4 September 2017. Upon re-reading the meter and confirming that the meter was now reading 32598, the Council staff member advised staff at the Commercial Hotel that they may have an internal leak as the meter was ticking over. Staff advised only a dishwasher was on at the time.

Mr Brett Harvey, a Director of Ketut Holdings Pty Ltd contacted Council on 04 September 2017 in regards to another matter and Council's Senior Rating Officer informed Mr Harvey of the possible leak at the property and advised that a Council staff member that had attended the property, confirmed the meter reading and notified staff at the property of a potential water leak. A letter notifying the property owners of the high quarterly water consumption was issued on 05 September 2017.

Council received a letter from Mr Greg Pillon, a Director of Ketut Holdings Pty Ltd on 30 October 2017 requesting an adjustment to the Non Residential Sewer Charges and Trade Waste Treatment Charges issued by Council for the last four (4) instalments covering the period between October 2016 and October 2017 due to water leaks that have occurred at the property. The letter highlights the increased water consumption at the property for the last twelve month period. The letter states "whilst I do accept that water usage is our responsibility and I offer to pay for the additional water used in full, I do consider it unreasonable to be charged with sewer and trade waste access at a per KL rate for water that did not discharge to the sewer system. Whilst the water did enter my property Council has never had to treat the waste water at the sewerage treatment plant as it was lost to the ground on site" (**Appendix 1**).

Mr Pilon has calculated an historic daily water use for the property as 11.82kl per day based on four (4) non consecutive quarterly water consumption periods which were from 2015 and 2016 and the average for the last twelve months as 53.74kl per day, stating that there has been no changes to management practices, customer counts or new installations of water using devices.

Council responded to the request from Mr Pilon requesting copies of plumber's invoices as evidence of repairs of undetectable water leaks at the property. Plumbers invoices dated 2 September 2017, 20 September 2017 and 18 October 2017 have been supplied (**Appendix 2**).

A history of the water consumption at the property is as follows:

09/09/2013 to 30/11/2013 – 279kl
30/11/2013 to 01/03/2014 – 301kl
01/03/2014 to 03/06/2014 – 564kl
03/06/2014 to 03/09/2014 – 791kl
03/09/2014 to 02/12/2014 – 1023kl
02/12/2014 to 03/03/2015 – 1003kl
03/03/2015 to 02/06/2015 – 1297kl
02/06/2015 to 02/09/2015 – 1057kl
02/09/2015 to 02/12/2015 – 2200kl
02/12/2015 to 02/03/2016 – 2272kl
02/03/2016 to 02/06/2016 – 901kl
02/06/2016 to 01/09/2016 – 1072kl
01/09/2016 to 01/12/2016 – 2320kl
01/12/2016 to 01/03/2017 – 3483kl
01/03/2017 to 02/06/2017 – 4757kl
02/06/2017 to 01/09/2017 – 9108kl
01/09/2017 to 01/12/2017 – 2640kl

Ketut Holdings Pty Ltd have previously written to Council on 24 February 2016 requesting a reduction in charges due to water leakage. A reduction in Non-Residential Sewerage Service charge and the Trade Waste Treatment Charge totalling \$2,621.46 was granted for the period 2 September 2015 to 2 December 2015. Ketut Holdings were notified in writing of the reduction to their account and were advised that it was a one off reduction and to monitor future water consumption closely.

As Council has previously granted an adjustment and advised the property owners to closely monitor water consumption; and invoices for repairs at the property only relate to the 1st and 2nd billing periods of the 2017/2018 financial year, being between 2 June 2017 to 1 September 2017 and 1 September 2017 to 1 December 2017, it is recommended that a reduction be granted to the Non-Residential Sewer Service Charge and Trade Waste Treatment Charge issued for the period 2 June 2017 to 1 September 2017 and 1 September 2017 to 1 December 2017, with the adjustments to be based on the average water consumption for the corresponding billing periods for the last three financial years.

Whilst the property owner has not requested that Council review the billing period 2 June 2017 to 1 September 2017 it is considered that there was confirmed water leakage during this period and accordingly it be appropriate that Council consider granting an adjustment to the Non-Residential Sewerage Service Charge and Trade Waste Treatment Charge issued for this period in an effort to finalize this matter.

This would result in the following adjustment being processed to the account:

Period 1 of 2017/2018

Non-Residential Sewer Service Charge

Original Account:

$(9108\text{kl} \times \$2.11 + \$248.27 \times 90\%) = \$17,519.54$

Revised Account:

$(974\text{kl} \times \$2.11 + \$248.27 \times 90\%) = \$2,073.07$

Write Off: - \$15,446.47

Period 1 of 2017/2018

Trade Waste Charge

Original Account:

$(9108\text{kl} \times 25\% \times \$1.90) = \$4,326.30$

Revised Account:

$(974\text{kl} \times 25\% \times \$1.90) = \$462.65$

Write Off: - \$3,863.65

Total Write off Period 1 of 2017/2018: -\$19,310.12

Period 2 of 2017/2018

Non-Residential Sewer Service Charge

Original Account:

$(2640\text{kl} \times \$2.11 + \$248.27 \times 90\%) = \$5,236.80$

Revised Account:

$(1848\text{kl} \times \$2.11 + \$248.27 \times 90\%) = \$3,732.80$

Write Off: - \$1,504.00

Period 2 of 2017/2018

Trade Waste Charge

Original Account:

$(2640\text{kl} \times 25\% \times \$1.90) = \$1,254.00$

Revised Account:

$(1848\text{kl} \times 25\% \times \$1.90) = \$877.80$

Write Off: - \$376.20

Total Write off Period 2 of 2017/2018: -\$1,880.20

Total Write Off: \$21,190.32

SUMMARY

In accordance with Council's Water Connection, Backflow Prevention and Pricing Policy, Council may consider requests for remission of water usage and other linked charges on account of leakage within the customer's property that was not able to be detected.

Due to undetected water leak at 161 Brisbane Street, Dubbo the water consumption for the period 2 June 2017 to 1 September 2017 increased significantly from prior quarterly water consumption. Invoices supplied by the customer substantiate that water leaks also occurred at the property for the billing period 1 September 2017 to 1 December 2017. As the Non-Residential Sewer Charge and Trade Waste Charge for the quarterly billing periods are based on the quarterly water consumption, it is recommended that Council grant a reduction to the accounts based on the average water consumption for the corresponding billing periods for the last three years.

Appendices:

- 1 [↓](#) Commercial Hotel - Water Usage Query - 161 Brisbane Street Dubbo - Assessment 1017640
- 2 [↓](#) Plumbing Invoices - 161 Brisbane Street - Assessment 1017640

RECEIVED
1 - NOV 2017
BY *[Signature]*

Ketut Holdings Pty Ltd
110 Talbragar St
Dubbo NSW 2830

30th October 2017

General Manager
Dubbo Regional Council
PO Box 81
Church St
Dubbo NSW 2830

1017640
 Subj: RA
 Asset: RA
 - 2 NOV 2017
 File C: 17/39

Attention: Rates Section of Dubbo City Council

To whom it may concern

RE: RATES AND CHARGES INSTALMENT NOTICES – ASSESSMENT NO. 17641

I refer to the above mentioned rates notice (various assessments attached) for our property at 161 Brisbane St Dubbo (being Lot A in DP 164067) known as the Commercial Hotel Dubbo.

Specifically I refer to the total water usage and resultant sewerage and trade waste charges over the last four (4) instalment notices. The water use is summarised as follows:

Rates Assessment No.	Posting Date	Usage (KL)	No. Days	Ave Use (KL/Day)
17641	7/07/2015	1,297	92	14.10
17641	15/10/2016	1,057	91	11.62
17641	28/01/2016	2,200	91	24.18
17641	13/04/2016	2,272	91	24.97
17641	15/07/2016	901	92	9.79
17641	13/10/2016	1,072	91	11.78
17641	18/01/2017	2,320	91	25.49
17641	12/04/2017	3,483	90	38.70
1017640	4/08/2017	4,757	93	51.15
1017640	9/10/2017	9,108	92	99.00
		Total 4qtrs High	366	53.74
		Total 4qtrs low	366	11.82

I note that the historic daily water use is 11.82 KL/day and that our last 366 days of average daily use is 53.74 KL/day. This is a significant increase in water use within our business. An increase of 4 ½ times (an additional 41.92 KL/day) in water use would be noticeable in our daily housekeeping practices. I note that over this same period we have had no changes to management practices, customer counts or new installations of water using devices.

I also note that the Commercial Hotel is the oldest existing pub in Dubbo and much of the original building still exists with ageing infrastructure. The increased water use was of concern to me so I undertook various investigations to determine where the water was going. I refer to the following various photos displaying the investigations for water pipe loss.

The increased water use was not as a result of additional water consumed and discharged via Councils sewer system (trade waste) but was discharged via a number of uncontrolled leaking pipes discharging water into the ground (see photos below).



The above photos display the repairs conducted to the broken pipes. By installing a number of isolation valves I was able to isolate a number of leaks and make repairs. I note that a significant pipe failure has occurred below ground to an old section of water pipe that exists below the footing of the building along the norther exterior wall and whilst the leak is significant it was difficult to detect as it was below the concrete and took some time to register at the surface. As displayed in the above photos a number of other areas of concrete and bricks have also had to be cut to repair leaks.

Whilst I do accept that water use is our responsibility and I offer to pay for cost of the additional water used in full, I do consider it unreasonable to be charged with sewer and trade waste access at a per KL rate for water that did not discharge to the sewer system. Whilst the water did enter my property Council has never had to treat the waste water at the sewerage treatment plant as it was lost to the ground on site.

I hereby request that Council credit us the overcharged Sewerage Service Charges and Trade Waste Charges.

Using Councils method of charging I request the following discount on our next rates notice:

Credit for Sewer Service Charges:

- Average daily overuse of water = 41.92 KL
- Proposed credit of Sewer Service Charge (41.92 KL./day for 366 days = 15,341 KL x \$2.11 + \$248.27) x 90% = **\$29,356**

Credit for Trade Waste Charges:

- Average daily overuse of water = 41.92 KL
- Proposed credit of Trade Waste Charge (41.92 KL./day for 366 days = 15,341 KL x 25%) x 1.90 = **\$7,287**

Therefore the total discount to our next rates and charges instalment notice is **\$29,356 + \$7,287 = \$36,643**

If you wish to discuss any of the above please don't hesitate to contact our property manager Mark Stanford on 0427 761 977.

Kind Regards



Greg Pillon
Director
Ketut Holdings Pty Ltd

Ltr to DCC 30-10-17

INSTALMENT DUE 30 NOVEMBER 2017

ASSESSMENT No.	1017640	POSTING DATE	09/10/2017
VALUATION No.	1224112		

020
Ketut Holdings Pty Ltd
110 Talbragar Street
DUBBO NSW 2830

DUBBO REGIONAL COUNCIL
Civic Administration Building
PO Box 81, Dubbo NSW 2830
T (02) 6801 4000
F (02) 6801 4259
E council@dubbo.nsw.gov.au
www.dubbo.nsw.gov.au
ABN 53 539 070 928

DEDUCT PAYMENT SINCE
28/09/2017

DUE DATE
30/11/2017

TOTAL AMOUNT DUE
\$69,751.27

RECEIPT REQUIRED

SHOULD THE ADDRESS SHOWN BE INCORRECT PLEASE ADVISE COUNCIL DIRECT IN WRITING.

PROPERTY LOCATION AND DESCRIPTION
161 Brisbane Street DUBBO NSW 2830
Lot A DP 164067

RATES AND CHARGES INSTALMENT INCLUDING WATER, SEWER AND TRADE WASTE USAGE CHARGES

First Rates and Charges Instalment Amount Due 30/11/2017	\$25,270.47
Second Rates and Charges Instalment Amount Due 30/11/2017	\$4,645.00
Total Water Usage Charge due 30/11/2017	\$17,942.76
Total Sewer Service Charge due 30/11/2017	\$17,519.54
Total Trade Waste Charge due 30/11/2017	\$4,373.50
Please refer to the back of this notice for further details	
TOTAL AMOUNT DUE ON 30 NOVEMBER 2017	\$69,751.27

PAYMENT OPTIONS

IN PERSON
Present your notice intact to the cashier at:
Civic Administration Building
Church St, Dubbo
9.00am to 5.00pm Monday to Friday
Council Administration Office
Cnr Nanima Crescent and Warne Street,
Wellington
9.00am to 4.00pm Monday to Friday
You can pay by cash, cheque or use the EFTPOS facilities available with your debit card, MasterCard or Visa.

MAIL
Make cheques payable to: Dubbo Regional Council and crossed 'Not Negotiable'.
Mail to: **Dubbo Regional Council**
P.O. Box 81
Dubbo NSW 2830

ASSESSMENT No. 1017640

DIRECT DEBIT
Visit or contact Council on (02) 6801 4000 for an application form.

PAY BY INTERNET
Visit www.dubbo.nsw.gov.au and follow the links to pay using debit cards, Visa or MasterCard.

PAY BY PHONE
Call 13 18 16 anytime to make payments using Visa or MasterCard.

Instalment Amount Due: \$69,751.27

TELEPHONE & INTERNET BANKING - BIPAY
Contact your bank or financial institution to make this payment from your cheque, savings debit, credit card or transaction account.
More info: www.bipay.com.au

Billier Code: 275438
Ref: 0001017640

POST BILLPAY
You can pay your rates in-store at Australia Post.
Please present your notice when making payment.

Billpay Code: 2762
Ref: 1017640

ECONOMIC DEVELOPMENT, BUSINESS AND CORPORATE COMMITTEE
Page 236

**WATER, SEWER AND TRADE WASTE CHARGES
For Assessment 1017640**

WATER CONSUMPTION CHARGE NOTICE

Meter No.	Meter Size	Previous	Read	Current	Read	Usage (KL)	Qtly Access Charge Sewer
09W705752		02/06/2017	7	01/09/2017	7	0	
R12001642	32	02/06/2017	23373	01/09/2017	32481	9108	\$248.27

Total Usage this period 9,108 kls Previous Year to Date Usage 0 kls

WATER USAGE CHARGE

Charge 9,108 @ \$1.97/kl \$17,942.76

TOTAL WATER USAGE CHARGE for this quarterly period \$17,942.76

SEWERAGE SERVICE CHARGE

Total Access Charges \$248.27
Sewerage Discharge Factor Applied (SDF) 90%
Usage Charge - per kl \$2.11
Sewerage Service Charge (9108kl x \$2.11 + \$248.27) x90%

TOTAL SEWERAGE SERVICE CHARGE for this quarterly period \$17,519.54

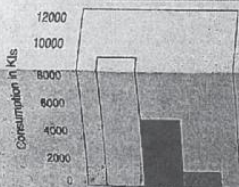
TRADE WASTE CHARGES

Trade Waste Discharge Factor 25%
Treatment Charge per kl 1.9000
Total Treatment Charge (25% x 9108 kls) x 1.9000 \$4,326.30
Annual Service Charge for this quarterly period \$47.20

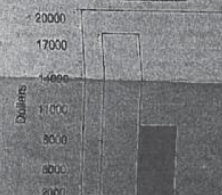
TOTAL TRADE WASTE CHARGE for this quarterly period \$4,373.50

WATER CONSUMPTION / BILLING DETAILS

QUARTERLY CONSUMPTION DETAILS



BILLING DETAILS



	Kilolitres	Dollars
THIS PERIOD	9108	17943
PREVIOUS PERIOD	4757	9229
THIS PERIOD LAST YEAR	1072	2080

RATES AND CHARGES INSTALMENT NOTICE 2017			
ASSESSMENT No.	1017640	POSTING DATE	04/08/2017
VALUATION No.	1224112		



DUBBO REGIONAL COUNCIL

Civic Administration Building
PO Box 81, Dubbo NSW 2830
T (02) 6801 4000
F (02) 6801 4259
www.dubbo.nsw.gov.au
ABN 53 539 070 928



020

Ketut Holdings Pty Ltd
110 Talbragar Street
DUBBO NSW 2830

DEDUCT PAYMENT SINCE

06/07/2017

DUE DATE

30/11/2017

TOTAL AMOUNT DUE

SHOULD THE ADDRESS SHOWN BE INCORRECT, PLEASE ADVISE COUNCIL DIRECT IN WRITING.
PROPERTY LOCATION AND DESCRIPTION
161 Brisbane Street DUBBO NSW 2830
Lot A DP 164067

RECEIPT REQUIRED

If paying first instalment
If paying in full

\$25,270.47
\$39,205.47

RATES AND CHARGES INSTALMENT INCLUDING WATER, SEWER AND TRADE WASTE USAGE CHARGES	
First Rates and Charges Instalment	\$4,646.37
Water Usage Charge Final Period 2016/2017	\$9,228.58
Sewer Service Charge Final Period 2016/2017	\$9,125.25
Trade Waste Charge Final Period 2016/2017	\$2,270.27
TOTAL AMOUNT FIRST INSTALMENT	\$25,270.47

4032392-Run2-ASA001-000329

PAYMENT OPTIONS



IN PERSON
Present your notice intact to the cashier at:
Civic Administration Building
Church St, Dubbo
9.00am to 5.00pm Monday to Friday
Council Administration Office
Cnr Nanima Crescent and Warne Street,
Wellington
9.00am to 5.00pm Monday to Friday
You can pay by cash, cheque or use the EFTPOS
facilities available with your debit card,
MasterCard or Visa.



MAIL
Make cheques payable to: Dubbo Regional
Council and crossed 'Not Negotiable'.
Mail to: **Dubbo Regional Council**
PO Box 81
Dubbo NSW 2830



DIRECT DEBIT
Visit or contact Council on
(02) 6801 4000 for an application form.



PAY BY INTERNET
Visit www.dubbo.nsw.gov.au and follow
the links to pay using debit cards, Visa or
MasterCard.



PAY BY PHONE
Call 13 18 16 anytime to make
payments using Visa or MasterCard.



Instalment Amount Due: \$25,270.47
TELEPHONE & INTERNET BANKING - BPAY®
Contact your bank or financial institution to
make this payment from your cheque, saving,
debit, credit card or transaction account.
More info: www.bpay.com.au

Billers Code: 275438
Ref: 0001017640



POST BILLPAY
You can pay your rates in-store at Australia Post.
Please present your notice when making payment.

Billpay Code: 2762
Ref: 1017640



WATER, SEWER AND TRADE WASTE CHARGES
For Assessment 1017640

WATER CONSUMPTION CHARGE NOTICE

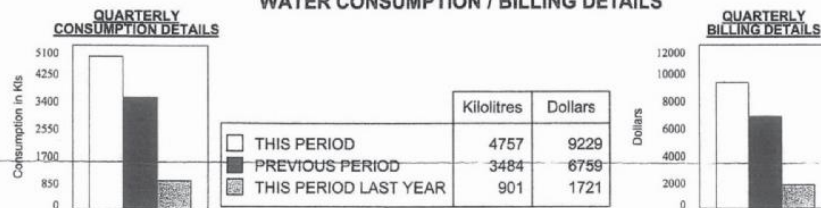
Meter No.	Meter Size	Previous	Read	Current	Read	Usage (KL)	Qrtly Access Charge Sewer
09W705752		01/03/2017	7	02/06/2017	7	0	
R12001642	32	01/03/2017	18616	02/06/2017	23373	4757	\$244.61

WATER USAGE CHARGE	
Total Usage this period	4,757 kls
Previous Year to Date Usage	6,876 kls
Charge	4,757@ \$1.94/k1 = \$9,228.58
TOTAL WATER USAGE CHARGE for this quarterly period	\$9,228.58

SEWERAGE SERVICE CHARGE	
Total Access Charges	\$244.61
Sewerage Discharge Factor Applied (SDF)	90%
Usage Charge - per Kl	\$2.08
Sewerage Service Charge	(4757kl x \$2.08 + \$244.61) x90%
TOTAL SEWERAGE SERVICE CHARGE for this quarterly period	\$9,125.25

TRADE WASTE CHARGES	
Trade Waste Discharge Factor	25%
Treatment Charge per kl	1.8700
Total Treatment Charge	(4757 kls x 25%) x 1.8700 = \$2,223.90
Annual Service Charge for this quarterly period	\$46.37
TOTAL TRADE WASTE CHARGE for this quarterly period	\$2,270.27

WATER CONSUMPTION / BILLING DETAILS



INSTALMENT DUE 31 MAY 2017

ASSESSMENT No.	17641	POSTING DATE	12/04/2017
VALUATION No.	1224112		



DUBBO REGIONAL COUNCIL

Civic Administration Building
PO Box 81, Dubbo NSW 2830
T (02) 6801 4000
F (02) 6801 4259
E council@dubbo.nsw.gov.au
www.dubbo.nsw.gov.au
ABN 53 539 070 928

DEDUCT PAYMENT SINCE

02/04/2017

DUE DATE

31/05/2017

TOTAL AMOUNT DUE



020
Ketut Holdings Pty Ltd
110 Talbragar Street
DUBBO NSW 2830

SHOULD THE ADDRESS SHOWN BE INCORRECT, PLEASE ADVISE COUNCIL DIRECT IN WRITING.
PROPERTY LOCATION AND DESCRIPTION

RECEIPT REQUIRED

161 Brisbane Street DUBBO NSW 2830
Lot A DP 164067

\$22,052.83

**RATES AND CHARGES INSTALMENT
INCLUDING
WATER, SEWER AND TRADE WASTE USAGE CHARGES**

Current Rates and Charges Instalment Amount Due 31/05/2017	\$6,877.00
Total Water Usage Charge due 31/05/2017	\$6,758.96
Total Sewer Service Charge due 31/05/2017	\$6,742.20
Total Trade Waste Charge due 31/05/2017	\$1,674.67

Please refer to the back of this notice for further details

TOTAL AMOUNT DUE ON 31 MAY 2017 \$22,052.83

PROCESSED

PAYMENT OPTIONS

Assessment No. 17641

Instalment Amount Due: \$22,052.83



IN PERSON
Present your notice intact to the cashier at:
Civic Administration Building
Church St, Dubbo
9.00am to 5.00pm Monday to Friday
Council Administration Office
Cnr Nanima Crescent and Warne Street,
Wellington
9.00am to 4.00pm Monday to Friday
You can pay by cash, cheque or use the EFTPOS facilities available with your debit card, MasterCard or Visa.



DIRECT DEBIT
Visit or contact Council on
(02) 6801 4000 for an application form.



TELEPHONE & INTERNET BANKING - BPAY®
Contact your bank or financial institution to make this payment from your cheque, saving, debit, credit card or transaction account.
More info: www.bpay.com.au



PAY BY INTERNET
Visit www.dubbo.nsw.gov.au and follow the links to pay using debit cards, Visa or MasterCard.



PAY BY PHONE
Call 13 18 16 anytime to make payments using Visa or MasterCard.



POST BILLPAY
You can pay your rates in-store at Australia Post. Please present your notice when making payment.



MAIL
Make cheques payable to: Dubbo Regional Council and crossed 'Not Negotiable'.
Mail to: **Dubbo Regional Council**
PO Box 81
Dubbo NSW 2830

Billpay Code: 0582
Ref: 17641

Biller Code: 1982
Ref: 000017641



*582 17641

4001094-Run1-M-B-ASAT-001599-LETT

Paid 23 05/17

PAYMENTS RECEIVED BY COUNCIL BY POST OR OTHERWISE AFTER DUE DATE/S WILL NOT BE TREATED AS BEING PAID BY SUCH DUE DATE/S.

INSTALMENT DUE 28 FEBRUARY 2017

ASSESSMENT No.	17641	POSTING DATE	18/01/2017
VALUATION No.	1224112		



DUBBO REGIONAL COUNCIL
Civic Administration Building
PO Box 81, Dubbo NSW 2830
T (02) 6801 4000
F (02) 6801 4259
E council@dubbo.nsw.gov.au
www.dubbo.nsw.gov.au
ABN 53 539 070 928



Ketut Holdings Pty Ltd
110 Talbragar Street
DUBBO NSW 2830

DEDUCT PAYMENT SINCE

09/01/2017

DUE DATE

28/02/2017

TOTAL AMOUNT DUE

SHOULD THE ADDRESS SHOWN BE INCORRECT, PLEASE ADVISE COUNCIL DIRECT IN WRITING.
PROPERTY LOCATION AND DESCRIPTION

RECEIPT REQUIRED

161 Brisbane Street DUBBO NSW 2830
Lot A DP 164067

\$17,071.96

**RATES AND CHARGES INSTALMENT
INCLUDING
WATER, SEWER AND TRADE WASTE USAGE CHARGES**

Current Rates and Charges Instalment Amount Due 28/02/2017	\$6,877.00
Total Water Usage Charge due 28/02/2017	\$4,500.80
Total Sewer Service Charge due 28/02/2017	\$4,563.19
Total Trade Waste Charge due 28/02/2017	\$1,130.97

Please refer to the back of this notice for further details

TOTAL AMOUNT DUE ON 28 FEBRUARY 2017 \$17,071.96

PROCESSED

PAYMENT OPTIONS

Assessment No. 17641

Instalment Amount Due: \$17,071.96



IN PERSON
Present your notice intact to the cashier at:
Civic Administration Building
Church St, Dubbo
9.00am to 5.00pm Monday to Friday
Council Administration Office
Cnr Nanima Crescent and Warne Street,
Wellington
9.00am to 4.00pm Monday to Friday
You can pay by cash, cheque or use the EFTPOS
facilities available with your debit card,
MasterCard or Visa.



DIRECT DEBIT
Visit or contact Council on
(02) 6801 4000 for an application form.



TELEPHONE & INTERNET BANKING - BPAY®
Contact your bank or financial institution to
make this payment from your cheque, saving,
debit, credit card or transaction account.
More info: www.bpay.com.au



MAIL
Make cheques payable to: Dubbo Regional
Council and crossed 'Not Negotiable'.
Mail to: **Dubbo Regional Council**
PO Box 81
Dubbo NSW 2830



PAY BY INTERNET
Visit www.dubbo.nsw.gov.au and
follow the links to pay using debit cards,
Visa or MasterCard.



PAY BY PHONE
Call 13 18 16 anytime to make
payments using Visa or MasterCard.



POST BILLPAY
You can pay your rates in-store at Australia Post.
Please present your notice when making payment

Billers Code: 1982
Ref: 0000017641

Billpay Code: 0582
Ref: 17641



*582 17641

4059520-Rum-B-AS4001-001637-LETT

PAID BY COUNCIL BY POST OR OTHERWISE AFTER DUE DATE/S WILL NOT BE TREATED AS BEING PAID BY SUCH DUE DATE/S.
RPAV

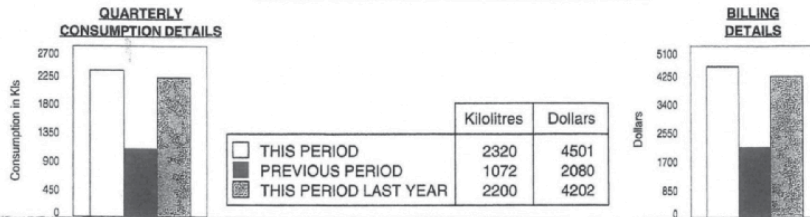
HSCC G 16/1

**WATER, SEWER AND TRADE WASTE CHARGES
For Assessment 17641**

WATER CONSUMPTION CHARGE NOTICE

Meter No.	Meter Size	Previous	Read	Current	Read	Usage (KL)	Qtly Access Charge Sewer
09W705752		01/09/2016	6	01/12/2016	6	0	
R12001642	32	01/09/2016	12813	01/12/2016	15133	2320	\$244.61
Total Usage this period		2,320 kls	Previous Year to Date Usage		1,072 kls		
WATER USAGE CHARGE							
Charge	2,320	@		\$1.94/kl			\$4,500.80
TOTAL WATER USAGE CHARGE for this quarterly period							\$4,500.80
SEWERAGE SERVICE CHARGE							
Total Access Charges \$244.61							
Sewerage Discharge Factor Applied (SDF) 90%							
Usage Charge - per kl \$2.08							
Sewerage Service Charge (2320kl x \$2.08 + \$244.61) x90%							
TOTAL SEWERAGE SERVICE CHARGE for this quarterly period							\$4,563.19
TRADE WASTE CHARGES							
Trade Waste Discharge Factor 25%							
Treatment Charge per kl 1.8700							
Total Treatment Charge (25% x 2320 kls) x 1.8700							\$1,084.60
Annual Service Charge for this quarterly period							\$46.37
TOTAL TRADE WASTE CHARGE for this quarterly period							\$1,130.97

WATER CONSUMPTION / BILLING DETAILS



INSTALMENT DUE 30 NOVEMBER 2016

ASSESSMENT No.	17641	ISSUING DATE	14/10/2016
VALUATION No.	123412		

DUBBO REGIONAL COUNCIL
 110 Fairbridge Street
 Dubbo NSW 2830
 Phone: 02 6801 4000
 Fax: 02 6801 4001
 www.dubbo.nsw.gov.au

Key: 1764016 Pty Ltd
 110 Fairbridge Street
 DUBBO NSW 2830

PLEASE REFER TO THE BACK OF THIS NOTICE FOR FURTHER DETAILS

100% PAYABLE NOW

\$11,731.72

RATES AND CHARGES INSTALMENT INCLUDING WATER, SEWER AND TRADE WASTE USAGE CHARGES

Arrears and interest calculated to 05/10/2016	\$0.00
Current Rates and Charges Instalment Amount Due 30/11/2016	\$8,877.00
Total Water Usage Charge due 30/11/2016	\$2,078.00
Total Sewer Service Charge due 30/11/2016	\$6,556.83
Total Trade Waste Charge due 30/11/2016	\$547.89

Please refer to the back of this notice for further details

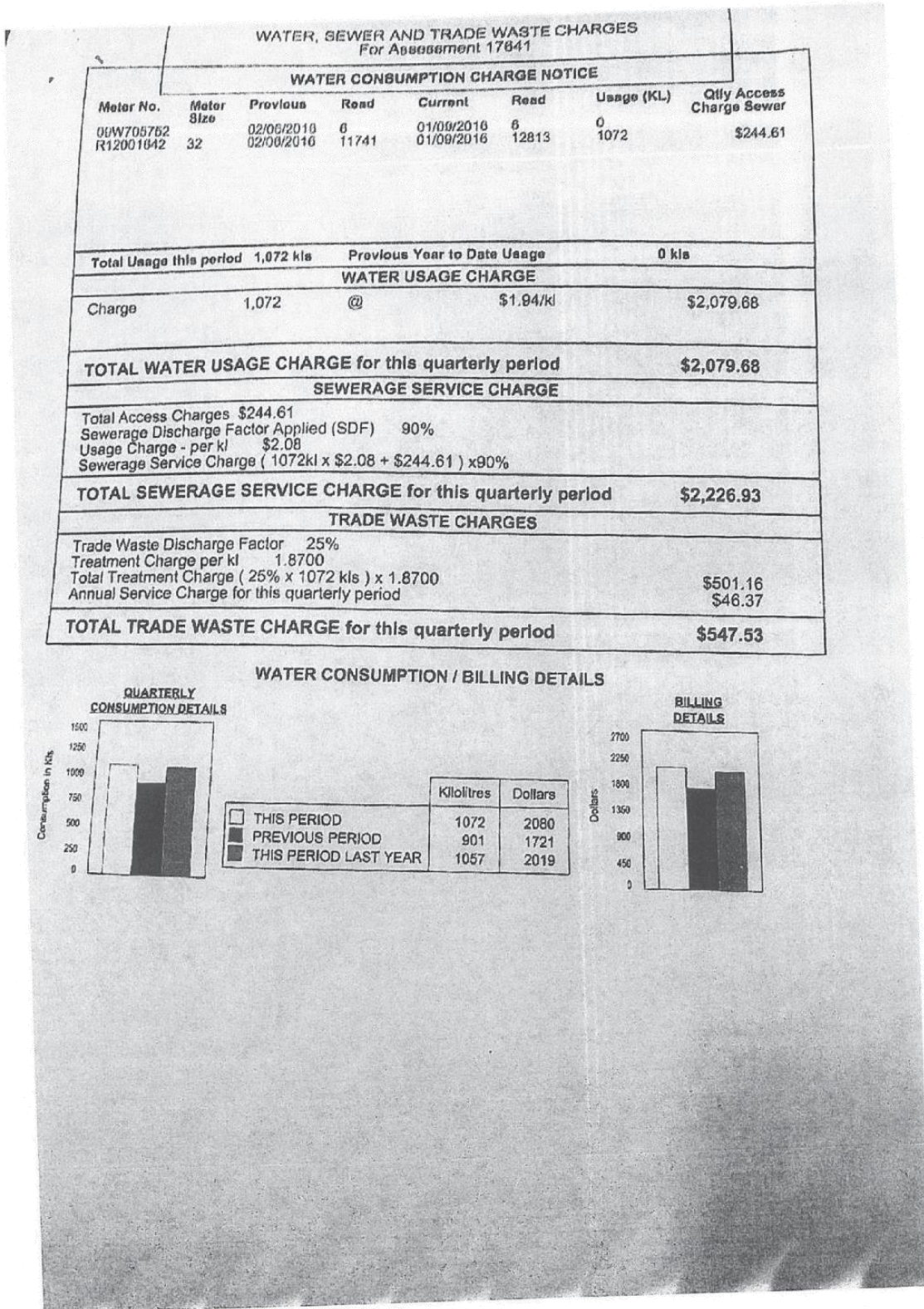
TOTAL AMOUNT DUE ON 30 NOVEMBER 2016	\$11,731.72
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THE OVERDUE PORTION OF THIS NOTICE IS PAYABLE IMMEDIATELY UNLESS ARRANGEMENTS HAVE BEEN MADE REGARDING PAYMENT.

MENT OPTIONS

<p>PERSON</p> <p>Present your notice intact to the cashier at:</p> <p>City Administration Building Church St, Dubbo</p> <p>9am to 5.00pm Monday to Friday</p> <p>City Administration Office Vanima Crescent and Warne Street, Singleton</p> <p>9am to 4.00pm Monday to Friday</p> <p>pay by cash, cheque or use the EFTPOS available with your debit card, credit or Visa.</p> <p>Not payable to: Dubbo Regional Council 'Not Negotiable' Dubbo Regional Council PO Box 81 Dubbo NSW 2830</p>	<p>Assessment No. 17641</p> <p>Instalment Amount Due: \$11,731.72</p> <p>DIRECT DEBIT Visit or contact Council on (02) 6801 4000 for an application form.</p> <p>PAY BY INTERNET Visit www.dubbo.nsw.gov.au and follow the links to pay using debit cards, Visa or MasterCard.</p> <p>PAY BY PHONE Call 13 18 16 anytime to make payments using Visa or MasterCard.</p>	<p>TELEPHONE & INTERNET BANKING - BPAY™ Contact your bank or financial institution to make this instalment from your cheque, savings, debit, credit card or transaction account. More info: www.bpay.com.au</p> <p>Billpay Code: 1982 Ref: 000017641</p> <p>POST BILLPAY You can pay your rates in-store at Australia Post. Please present your notice when making payment.</p>
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Billpay Code: 0582
Ref: 17641



INSTALMENT DUE 31 AUGUST 2016

ASSESSMENT No.	17641	POSTING DATE	15/07/2016
VALUATION No.	1224112		

 020
Ketut Holdings Pty Ltd
207 Darling Street
DUBBO NSW 2830

WESTERN PLAINS REGIONAL COUNCIL

Incorporating the former Dubbo City & Wellington councils
Civic Administration Building
PO Box 81, Dubbo NSW 2830
T (02) 6801 4000
F (02) 6801 4259
www.westernplains.nsw.gov.au
ABN 53 539 070 928

DEDUCT PAYMENT SINCE

04/07/2016

DUE DATE

31/08/2016

TOTAL AMOUNT DUE

SHOULD THE ADDRESS SHOWN BE INCORRECT, PLEASE ADVISE COUNCIL DIRECT IN WRITING.
PROPERTY LOCATION AND DESCRIPTION
161 Brisbane Street DUBBO NSW 2830
Lot A DP 164067

RECEIPT REQUIRED

If paying first instalment

\$10,978.95

If paying in full

\$31,609.95

RATES AND CHARGES INSTALMENT INCLUDING WATER, SEWER AND TRADE WASTE USAGE CHARGES	
Arrears and Interest Calculated to 05/07/2016	\$51.87
Current Rates and Charges Instalment Amount Due 31/08/2016	\$6,878.56
Total Water Usage Charge due 31/08/2016	\$1,720.91
Total Sewer Service Charge due 31/08/2016	\$1,869.94
Total Trade Waste Charge due 31/08/2016	\$457.67
TOTAL AMOUNT DUE ON 31 AUGUST 2016	\$10,978.95

THE OVERDUE PORTION OF THIS NOTICE IS PAYABLE IMMEDIATELY UNLESS ARRANGEMENTS HAVE BEEN MADE REGARDING PAYMENT.

4030688-RunB-ASA002-001459

PAYMENT OPTIONS



IN PERSON

Present your notice intact to the cashier at:
Civic Administration Building
Church St, Dubbo
9.00am to 5.00pm Monday to Friday
Council Administration Office
Cnr Nanima Crescent and Warne Street, Wellington
9.00am to 4.00pm Monday to Friday
You can pay by cash, cheque or use the EFTPOS facilities available with your debit card, MasterCard or Visa.



MAIL

Make cheques payable to: Western Plains Regional Council and crossed 'Not Negotiable'.
Mail to: **Western Plains Regional Council**
PO Box 81
Dubbo NSW 2830

Assessment No. 17641



DIRECT DEBIT

Visit or contact Council on (02) 6801 4000 for an application form.



PAY BY INTERNET

Visit www.westernplains.nsw.gov.au and follow the links to pay using debit cards, Visa or MasterCard.



PAY BY PHONE

Call **1300 060 656** anytime to make payments using Visa or MasterCard.

Ref: 0000017641

Instalment Amount Due: \$10,978.95



TELEPHONE & INTERNET BANKING - BPAY®

Contact your bank or financial institution to make this payment from your cheque, saving, debit, credit card or transaction account.
More info: www.bpay.com.au

Biller Code: 1982
Ref: 0000017641



POST BILLPAY

You can pay your rates in-store at Australia Post. Please present your notice when making payment.

*582 17641

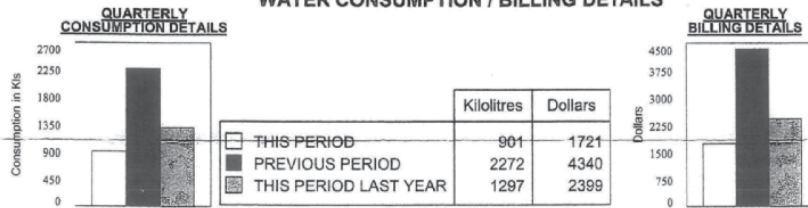


aid 25 06 16
PAY

**WATER, SEWER AND TRADE WASTE CHARGES
For Assessment 17641**

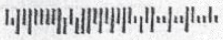
WATER CONSUMPTION CHARGE NOTICE								
Meter No.	Meter Size	Previous	Read	Current	Read	Usage (KL)	Qrtly Access Charge Sewer	
09W705752	32	02/03/2016	6	02/06/2016	6	0		
R12001642		02/03/2016	10840	02/06/2016	11741	901	\$239.67	
WATER USAGE CHARGE								
Total Usage this period 901 kls				Previous Year to Date Usage 5,529 kls				
Charge	901@	\$1.91 /kl						\$1,720.91
TOTAL WATER USAGE CHARGE for this quarterly period							\$1,720.91	
SEWERAGE SERVICE CHARGE								
Total Access Charges \$239.67								
Sewerage Discharge Factor Applied (SDF) 90%								
Usage Charge - per Kl \$2.04								
Sewerage Service Charge (901kl x \$2.04 + \$239.67) x90%								
TOTAL SEWERAGE SERVICE CHARGE for this quarterly period							\$1,869.94	
TRADE WASTE CHARGES								
Trade Waste Discharge Factor 25%								
Treatment Charge per kl 1.8300								
Total Treatment Charge (25% x 901 kls) x 1.8300						\$412.21		
Annual Service Charge for this quarterly period						\$45.46		
TOTAL TRADE WASTE CHARGE for this quarterly period							\$457.67	

WATER CONSUMPTION / BILLING DETAILS




INSTALMENT DUE 31 MAY 2016

ASSESSMENT No.	17641	POSTING DATE	13/04/16
VALUATION No.	1224112		



Ketut Holdings Pty Ltd
207 Darling Street
DUBBO NSW 2830



DUBBO CITY COUNCIL
Civic Administration Building
PO BOX 81, Dubbo NSW 2830
T (02) 6801 4000
F (02) 6801 4258
www.dubbo.nsw.gov.au
ABN 77 296 185 278

DEDUCT PAYMENT SINCE
04/04/16

DUE DATE
31/05/16

TOTAL AMOUNT DUE
\$16,547.52


RECEIPT REQUIRED

SHOULD THE ADDRESS SHOWN BE INCORRECT PLEASE ADVISE COUNCIL IN WRITING
PROPERTY LOCATION AND DESCRIPTION
161 Brisbane Street DUBBO NSW 2830
Lot A DP 164067

RATES AND CHARGES INSTALMENT INCLUDING WATER, SEWER AND TRADE WASTE CHARGES


Current Rates and Charges Instalment Amount Due 31/05/16	\$6,736.00
Total Water Usage Charge due 31/05/16	\$4,339.52
Total Sewer Service Charge due 31/05/16	\$4,387.10
Total Trade Waste Charge due 31/05/16	\$1,084.90
Please refer to the back of this notice for further details	
TOTAL AMOUNT DUE ON 31 MAY 2016	\$16,547.52

Billers Code: 1982
Ref: 0000017641



Billpay Code: 0582
Ref: 17641

To pay this bill visit any
Post Office, phone 13 18 16,
or go to postbillpay.com.au



*582 17641

METHODS OF PAYMENT

Telephone and Internet Banking - BPAY
Contact your bank or financial institution in order to make payment from your cheque, savings or credit card account. *Registered to BPAY Pty Ltd, ABN 69 079 137 518.

Payment by Direct Debit
You can arrange for the instalment amount to be deducted from your account. Simply request an application form by phoning Council's Customer Service Centre on (02) 6801 4000, or by calling into the Civic Administration Building (Church Street).

Payment in Person
Present your notice intact to the cashier at:
Dubbo City Council,
Civic Administration Building,
Church Street, Dubbo.

Payment by Mail
Make cheques payable to: Dubbo City Council and crossed 'Not Negotiable'.
Mail payment to: Dubbo City Council
PO Box 81, DUBBO NSW 2830

Australia Post
Store at Australia Post.
Rates and Charges apply.

Payment by Cash
You can pay by cash, cheque or use the EFTPOS facilities available with your debit card, MasterCard or Visa.

If a receipt is required, please tick the box indicated

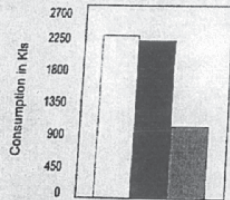
**WATER, SEWER AND TRADE WASTE CHARGES
For Assessment 17641**

WATER CONSUMPTION CHARGE NOTICE

Meter No.	Meter Size	Previous	Read	Current	Read	Usage (KL)	Qtly Access Charge Sewer
09W705752		02/12/2015	6	02/03/2016	6	0	
R12001642	32	02/12/2015	8568	02/03/2016	10840	2272	\$239.67
Total Usage this period		2,272 kls	Previous Year to Date Usage		3,257 kls		
WATER USAGE CHARGE							
Charge		2,272	@		\$1.91/kl		\$4,339.52
TOTAL WATER USAGE CHARGE for this quarterly period							\$4,339.52
SEWERAGE SERVICE CHARGE							
Total Access Charges \$239.67							
Sewerage Discharge Factor Applied (SDF) 90%							
Usage Charge - per kl \$2.04							
Sewerage Service Charge (2272kl x \$2.04 + \$239.67) x90%							
TOTAL SEWERAGE SERVICE CHARGE for this quarterly period							\$4,387.10
TRADE WASTE CHARGES							
Trade Waste Discharge Factor 25%							
Treatment Charge per kl 1.8300							
Total Treatment Charge (25% x 2272 kls) x 1.8300 \$1,039.44							
Annual Service Charge for this quarterly period \$45.46							
TOTAL TRADE WASTE CHARGE for this quarterly period							\$1,084.90

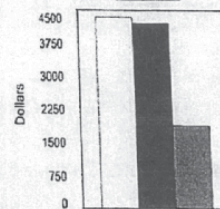
WATER CONSUMPTION / BILLING DETAILS

QUARTERLY CONSUMPTION DETAILS



	Kilolitres	Dollars
THIS PERIOD	2272	4340
PREVIOUS PERIOD	2200	4202
THIS PERIOD LAST YEAR	1003	1856

BILLING DETAILS





Zac Rennick Plumbing Pty Ltd

4R Boundary Creek Road
Dubbo NSW 2830
zacrennickplumbing@bigpond.com

Phone: 0413 145 824
Licence No: 211606C
A.B.N. 46 164 457 587

Mark - 0427761977

Tax Invoice

Client:

Commercial Hotel
Brisbane Street
Dubbo NSW 2830

Invoice #: 00000334
Date: 20/09/2017

ED17/131598

Fix leaking 32mm copper out near the water meter (by fixing this caused the rest of the leaks to appear due to increased pressure)	\$500.57
--	----------

How to Pay	GST:	\$50.06
	Total Inc GST:	\$550.63
Direct Deposit Details	Balance Due:	\$550.63
Bank: ANZ		
Account Name: Zac Rennick Plumbing Pty Ltd		
BSB: 012 615		
Account Number: 284511776		
	DUE 04.10.17	
<i>Please quote invoice number as reference when making payment</i>		
Terms: Payment due within 14 days of invoice date		

Please note all material supplied remain the property of Zac Rennick Plumbing Pty Ltd until invoice is paid

Paid 04.10.17
DIDeposit

Thank you for your business



Zac Rennick Plumbing Pty Ltd

4R Boundary Creek Road
Dubbo NSW 2830
zacrennickplumbing@bigpond.com
Phone: 0413 145 824
Licence No: 211606C
A.B.N. 46 164 457 587

Tax Invoice

Client:
Commercial Hotel
Brisbane Street
Dubbo NSW 2830

Invoice #: 0000305
Date: 2/08/2017

Patch leaking veggie spray tap in commercial kitchen due to split in hose. This tap will eventually need replacing (Brett just wanted it to be patched in the meantime). Fix water leak in front courtyard. Fix leak near entry off the carpark. This also included cutting in valve and supplying valve box to give another isolation point for future maintenance.	\$887.22
--	----------

How to Pay	GST:	\$88.72
	Total Inc GST:	\$975.94
Direct Deposit Details	Balance Due:	\$975.94
Bank: ANZ		
Account Name: Zac Rennick Plumbing Pty Ltd	DUE 16-08-17	
BSB: 012 615		
Account Number: 284511776		
<i>Please quote invoice number as reference when making payment</i>		
Terms: Payment due within 14 days of invoice date		

PROCESSED

Please note all material supplied remain the property of Zac Rennick Plumbing Pty Ltd until invoice is paid

Paid 10-08-17
D/Deposit

Thank you for your business



Lic No 111750C

**PORTERS PLUMBING
& Gas Fitting Service**

DOMESTIC & COMMERCIAL

A.B.N. 99 113 670 787

A.C.N. 113 670 787

3 Brisbane Street
DUBBO NSW 2830
Cameron - 0418 118 670
Kerry - 0418 118 672

Ph/Fax - (02) 6882 2628
Email
portersplumbing@bigpond.com

BILL TO

Commerical Hotel
161 Brisbane Street
DUBBO NSW 2830

TAX INVOICE

00021561

18/10/2017

JOB DESCRIPTION

For the running of new waste line from one side of building to other where leaking under floor area

<u>Total Excl GST</u>	<u>GST</u>
\$3,250.00	\$325.00

THIS ACCOUNT IS TO BE PAID 30 DAYS FROM DATE ON INVOICE
PLEASE NOTE - PAYMENTS AFTER THE DUE DATE WILL INCUR INTEREST
BEING CHARGED TO YOUR ACCOUNT AT A RATE OF 2.5 % PER DAY

THIS IS A CLAIM FOR PAYMENT MADE UNDER THE BUILDING & CONSTRUCTION INDUSTRY SECURITY OF PAYMENT ACT

00021561	Commerical Hotel 161 Brisbane Street DUBBO NSW 2830
PAYMENT DETAILS	
BY EFT	GST: \$325.00
Please use invoice no as reference	Amount Applied: \$0.00
COMMONWEALTH BANK	Balance Due: \$3,575.00
Acc Name - Porters Plumbing & Gas Fitting Service	Payment Due : 17/11/2017
BSB 062 534 A/C 1035 3066	PAYMENT TERMS 30 DAYS



Lic No 111750C

**PORTERS PLUMBING
& Gas Fitting Service**

DOMESTIC & COMMERCIAL

A.B.N. 99 113 670 787

A.C.N. 113 670 787

3 Brisbane Street
DUBBO NSW 2830
Cameron - 0418 118 670
Kerry - 0418 118 672

Ph/Fax - (02) 6882 2628
Email
portersplumbing@bigpond.com

BILL TO

Commerical Hotel
161 Brisbane Street
DUBBO NSW 2830

TAX INVOICE

00021568

18/10/2017

JOB DESCRIPTION

For the reconnecting of toilet water, urinal water and all basins to be picked up where water was still leaking somewhere under the floor

Total Excl GST	GST
\$2,600.00	\$260.00

THIS ACCOUNT IS TO BE PAID 30 DAYS FROM DATE ON INVOICE
PLEASE NOTE - PAYMENTS AFTER THE DUE DATE WILL INCUR INTEREST
BEING CHARGED TO YOUR ACCOUNT AT A RATE OF 2.5 % PER DAY

THIS IS A CLAIM FOR PAYMENT MADE UNDER THE BUILDING & CONSTRUCTION INDUSTRY SECURITY OF PAYMENT ACT

00021568	Commerical Hotel 161 Brisbane Street DUBBO NSW 2830
PAYMENT DETAILS	
BY EFT	GST: \$260.00
Please use invoice no as reference	Amount Applied: \$0.00
COMMONWEALTH BANK	Balance Due: \$2,860.00
Acc Name - Porters Plumbing & Gas Fitting Service	Payment Due : 17/11/2017
BSB 062 534 A/C 1035 3066	PAYMENT TERMS 30 DAYS

Paid 16.11.17

D/Deposit \$6435.00