



AGENDA

EXTRAORDINARY COUNCIL MEETING

28 JANUARY 2020

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 5.30pm.

PRAYER:

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

ACKNOWLEDGEMENT OF COUNTRY:

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

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	Confirmation of the minutes of the proceedings of the Ordinary Council Meeting meeting held on 9 December 2019.	

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CCL20/3	PUBLIC FORUM (ID20/7)	
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- CCL20/5 REQUEST TO FEDERAL GOVERNMENT TO IMPLEMENT FREE POSTAGE PROGRAM FOR REGIONAL RETAILERS (ID20/16)** 25
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- CCL20/8 INVESTMENTS UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT - DECEMBER 2019 (ID20/14)** 39
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- CCL20/9 PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR THE MAYOR AND COUNCILLORS - RESULTS OF PUBLIC EXHIBITION (ID19/1699)** 42
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- CCL20/11 NAMING OF PRIVATE ROAD IN 17 LOT COMMUNITY TITLE SUBDIVISION - 40-52 MORGAN STREET, DUBBO (ID20/11)** 74
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Confirmation of Minutes

Confirmation of the minutes of the proceedings of the Ordinary Council meeting held on 9 December 2019.

RECOMMENDATION

That the minutes of the proceedings of the Dubbo Regional Council at the Ordinary Council meeting held on 9 December 2019 comprising pages 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20 and 21 of the series be taken as read, confirmed as correct minutes and signed by the Mayor and the Chief Executive Officer.

Appendices:

1 [↓](#) Ordinary Council Meeting Minutes - 9 December 2019



REPORT

ORDINARY COUNCIL MEETING

9 DECEMBER 2019

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

ALSO IN ATTENDANCE:

The Chief Executive Officer, the Executive Manager Governance and Internal Control, the Manager Governance Operations, the Community Support Officer, the Communications Partner, the Director Organisational Performance, the Director Culture and Economy, the Manager Dubbo City Regional Airport, the Director Infrastructure, the Manager Infrastructure Strategy and Design, the Director Development and Environment, the Manager Growth Planning, the Manager Building Design and Development Services and the Director Liveability.

Councillor B Shields assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.30pm at the Dubbo Civic Administration Building, Council Chamber, with a prayer for Divine Guidance to the Council in its deliberations and activities. The acknowledgement of country was also read by Councillor D Grant.

CCL19/227 CONFIRMATION OF MINUTES (ID19/1594)

Confirmation of the minutes of the proceedings of the Ordinary Council meeting held on 4 November 2019.

Moved by Councillor G Mohr and seconded by Councillor D Grant

MOTION

That the minutes of the proceedings of the Dubbo Regional Council at the Ordinary Council meeting held on 25 November 2019 comprising pages 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 of the series be taken as read, confirmed as correct minutes and signed by the Mayor and the Chief Executive Officer.

CARRIED

CCL19/228 LEAVE OF ABSENCE (ID19/1595)

There were no applications for leave of absence.

CCL19/229 PUBLIC FORUM (ID19/1596)

- Mr M Throne – regarding CCL19/240 D2017-671(2) 1 Church Street Dubbo – Variation to Contributions
- The Hon. R Jackson – regarding – CCL19/235 Proposed River Street Bridge

MAYORAL MINUTES:**CCL19/230 FLETCHER INTERNATIONAL EXPORTS (ID19/1610)**

The Council had before it the Mayoral Minute regarding Fletcher International Exports.

Moved by Councillor B Shields

MOTION

1. That Council formally acknowledge Roger Fletcher, his success as a businessman and success as a captain of industry in our region through the ongoing success of Fletcher International Exports.
2. That Council formally recognise Roger Fletcher's 30 years' operations and investment in Dubbo and the Dubbo Region by way of a formal Mayoral reception.

CARRIED

CCL19/231 SPONSORSHIP OF DUBBO FARMERS MARKETS (ID19/1612)

The Council had before it the Mayoral Minute regarding Sponsorship of Dubbo Farmers Markets.

Moved by Councillor B Shields

MOTION

Council sponsor the Dubbo Farmers Markets through a reduction in Council hire fees, to the value of \$10,000 a year for a two-year period, including 2020 and 2021.

CARRIED

CCL19/231A CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW 2018/2019

The Council had before it the Mayoral Minute regarding the Chief Executive Officer Performance review 2018/2019.

Moved by Councillor B Shields

MOTION

That the matter be deferred to Committee of the Whole.

CARRIED

INFORMATION ONLY MATTERS:**CCL19/232 QUARTERLY REPORT ON DOCUMENTS EXECUTED UNDER THE POWER OF ATTORNEY (ID19/1592)**

The Council had before it the report dated 25 November 2019 from the Manager Governance Operations regarding Quarterly Report on Documents Executed Under the Power of Attorney.

Moved by Councillor G Mohr and seconded by Councillor K Parker

MOTION

That the information contained within the report of the Manager Governance Operations dated 2 December 2019 be noted.

CARRIED

CCL19/233 INVESTMENTS UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT - NOVEMBER 2019 (ID19/1611)

The Council had before it the report dated 3 December 2019 from the Director Organisational Performance regarding Investments Under Section 625 of the Local Government Act - November 2019.

Moved by Councillor D Grant and seconded by Councillor S Lawrence

MOTION

That the report from the Director Organisational Performance dated 3 December, 2019 be noted.

CARRIED

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

MATTERS CONSIDERED BY COMMITTEES:**CCL19/234 REPORT OF THE FLOODPLAIN MANAGEMENT COMMITTEE - MEETING 22 NOVEMBER 2019 (ID19/1602)**

The Council had before it the report of the Floodplain Management Committee meeting held 22 November 2019.

Moved by Councillor K Parker and seconded by Councillor J Diffey

MOTION

That the report of the Floodplain Management Committee meeting held on 22 November 2019, be adopted.

CARRIED

REPORTS FROM STAFF:**CCL19/235 PROPOSED RIVER STREET BRIDGE (ID19/1591)**

The Council had before it the report dated 25 November 2019 from the Chief Executive Officer regarding Proposed River Street Bridge.

Moved by Councillor S Lawrence and seconded by Councillor J Ryan

MOTION

- 1. That Council note the progress report of the Chief Executive Officer in respect of the River Street Bridge legal advice on the options to stop the project.**
- 2. That a further report be submitted by the Chief Executive Officer in respect of this matter at the first available Council meeting in 2020.**

CARRIED

Councillor J Diffey declared a non - pecuniary, less than significant interest in the matter now before the Council and left the room during the Council's consideration of this matter. The reason for such interest is that as a result of her employment as a Senior Electorate Officer by NSW Parliament to work for the local member for Dubbo.

CCL19/236 DUBBO CITY REGIONAL AIRPORT - AIRLINE ENGAGEMENT, PARTNERSHIPS AND INCENTIVES (ID19/1563)

The Council had before it the report dated 15 November 2019 from the Chief Executive Officer regarding Dubbo City Regional Airport - Airline engagement, partnerships and incentives.

Moved by Councillor G Mohr and seconded by Councillor J Ryan

MOTION

1. That the information contained within the report from the Chief Executive Officer dated 15 November 2019 be noted.
2. That the Chief Executive Officer proceed with the development of a Memorandum of Understanding with all Airlines as outlined in this report.
3. That forward operations budgets for the Airport continue to reflect a CPI only increase for the forward four years.
4. That the Chief Executive Officer write to Regional Express Airlines formally advising that security screening at Dubbo City Regional Airport will continue to be non-negotiable for any Regular Passenger Transport operator using the facility.
5. That the Chief Executive Officer further advise Regional Express Airlines given Council's stance on the security screening, that Dubbo Regional City Airport will not be entering a Community Fare Arrangement as per the requirements outlined by Regional Express Airlines, however Council remains committed to working with any Airline on a partnership approach that is directly connected with the provision of lower airfares to our community, without compromising the safety of our community.

CARRIED

CCL19/237 WELLINGTON TOWN CENTRE PROGRESS REPORT (ID19/1584)

The Council had before it the report dated 26 November 2019 from the Chief Executive Officer regarding Wellington Town Centre Progress Report.

Moved by Councillor G Mohr and seconded by Councillor D Gumley

MOTION

That the information in the report of the Executive Officer dated 26 November 2019 to be noted.

CARRIED

CCL19/238 DUBBO REGIONAL COUNCIL WATER SAVING REBATE SCHEME (ID19/1601)

The Council had before it the report dated 26 November 2019 from the Project Coordinator - Drought Coordinated Response Team regarding Dubbo Regional Council Water Saving Rebate Scheme.

Moved by Councillor A Jones and seconded by Councillor D Gumley

MOTION

1. That Council approve the introduction of a Water Saving Rebate Scheme.
2. That the level of rebate offered under the Dubbo Regional Water Saving Rebate Scheme be set at 50% of the purchase price of the water saving device (water saving showerhead or outdoor irrigation timer) up to a maximum limit of \$20.00 (inc gst) per device.
3. That the rebate scheme be applied to the purchase of the identified water saving devices purchased within the Dubbo Regional Council local government area.
4. That the Dubbo Regional Water Rebate Scheme will continue to run until 31 March 2020, or until the allocated funds for this program are exhausted.
5. That the Drought Coordination Response Team investigate other water saving devices that could be included on the Dubbo Regional Council Water Saving Rebate Scheme to further encourage and help our residents to reduce their daily water consumption.

CARRIED

CCL19/239 DRAFT DUBBO CITY REGIONAL AIRPORT MASTER PLAN REVIEW (ID19/1398)

The Council had before it the report dated 26 November 2019 from the Manager Growth Planning regarding Draft Dubbo City Regional Airport Master Plan Review.

Moved by Councillor G Mohr and seconded by Councillor D Gumley

MOTION

1. That the Dubbo City Regional Airport Master Plan Review 2019-2040 as attached as Appendix 2 of the report of the Manager Growth Planning dated 26 November 2019 be noted.
2. That the following amendments be undertaken to the final version of the Dubbo City Regional Airport Master Plan Review 2019-2040:
 - a. The Taxiway D upgrade extending from Taxiway Alpha to be upgraded to a Code C standard;
 - b. Identify additional expansion opportunities for the passenger terminal including the expansion of the terminal towards the public car park and towards the RPT Apron;
 - c. Include an additional aircraft holding bay to be located on Taxiway D between Taxiway D and Taxiway E;
 - d. Include scope for investigation of a future internal road network to link the existing and proposed general aviation areas;
 - e. Provide an updated table of population projections;
 - f. Provision of further sanitary facilities to service the new General Aviation area;

- g. That further detailed investigation be undertaken with respect to aircraft movements in the current GA Area to ensure compliance with Manual of Standards Part 139;
 - h. Council undertake a review of the need for Blizzardfield Road as a secondary access point;
 - i. Prepare and include in the Master Plan a tie-down strategy that is subject to annual review for best practice tie-down locations and procedures;
 - j. Include information in the Master Plan in respect of asset maintenance and renewal of the Main Runway 05/23;
 - k. That the Dubbo City Regional Airport Master Plan 2019-2040 be subject to a biannual review;
 - l. That an additional helicopter stand be provided adjacent to the new General Aviation Area and the Cross Runway 11/29;
 - m. That the Apron expansion to the south be undertaken in partnership with the Rural Fire Service to support increase RPT activity on the apron and accommodation for the RFS Large Aircraft Tankers.
3. That those who made submissions be provided with an individual response detailing the consideration of the issues raised in their respective submission.
 4. That Council provide regular communications and undertake regular discussions with stakeholders to ensure the purpose and the various components of the Master Plan and Council's adopted work schedule for the Airport are understood.

CARRIED

**CCL19/240 D2017-671(2) 1 CHURCH STREET, DUBBO - VARIATION TO CONTRIBUTIONS
APPLICANT: G H DUBBO PTY LTD AND ICANSO PTY LTD (ID19/1497)**

The Council had before it the report dated 26 November 2019 from the Manager Building and Development Services regarding D2017-671(2) 1 Church Street, Dubbo - Variation to Contributions

Applicant: G H Dubbo Pty Ltd and Icanso Pty Ltd.

Moved by Councillor S Lawrence and seconded by Councillor D Grant

MOTION

That the matter be deferred to a future meeting of Council in order that the proponent can provide further evidence if he so wishes and so that Councillors can review the information and consider it.

CARRIED

CCL19/241 1R OLD DUBBO ROAD, DUBBO - DEVELOPMENT CONTROL PLAN - RESULTS OF PUBLIC EXHIBITION (ID19/1490)

The Council had before it the report dated 22 November 2019 from the Growth Planner regarding 1R Old Dubbo Road, Dubbo - Development Control Plan - Results of Public Exhibition.

Moved by Councillor A Jones and seconded by Councillor V Etheridge

MOTION

1. That the Development Control Plan for 1R Old Dubbo Road, as provided here in Appendix 1, be adopted.
2. That the Development Control Plan be adopted without any estate name contained within.
3. That an advertisement be placed in local print media specifying adoption of the Development Control Plan for 1R Old Dubbo Road.
4. That those who made a written submission be acknowledged and advised of Council's determination in this manner.

CARRIED

Councillor K Parker declared a pecuniary, significant interest in the matter now before the Council and left the room during the Council's consideration of this matter. The reason for such interest is that Councillor K Parker is an employee of Bank of Queensland Dubbo and the owner of Lot 1/ DP 807767 are clients of Bank of Queensland.

CCL19/242 SOUTH BRIDGE UPDATE (ID19/1598)

The Council had before it the report dated 26 November 2019 from the Manager Infrastructure Strategy and Design regarding South Bridge Update.

Moved by Councillor S Lawrence and seconded by Councillor G Mohr

MOTION

That the report of the Manager Infrastructure Strategy and Design dated 26 November 2019 be noted.

Moved by Councillor G Mohr and seconded by Councillor V Etheridge

AMENDMENT

That the matter be deferred so further recommendations of a proposed route can be brought back to Council.

The amendment on being put to the meeting was carried.

CARRIED

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

CARRIED

Councillor J Ryan declared a pecuniary, significant interest in the matter now before the Council and left the room during the Council's consideration of this matter. The reason for such interest is that Councillor J Ryan owns a house and lives in Tamworth Street, an area which may be significantly impacted by a south bridge.

Councillor J Diffey declared a non - pecuniary, less than significant interest in the matter now before the Council and remained in the room during the Council's consideration of this matter. The reason for such interest is as a result of her employment as a Senior Electorate Officer by the NSW Parliament to work for the local member for Dubbo, the funding for this business case will be from the NSW Government not the NSW Parliament.

CCL19/243 NEW/UPDATED MACQUARIE RIVER FLOOD STUDY (ID19/1599)

The Council had before it the report dated 26 November 2019 from the Manager Infrastructure Strategy and Design regarding New/Updated Macquarie River Flood Study.

Moved by Councillor J Diffey and seconded by Councillor D Grant

MOTION

1. That the report of the Manager Infrastructure Strategy and Design be noted.
2. That the digital maps generated by the 2019 Macquarie River Flood Study remain on public exhibition on Council's website until 14 March 2020.
3. That during February and March 2020 two workshops be held with significant stakeholders and relevant government agencies to review the maps and gather feedback.
4. That following the period of public exhibition, a report be presented to the May 2020 Infrastructure and Liveability Committee meeting, detailing the outcomes of the public exhibition period, and proposing a programme for the implementation of the Floodplain Risk Management Plan.

CARRIED

CCL19/244 NEIGHBOURHOOD SHOPPING CENTRE BEAUTIFICATION PROPOSALS (ID19/1609)

The Council had before it the report dated 29 November 2019 from the Manager Infrastructure Strategy and Design regarding Neighbourhood Shopping Centre Beautification Proposals.

Moved by Councillor V Etheridge and seconded by Councillor J Ryan

MOTION

1. That the report of the Manager Infrastructure Strategy and Design dated 28 November 2019 be noted.
2. That consultation be undertaken with businesses and residents in regards to the Boundary Road Shopping Centre and Tamworth Street Shopping Centre in February 2020.
3. That Council continue discussions with Roads and Maritime Services and Victoria Street Beautification Project Committee, incorporating beautification into the Newell/ Mitchell Highway Intersection Upgrade Project.

CARRIED

CCL19/245 2020 DUBBO CYCLE CLUB SEASON (ID19/1588)

The Council had before it the report dated 25 November 2019 from the Senior Traffic Engineer regarding 2020 Dubbo Cycle Club Season.

Moved by Councillor A Jones and seconded by Councillor J Diffey

MOTION

1. That the application of the Dubbo Cycle Club Inc Racing Season 2020 between 1 January 2020 and 23 December 2020, be approved and undertaken in accordance with the Event and Traffic Management Plan as conditioned by the NSW Police and the following conditions of Dubbo Regional Council:
 - a. Sheraton Road - Southern section of Sheraton Road for Junior Racing commencing at the end of the 40/60 km/h School Zone speed signs (south of St Johns College), south for a distance of 1.9 km and return on Sundays between 1 pm and 4.30 pm.
 - b. Burroway Road - Commencing 500 m west of the Newell Highway at Brocklehurst for 18 km to 200 m east of Rawsonville Bridge Road intersection and return on Saturdays between 1 pm and 5 pm, or Sundays between 8 am and 4 pm.
 - c. Mogriguy Road - Time trial course commencing 650 m north of the Mendooran Road intersection for a distance of 10.5 km to Mogriguy Village. Long course commencing 650 m north of the Mendooran Road intersection for 19 km with turnaround being 5.1 km north of the Coolbaggie Road intersection and return on Saturdays between 1 pm and 5 pm, or Sundays between 8 am and 4 pm.
 - d. Wongarbon - Wongarbon/Westella roads - short course, commencing in Barbigal Street 100 m north of Derribong Street for a distance of 15 km being 175 m east of the Westella Road intersection and return on Saturdays between 1 pm and 5 pm, or Sundays between 8 am and 4 pm. Long course along Westella Road and Ballimore/Geurie roads for 25 km to a turnaround 550 m south of the Golden Highway and return on Saturdays between 1 pm and 5 pm, or Sundays between 8 am and 4 pm.
 - e. Benolong Road - Sprint course start and finish is on Nubingerie Road 1.2 km south of the Benolong Road intersection (adjacent the Benolong Rural Fire Brigade) then west on Benolong Road to a turnaround 300 m east of the Wambangalang Creek Bridge on Saturdays between 1 pm and 5 pm or Sundays between 8 am and 4 pm.
 - f. South Geurie - Arthurville Road - Short course, commencing 400 m south of the bridge over the Macquarie River for a distance of 15 km to a turnaround 600 m north-east of the intersection of Hermitage and Arthurville roads, on Saturdays between 1 pm and 5 pm, or Sundays between 8 am and 4 pm.
 - g. South Geurie – Arthurville Road - Middle course, commencing 400 m south of the bridge over the Macquarie River for a distance of 21 km with the turnaround point being 3.2 km on Suntop Road east of the intersection with Arthurville Road, on Saturdays between 1 pm and 5 pm, or Sundays between 8 am and 4 pm.
 - h. South Geurie - Arthurville Road - Long course commencing 400 m south of the

- bridge over the Macquarie River for a distance of 30 km to a turnaround 3.8 km on Suntop Road west of the intersection of Renshaw-McGirr Way, on Saturdays between 1 pm and 5 pm, or Sundays between 8 am and 4 pm.
- i. South Geurie - Terrabella Road - Time trial course, commencing 2.1 km west of the intersection of Terrabella and Arthurville roads for a 6.4 km distance to a turnaround being 1.3 km east of the bridge over Little River, on Saturdays between 1 pm and 5 pm, or Sundays between 8 am and 4 pm.
 - j. South Geurie - Arthurville Road - Strada long loop, commencing 400 m south of the bridge over the Macquarie River on Arthurville Road for a distance of 50.3 km incorporating River Road 10.6 km, Zaias Lane 3 km, Bennetts Road 6.5 km, Suntop Road 9 km, Arthurville Road 2.2 km, Hermitage Road 11.9 km, Terrabella Road 0.35 km, Arthurville Road 2.9 km to the finish line, on Saturdays between 1 pm and 5 pm, or Sundays between 8 am and 4 pm.
 - k. South Geurie - Arthurville Road - Strada short loop, commencing 400 m south of the bridge over the Macquarie River on Arthurville Road for a distance of 42 km incorporating Arthurville Road 4.3 km, River Road 10.6 km, Zaias Lane 8.1 km, Arthurville Road 4.5 km, Hermitage Road 11.9 km, Terrabella Road 0.35 km, Arthurville Road 2.9 km to the finish, on Saturdays between 1 pm and 5 pm, or on Sundays between 8 am and 4 pm.
 - l. North Geurie - Comobella Road, commencing 0.25 km north from the intersection of Paxton and Fitzroy streets for 13 km to a turnaround 0.15 km west of Cobbora Road, on Saturdays between 1 pm and 5 pm, or Sundays between 8 am and 4 pm.
 - m. The approval for use of the roads will alternate between locations in accordance with the nominated block dates.
2. That Dubbo Cycle Club shall provide a calendar of proposed race events at two (2) monthly intervals before commencement of the first event.
 3. That the submission of Traffic Control Plans to Council for approval be submitted a minimum of three (3) weeks prior to the first event. All traffic control measures contained in the Plan are to be in accordance with Australian Standard AS 1742.3, the Road and Maritime Services NSW Guidelines for Bicycle Road Races and the Traffic Control at Worksites Technical Manual prepared by an accredited person.
 4. That all traffic control including the placement and removal of barricades and/or regulation of traffic is to be carried out by traffic controllers appropriately trained in accordance with the requirements of Australian Standard AS1742.3 and the Roads and Maritime Services accreditation requirements for Traffic Control Planners or Controllers as required. In this respect there is a requirement that traffic controllers and not marshals are to be provided at the start/finish and turnaround to stop all traffic whilst riders are:
 - a. Starting and finishing within a 60 km/h or less speed zone.
 - b. Assembled on the road carriageway immediately prior to a mass or staggered start.
 - c. Undertaking the turnaround movement.
 - d. Sprint to the finish line.
 5. That the NSW Police consent and conditions for bicycle races permit under the NSW Road Transport Act 2013, Section 115 is required with documented evidence submitted to Council.
 6. That the Council's Executive Manager Governance and Internal Control must sight a

copy of the Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council and NSW Police are specifically noted to be indemnified against any action resulting from the cycle race.

7. That the applicant is to submit to Council all the appropriate documentation required accepting the above conditions before final approval is granted.

CARRIED

CCL19/246 2020 MUMBIL MARKETS AND MUSIC FESTIVAL (ID19/1589)

The Council had before it the report dated 25 November 2019 from the Senior Traffic Engineer regarding 2020 Mumbil Markets and Music Festival.

Moved by Councillor A Jones and seconded by Councillor J Diffey

MOTION

That Council approval be granted for a temporary road closure of Burrendong Way between Apsley Crescent and Railway Parade on Saturday 7 March 2020 for the 2020 Mumbil Markets and Music Festival between 6.00 am and 5.00 pm, subject to:

- a. Consent is received from the Roads and Maritime Services for the event to temporarily close part of Burrendong Way, with evidence provided to Council of the conditions of approval. In the event that approval is not granted, then the applicant is to advise Council if the event will proceed with a re-design that excludes the crossing of Burrendong Way.
- b. The submission of an Event and Traffic Management and Parking Plan and Traffic Control Plan to Council for approval in accordance with Australian Standard 1742.3 and the Roads and Maritime Services Guide to Traffic Control at Worksites Manual, prepared by an accredited person. Council's Traffic Control Plan TM 7317 is to be used for the event.
- c. Council to undertake assessment of the detour route for the suitability of heavy vehicle movements.
- d. Traffic controllers and trained course marshals are to be provided at all road closure points and other locations as identified in the Event Management Plan and Traffic and Parking Management Plan with restricted access only to emergency and authorised vehicles. All traffic controllers are to be specially authorised for the event with current Roads and Maritime Services certification.
- e. Council's Executive Manager of Governance and Internal Control must sight a copy of the current Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council, Roads and Maritime Services and NSW Police is specifically noted to be indemnified against any action resulting from the event.
- f. The applicant is responsible for the provision of all traffic management required for the event in accordance with the Traffic Management Plan.
- g. The applicant is responsible for all costs associated with the placement of a public notification a minimum of two weeks prior to the event, and advice to the residents within the closed roads advising of the 2020 Mumbil Markets and Music Festival and road closure at Mumbil.
- h. All traffic advisory signs shall be placed in accordance with the approved Traffic Control Plan and the Event and Traffic Management and Parking Plan.

- i. The NSW Police consent and conditions for the running of the event as considered necessary.
- j. The applicant is to submit to Council all the appropriate documentation required accepting the above terms and conditions before final approval will be granted.
- k. All costs associated with implementing these event conditions are to be met by the event organiser.
- l. Pre-event advice signage is to be located on the Burrendong Way Mumbil in advance of the proposed road closure area a minimum of two weeks prior to the event.

CARRIED

CCL19/247 MACQUARIE RIVER CBD MASTERPLAN (ID19/1600)

The Council had before it the report dated 26 November 2019 from the Director Liveability regarding Macquarie River CBD Masterplan.

Moved by Councillor G Mohr and seconded by Councillor V Etheridge

MOTION

1. That the two draft masterplans, Wandering Stage and Dubbo Borough provided by Group GSA be endorsed for purposes of public exhibition.
2. That a further report be presented to Council in April 2020.

CARRIED

CCL19/248 AQUATIC LEISURE CENTRES INTERIM SEASON REPORT (ID19/1607)

The Council had before it the report dated 29 November 2019 from the Director Liveability regarding Aquatic Leisure Centres interim season report.

Moved by Councillor D Gumley and seconded by Councillor S Lawrence

MOTION

1. That the report of the Director Liveability dated 29 November 2019 be noted.
2. That an end of season report be provided to Council in April 2020.

CARRIED

CCL19/249 DUBBO REGIONAL COUNCIL - RECREATION STRATEGY 2030 - RESULTS OF PUBLIC EXHIBITION (ID19/1578)

The Council had before it the report dated 20 November 2019 from the Recreation Coordinator regarding Dubbo Regional Council - Recreation Strategy 2030 - Results of Public Exhibition.

Moved by Councillor G Mohr and seconded by Councillor V Etheridge

MOTION

1. That the report by the Recreation Coordinator, dated 20 November 2019, be noted.
2. That the amended Dubbo Regional Council Recreation Strategy 2036 be adopted.

CARRIED

This item was brought forward time being 5.53pm to allow for the awards to be presented to Council.

CCL19/250 LARGE REGIONAL AIRPORT OF THE YEAR 2019 AND ENGINEERING EXCELLENCE AWARD 2019. (ID19/1562)

The Council had before it the report dated 22 November 2019 from the Director Culture and Economy regarding Large Regional Airport of the Year 2019 and Engineering Excellence Award 2019.

Moved by Councillor J Diffey and seconded by Councillor D Gumley

MOTION

1. That the information contained within the report of the Director Culture and Economy dated 22 November 2019 be noted.
2. That Council Staff be congratulated on the awarding of the Large Regional Airport of the Year 2019.
3. That Council Staff be congratulated on the awarding of the Engineering Excellence Award 2019.

CARRIED

CCL19/251 EVENT DEVELOPMENT FUND AND MAJOR EVENT SPONSORSHIP FUND 2019/2020 - STREAM 2 (ID19/1536)

The Council had before it the report dated 11 November 2019 from the Manager Regional Events regarding Event Development Fund and Major Event Sponsorship Fund 2019/2020 - Stream 2.

Moved by Councillor A Jones and seconded by Councillor V Etheridge

MOTION

1. That funding determined under Stream 2 of the Event Development Fund totalling \$13,000 be noted.
2. That funding determined under Stream 2 of the Major Event Sponsor Program totalling \$56,667 be noted.

CARRIED

CCL19/252 COMMENTS AND MATTERS OF URGENCY (ID19/1597)

There were no matters recorded under this clause.

COMMITTEE OF THE WHOLE COUNCIL

At this junction it was moved by Councillor A Jones and seconded by Councillor J Ryan that the Council resolves into the Committee of the Whole Council, the time being 6.32pm.

The meeting resumed at 6.56 pm.

CCL19/253 COMMITTEE OF THE WHOLE (ID19/1605)

The Manager Governance and Operations read to the meeting of the report of Committee of the Whole held on 9 December 2019.

Moved by Councillor J Ryan and seconded by Councillor G Mohr

MOTION

That the report of the meeting of the Committee of the Whole held on 9 December 2019 be adopted, save and except CW19/25, CW19/26, CW19/27 and CW19/28 with such Clauses being dealt with separately.

CARRIED

CW19/25 COUNCIL ACQUISITION OF PART LOT 1 DP 880413 SHERATON ROAD FOR STORMWATER MANAGEMENT PURPOSES (ID19/1577)

The Council had before it the report dated 20 November 2019 from the Manager Property Assets regarding Council Acquisition of Part Lot 1 DP 880413 Sheraton Road for Stormwater Management Purposes.

Moved by Councillor D Grant and seconded by Councillor G Mohr

MOTION

- 1. That Part Lot 1 DP 880413, having an area of approximately 5,600 m², be acquired for the purchase price as detailed in the body of the report.**
- 2. That each party be responsible for their own legal fees in relation to this matter.**
- 3. That Council be responsible for all surveying costs associated with the excising and registration of the land parcel for stormwater purposes.**
- 4. That Council be responsible for preparation of the contract for sale of the subject land.**
- 5. That the acquired land be classified as 'operational' in accordance with the Local Government Act 1993.**
- 6. That all documentation in relation to this matter be executed under Power of Attorney.**
- 7. That the documents and considerations in regard to this matter remain confidential to Council.**

CARRIED

CW19/26 SALE OF RESIDENTIAL LOTS AT KESWICK STAGE 5 RELEASE 1 (ID19/1590)

The Council had before it the report dated 25 November 2019 from the Manager Property Assets regarding Sale of Residential Lots at Keswick Stage 5 Release 1.

Moved by Councillor A Jones and seconded by Councillor K Parker

MOTION

1. That the 59 residential allotments that form Keswick Estate Stage 5 Release 1 be offered for sale from 12 December 2019 at the sale prices as detailed in Table 1 in this report.
2. That the minimum floor space building requirement as detailed in the restrictive covenant for Keswick Estate Stage 5 remain at 150 m² (excluding dual occupancy dwellings).
3. That all documentation in relation to this matter be executed under Power of Attorney.
4. That the documents and considerations in regard to this matter remain confidential to Council.
5. That the Keswick Estate Stage 5 Release 1 be known and marketed as "Keswick East".

CARRIED

Councillor D Grant declared a pecuniary, significant interest in the matter now before the Council and left the room and was out of sight during the Council's consideration of this matter. The reason for such interest is that Councillor D Grant is employed by Elders Insurance.

Councillor D Gumley declared a pecuniary, significant interest in the matter now before the Council and left the room and was out of sight during the Council's consideration of this matter. The reason for such interest is that Councillor D Gumley owns property in existing stages of Keswick Estate. It is possible to benefit financially for this decision.

CW19/27 AMENDMENT TO PROPOSED CLOSURE OF ROAD AND SALE OF LAND, KING STREET, MONTEFIORES, WELLINGTON (ID19/1604)

The Council had before it the report dated 27 November 2019 from the Property Development Officer regarding Amendment to Proposed Closure of Road and Sale of Land, King Street, Montefiores, Wellington.

Moved by Councillor A Jones and seconded by Councillor J Ryan

MOTION

1. That the sale price previously determined by council in relation to this matter be reduced to the amount detailed in this report to reflect the reduction in the total area of land to be disposed of to the adjoining owners of Lot 5 DP 1121945.
2. That all documentation in relation to this matter be executed under Power of Attorney.
3. That the documents and considerations in regard to this matter remain confidential to Council.

CARRIED

CW19/28 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW 2018/2019

The Council had before it the Mayoral Minute regarding the Chief Executive Officer Performance review 2018/2019.

Moved by Councillor S Lawrence and Seconded by Councillor D Gumley

MOTION

1. That Council accepts the Performance Review Panel's determination of the Chief Executive Officer's performance for the period 2018/2019 and congratulates the Chief Executive Officer on his performance.
2. That the Mayor be authorised to consult with the Chief Executive Officer in the development of the new performance plan for 2019/2020.

CARRIED

As one or more Councillors voted against the motion, in accordance with Clause 11.5 of Council's Code of Meeting Practice, the following votes were recorded:

FOR	AGAINST
Councillor Diffey	Councillor Jones
Councillor Etheridge	
Councillor Grant	
Councillor Gumley	
Councillor Lawrence	
Councillor Mohr	
Councillor Parker	
Councillor Ryan	
Councillor Shields	
Total (9)	Total (1)

The meeting closed at 7.05pm.

.....
CHAIRMAN



MAYORAL MINUTE: Expansion of Neighbourhood Shopping Precinct CCTV Financial Assistance Program

AUTHOR: Mayor
REPORT DATE: 15 January 2020
TRIM REFERENCE: ID20/13

To the Council
Ladies and Gentlemen

Office of the Mayor
Civic Administration Building
Church Street, Dubbo

In 2018/19 Council began offering a financial assistance grant for business owners at the neighbourhood shopping precincts on Boundary Road, Tamworth Street and Victoria Street in Dubbo to install CCTV.

Successful applicants were able to access \$500 to go towards the purchase and installation of a CCTV system. This was done in response to concerns about vandalism and anti-social behaviour in these areas.

I believe there is a need for this program to be expanded and made available to eligible businesses in Wellington. Local retail operators have had to deal with the same issues of vandalism, crime and anti-social behaviour as Dubbo's neighbourhood shopping complexes so I see it as being fair that they are offered the same assistance.

It is a leading priority for this Council to reenergise the Wellington economy and one of the avenues that can be done is by providing financial assistance to reduce anti-social behaviour. This would help to subsidise the purchase of a system that can act as a powerful deterrent to criminals and vandals, and aid police in making arrests and laying charges if an incident occurs.

The scheme could include the same key criteria as the existing program to get approval and the granting of financial assistance. This includes a minimum specification of 720p camera with a 30-day retention, a formal quote for hardware and installation, and relevant approvals from building owners for rented or leased premises.

Police have said good footage or images of an offender can greatly improve the chance of laying charges but just as importantly, can deter potential offences from taking place at all so I believe it is appropriate that Wellington business Owners are given the opportunity to access this funding.

To investigate the extension of this program to Wellington, I request the CEO compile a report to be presented to the February 2020 ordinary Meeting of Council.

RECOMMENDATION

- 1. That the CEO be requested to prepare a report investigating the extension of the Neighbourhood Shopping Precinct CCTV Financial Assistance Program to include Wellington businesses.**
- 2. That the report be presented to Council in March 2020.**

Councillor Ben Shields
Mayor



MAYORAL MINUTE: Request to Federal Government to implement free postage program for regional retailers

AUTHOR: Mayor
REPORT DATE: 17 January 2020
TRIM REFERENCE: ID20/16

To the Council
Ladies and Gentlemen

Office of the Mayor
Civic Administration Building
Church Street, Dubbo

The success and demand for the recent free postage program offered by Dubbo Regional Council to local small businesses has demonstrated a need for a similar program at a national level.

The economies in drought-affected towns and cities are struggling so much and while tourism is providing some assistance, it is not enough. Similarly, communities in bushfire-affected areas of NSW, Victoria and South Australia will also need help to get their economies back on track.

The Buy from the Bush campaign has done a fantastic job of providing a wider audience for struggling retailers and showed there is an appetite from customers to support a deserving cause. However postage is still a challenge for businesses. Those who offer free postage are seeing those costs eat into their profit margin, while businesses that don't offer free postage find themselves appearing less competitive.

Council implemented a platform for free postage for retailers in the lead-up to normal Christmas spending in 2019 as a way to provide relief for small businesses to encourage them to look to wider markets and as a compliment to the Buy Local or Bye Local campaigns that had been in market in previous months.

Between 21 November and 5 December, Council provided \$7,268 in funding to participating retailers to allow them to offer free postage on items, encouraging them to be part of the Buy from the Bush phenomenon and hit a wider market. Almost 800 parcels were shipped during this time to almost every state in Australia.

I believe there is a genuine need for the government to roll out a similar scheme. While it is not possible for local councils to fund such a program themselves over a long period of time, the federal government's ownership of Australia Post would make it more practical and achievable.

"If the government was able to run a similar promotion on a larger scale, it might boost patronage of great regional small businesses, open them up to a new customer base and

help them get through until the drought is over.

I recently wrote to Mark Coulton on this issue and have asked him to urge his government to consider such a proposal. Based on the response to Council's program, I believe it could assist the fantastic small businesses to market their products and boost their patronage. This could be enough to help them get through the current drought and help communities recover quicker once the drought breaks.

RECOMMENDATION

That the Mayoral Minute be noted.

Councillor Ben Shields
Mayor



DUBBO REGIONAL
COUNCIL

MAYORAL MINUTE: Community Support Based Procurement Policy

AUTHOR: Mayor
REPORT DATE: 20 January 2020
TRIM REFERENCE: ID20/19

To the Council
Ladies and Gentlemen

Office of the Mayor
Civic Administration Building
Church Street, Dubbo

With the national Buy from the Bush campaign, Council's free local postage promotion as well as our own #buylocalorbyelocal campaign in Wellington, there is a renewed focus on supporting our local businesses.

I believe that our community is expecting Council to be supporting local businesses.

Dubbo Regional Council's current Local Purchasing Policy has had a mixed success rate. The current Policy is that 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 eligible suppliers quotation/tender for the purpose of price comparison only.

I believe that Dubbo Regional Council should always be striving to be the absolute best in its field. Therefore we need to be continually reviewing our local purchasing policy to make sure its practical, up to date as well as leading the way.

To do this I'm proposing that the CEO undertake review that includes a consultation process of our local community.

RECOMMENDATION

- 1. That the CEO be requested to review the Community Support Based Procurement Policy with a view to strengthening Council's commitment to buy local.**
- 2. That the review include a community consultation process.**
- 3. That such a report be presented to the Council in July 2020.**

Councillor Ben Shields
Mayor



DUBBO REGIONAL
COUNCIL

REPORT: Building Summary - December 2019

AUTHOR: Director Development and
Environment
REPORT DATE: 15 January 2020
TRIM REFERENCE: ID20/10

EXECUTIVE SUMMARY

Information has been prepared on the statistics of the number of dwellings and residential flat buildings approved in the Dubbo Regional Council Local Government Area and statistics for approved Development Applications for the information of Council.

Appendix 1 includes data relating to the former Dubbo LGA prior to the current financial year and the combined housing figures for Dubbo Regional Council for the current financial year. **Appendices 2 to 5** also include the retrospective figures for the combined LGA.

All development applications, construction certificates and complying development certificates can be tracked online at <https://planning.dubbo.nsw.gov.au/Home/Disclaimer>

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

That the report from the Director Development and Environment dated 15 January 2020 be noted.

Stephen Wallace
Director Development and Environment

REPORT

Provided for information are the latest statistics (as at the time of production of this report) for Development Applications for Dubbo Regional Council.

1. Residential Building Summary

Dwellings and other residential developments approved during December 2019 were as follows:

December 2019

Dwellings	14
Other residential development	6
(No. of units)	10

For consistency with land use definitions included in the Local Environmental Plan, residential development has been separated into 'Dwellings' and 'Other residential development'. 'Other residential development' includes dual occupancies, secondary dwellings, multi-unit and seniors living housing.

These figures include Development Applications approved by private certifying authorities (Complying Development Certificates).

A summary of residential approvals for the former Dubbo City Council area since 2011-2012 is included in **Appendix 1** however, it should be noted that the figures from July 2017 onwards include the approvals within the former Wellington Local Government Area as a consequence of the commencement of the merged application system.

2. Approved Development Applications

The total number of approved Development Applications (including Complying Development Certificates) for December 2019 and a comparison with figures 12 months prior and the total for the respective financial years, are as follows:

	<u>1 December 2019 – 31 December 2019</u>	<u>1 July 2019 – 31 December 2019</u>
No. of applications	45	387
Value	\$9,003,173	\$83,749,352
	<u>1 December 2018 – 31 December 2018</u>	<u>1 July 2018 – 31 December 2018</u>
No. of applications	47	404
Value	\$42,000,179	\$142,803,980

A summary breakdown of the figures is included in **Appendices 2-5**.

3. Online Application Tracking

All development applications, construction certificates and complying development certificates are tracked online and can be accessed at any time. A link is available on Councillor iPads for assistance (<https://planning.dubbo.nsw.gov.au/Home/Disclaimer>).

What information is available?

- All development applications, construction certificates and complying development certificates submitted from 1 November 2015 will provide access to submitted plans and supporting documents as well as tracking details of the progress of the application;
- More limited information is provided for applications submitted from 1 January 2001 to 31 October 2015; and
- Occupation certificates (where issued) are provided from 2010.

What information is not available?

- Application forms;
- Floor plans for residential dwellings;
- Documentation associated with privately certified applications; and
- Internal reports.

Councillors are welcome to contact me should they require further information in respect of outstanding Development Applications emanating from the online tracking system.

The information included in this report is provided for notation.

Appendices:

- 1 [↓](#) Building Summary - December 2019
- 2 [↓](#) Approved Applications - 1 December 2019 to 31 December 2019
- 3 [↓](#) Approved Applications - 1 December 2018 to 31 December 2018
- 4 [↓](#) Approved Applications - 1 July 2019 to 31 December 2019
- 5 [↓](#) Approved Applications - 1 July 2018 to 31 December 2018

STATISTICAL INFORMATION ON DWELLINGS AND MULTI UNIT HOUSING

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
2011/2012													
Dwellings	6	12	10	6	7	16	4	16	12	8	12	9	118
Flat Buildings	1	1	-	1	2	2	-	-	-	-	-	1	8
(No of units)	(14)	(2)	(-)	(1)	(4)	(3)	(-)	(-)	(-)	(-)	(-)	(16)	(40)
2012/2013													
Dwellings	3	7	14	13	9	3	9	9	13	13	15	13	121
Flat Buildings	4	6	-	-	1	9	-	-	1	-	2	-	23
(No of units)	(8)	(6)	(-)	(-)	(2)	(11)	(-)	(-)	(2)	(-)	(39)	(-)	(68)
2013/2014 (incl. private certifiers)													
Dwellings	23	17	25	20	14	15	19	10	18	14	19	14	208
Flat Buildings	-	1	1	-	-	1	4	2	1	2	-	3	15
(No of units)	(-)	(2)	(2)	(-)	(-)	(2)	(46)	(1)	(2)	(4)	(-)	(6)	(65)
2014/2015*													
Single dwellings	19	34	19	21	13	16	14	12	20	19	15	20	222
Multi unit housing	3	1	6	5	6	12	-	4	2	1	9	5	54
(No of units)	(6)	(2)	(31)	(50)	(6)	(21)	(-)	(87)	(4)	(1)	(25)	(10)	(243)
2015/2016*													
Single dwellings	27	20	26	19	21	26	19	14	16	17	17	22	244
Multi unit housing	6	8	8	4	1	3	3	3	3	5	3	8	55
(No of units)	(50)	(98)	(12)	(7)	(2)	(5)	(18)	(4)	(5)	(14)	(6)	(23)	(244)
2016/2017*													
Single dwellings	24	13	17	18	12	21	16	18	18	14	18	36	225
Multi unit housing	8	5	7	4	6	5	3	2	1	5	4	7	57
(No of units)	(10)	(10)	(13)	(7)	(10)	(16)	(6)	(75)	(2)	(8)	(13)	(14)	(184)
2017/2018* (Combined figures for Dubbo and Wellington former LGAs)													
Single dwellings	26	21	13	12	16	19	4	22	16	21	22	16	208
Multi unit housing	6	9	2	1	9	1	5	5	11	1	3	5	58
(No of units)	(11)	(16)	(3)	(2)	(16)	(2)	(8)	(5)	(23)	(2)	(3)	(9)	(100)
2018/2019* (Combined figures for Dubbo and Wellington former LGAs)													
Single dwellings	15	26	13	7	17	8	19	5	8	11	19	6	154
Multi unit housing	3	4	3	-	6	2	2	1	5	7	9	5	47
(No of units)	(4)	(7)	(5)	(-)	(11)	(29)	(4)	(1)	(12)	(25)	(15)	(10)	(123)

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL
2019/2020* (Combined figures for Dubbo and Wellington former LGAs)													
Single dwellings	16	11	8	18	27	14							94
Multi unit housing	4	4	3	4	11	6							32
(No of units)	(8)	(7)	(6)	(7)	(19)	(10)							(57)

* (Includes private certifiers and redefined land use categories based on LEP definitions)



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Print Date: 15/01/2020
 Print Time: 9:49:20AM

**Approved Development & Complying Development Applications
 by Dubbo Regional Council and Private Certifiers-Period 1/12/2019 - 31/12/2019**

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Dwelling - single	16	6,063,133	14	5,693,133	2	370,000	14	
Dwelling - Secondary/Dual Occ Dwelling	5	1,005,000	5	1,005,000			8	
Dwelling - Dual Occupancy, one storey	1	375,000	1	375,000			2	
Garage/Carport/Roofed Outbuildings	11	196,681	11	196,681				
Swimming Pool	2	66,000	2	66,000				
Office Building	1	20,000			1	20,000		
Hotels	1	60,000			1	60,000		
Infrastructure - Transport, Utilities	1	172,059	1	172,059				
Entertainment/Recreational Building	1	0	1					
Signs/Advertising Structure	1	75,000	1	75,000				
Home Business	1	0			1			
Tourism Development	1	655,000			1	655,000		
Subdivision - Residential	1	0						2
Subdivision - Other	1	5,000						
Miscellaneous	2	310,300	2	310,300				
Totals for Development Types	46	9,003,173						

Total Number of Applications for this period: 45

*** Note: There may be more than one Development Type per Development Application
 Statistics include applications by Private Certifiers

----- End of Report -----



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Print Date: 15/01/2020

Print Time: 9:53:03AM

**Approved Development & Complying Development Applications
 by Dubbo Regional Council and Private Certifiers-Period 1/12/2018 - 31/12/2018**

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Dwelling - single	8	2,156,434	6	1,930,084	2	226,350	6	
Dwelling- Transportable/Relocatable	2	513,000	2	513,000			2	
Dwelling - Secondary/Dual Occ Dwelling	1	600,000	1	600,000			2	
Garage/Carport/Roofed Outbuildings	15	289,110	12	178,620	3	110,490		
Fences/Unroofed Structures	1	44,000	1	44,000				
Swimming Pool	9	225,635	9	225,635				
Retail Building	2	2,000,000	1	1,600,000	1	400,000		
Retail & Residential Building	1	34,987,150	1	34,987,150			27	
Infrastructure - Transport, Utilities	1	185,350	1	185,350				
Health Care Facility - Other	1	450,000	1	450,000				
Demolition	2	44,000	2	44,000				
Home Business	1	5,000	1	5,000				
Change of Use - Commercial	2	350,500			2	350,500		
Parks/Reserves	1	90,000	1	90,000				
Subdivision - Residential	1	0						27
Miscellaneous	1	60,000	1	60,000				
Totals for Development Types	49	42,000,179						

Total Number of Applications for this period: 47

*** Note: There may be more than one Development Type per Development Application
 Statistics include applications by Private Certifiers

----- End of Report -----



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Print Date: 15/01/2020

Print Time: 9:54:19AM

**Approved Development & Complying Development Applications
 by Dubbo Regional Council and Private Certifiers-Period 1/07/2019 - 31/12/2019**

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Dwelling - single	124	37,389,396	103	35,332,979	21	2,056,417	103	
Dwelling- Transportable/Relocatable	1	269,100	1	269,100			1	
Dwelling - Secondary/Dual Occ Dwelling	27	6,632,169	27	6,632,169			46	
Dwelling - Dual Occupancy, one storey	11	4,445,000	11	4,445,000			20	
Dwelling - Dual Occupancy, >one storey	1	795,625	1	795,625			2	
Garage/Carport/Roofed Outbuildings	104	1,658,951	88	1,321,937	16	337,014		
Fences/Unroofed Structures	5	51,500	5	51,500				
Swimming Pool	39	1,180,145	39	1,180,145				
Office Building	9	1,502,000	3	1,110,000	6	392,000		
Retail Building	9	3,525,014	2	1,900,000	7	1,625,014		
Hotels	2	95,000			2	95,000		
Hostels, Boarding House	1	10,000			1	10,000		
Factory/Production Building	4	2,050,000	3	1,570,000	1	480,000		
Warehouse/storage	4	2,047,000	4	2,047,000				
Infrastructure - Transport, Utilities	6	416,493	3	233,480	3	183,013		
Health Care Facility - Other	1	15,000	1	15,000				
Educational Building	2	4,500,000	1	4,500,000	1			
Entertainment/Recreational Building	2	119,632	1		1	119,632		
Community/Public Building	4	900,000	2	700,000	2	200,000		
Signs/Advertising Structure	6	209,300	5	186,500	1	22,800		
Demolition	5	83,109	2		3	83,109		
Home Business	2	0			2			

**Approved Development & Complying Development Applications
by Dubbo Regional Council and Private Certifiers-Period 1/07/2019 - 31/12/2019**

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Change of Use - Commercial	11	283,120	5	21,800	6	261,320		1
Tourism Development	1	655,000			1	655,000		
Subdivision - Residential	15	11,610,000	3	1,070,000				18
Subdivision - Commercial	3	2,055,898						2
Subdivision - Industrial	1	5,600						
Subdivision - Rural	2	0						6
Subdivision - Other	1	5,000						
Miscellaneous	5	1,240,300	5	1,240,300				
Totals for Development Types	408	83,749,352						

Total Number of Applications for this period: 387

*** Note: There may be more than one Development Type per Development Application
Statistics include applications by Private Certifiers

----- End of Report -----



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Print Date: 15/01/2020
 Print Time: 9:55:53AM

**Approved Development & Complying Development Applications
 by Dubbo Regional Council and Private Certifiers-Period 1/07/2018 - 31/12/2018**

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Dwelling - single	121	37,273,990	98	34,646,371	23	2,627,619	98	
Dwelling- Transportable/Relocatable	3	649,333	3	649,333			3	
Dwelling - Secondary/Dual Occ Dwelling	9	3,079,523	9	3,079,523			14	
Dwelling - Dual Occupancy, one storey	10	4,213,000	10	4,213,000			19	
Medium Density Res - one/two storeys	1	475,000	1	475,000			4	
Garage/Carport/Roofed Outbuildings	103	1,727,808	97	1,582,718	6	145,090	1	
Fences/Unroofed Structures	9	312,620	9	312,620				
Swimming Pool	61	1,644,635	60	1,614,730	1	29,905		
Office Building	3	1,181,385			3	1,181,385		
Retail Building	12	7,653,500	4	6,326,000	8	1,327,500		
Hotels	2	960,000			2	960,000		
Retail & Residential Building	1	34,987,150	1	34,987,150			27	
Factory/Production Building	2	1,114,037	2	1,114,037				
Warehouse/storage	7	4,150,500	5	3,970,500	2	180,000		
Infrastructure - Transport, Utilities	9	1,168,896	5	1,005,350	4	163,546		
Health Care Facility - Hospital	1	74,700			1	74,700		
Health Care Facility - Other	2	450,000	2	450,000				
Educational Building	4	2,014,592			4	2,014,592		
Entertainment/Recreational Building	2	193,000			2	193,000		
Community/Public Building	2	1,840,000	2	1,840,000				
Signs/Advertising Structure	6	104,050	5	99,050	1	5,000		
Demolition	6	154,000	4	114,000	2	40,000		

**Approved Development & Complying Development Applications
by Dubbo Regional Council and Private Certifiers-Period 1/07/2018 - 31/12/2018**

Development Type	Number of Applications	Est. \$	New Developments	Est. \$	Additions and Alterations	Est. \$	New Dwellings	New Lots
Home Business	1	5,000	1	5,000				
Change of Use - Commercial	4	382,500	1	7,000	3	375,500		
Change of Use - Industrial	2	15,000	2	15,000				
Agricultural Development	2	200,000	2	200,000				
Tourism Development	4	11,732,261	3	11,732,261	1			
Parks/Reserves	1	90,000	1	90,000				
Subdivision - Residential	14	3,694,500	3	3,044,500				150
Subdivision - Commercial	2	250,000						6
Subdivision - Rural	5	6,000	1		1			2
Miscellaneous	8	21,007,000	8	21,007,000				
Totals for Development Types	419	142,803,980						

Total Number of Applications for this period: 404

*** Note: There may be more than one Development Type per Development Application
Statistics include applications by Private Certifiers

----- End of Report -----



REPORT: Investments Under Section 625 of the Local Government Act - December 2019

AUTHOR: Director Organisational Performance
REPORT DATE: 16 January 2020
TRIM REFERENCE: ID20/14

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 2019.

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 2019 has been accounted for on an accrual basis. This report details investments and annualised returns for the month of December 2019.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

FINANCIAL IMPLICATIONS

Interest earned on investments has been included within Council's 2019/2020 Operational Plan, with total income generated from the Investment Portfolio forecast to be in excess of \$4,500,000.

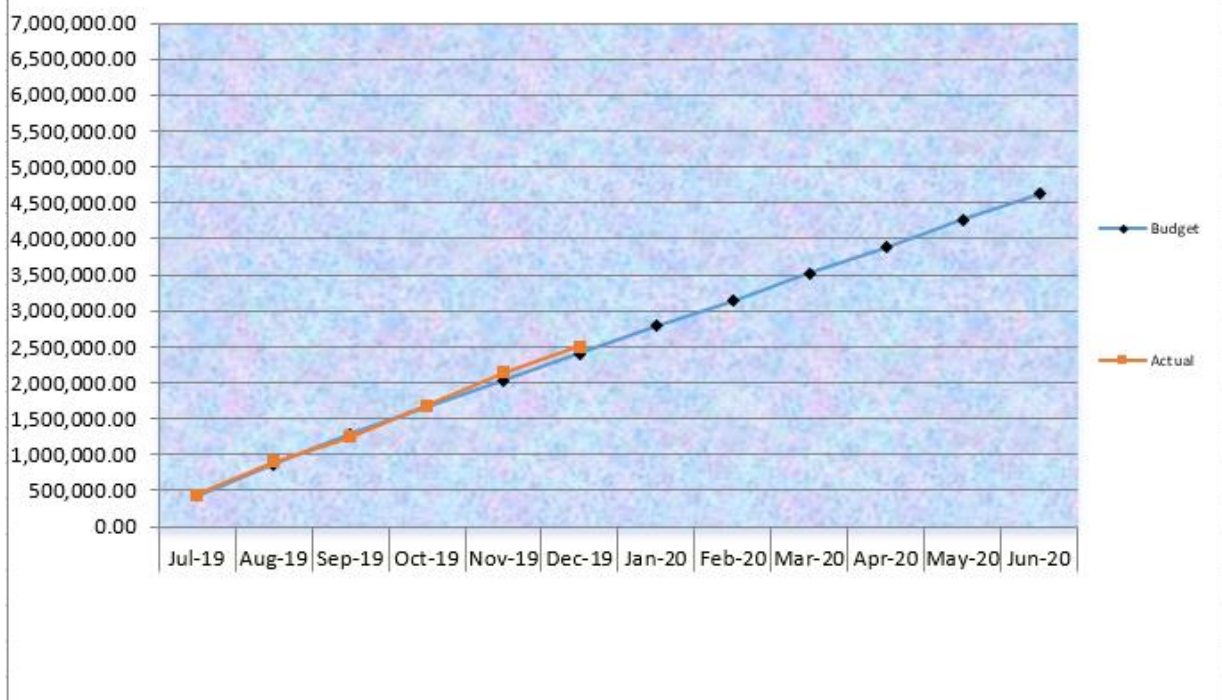
RECOMMENDATION

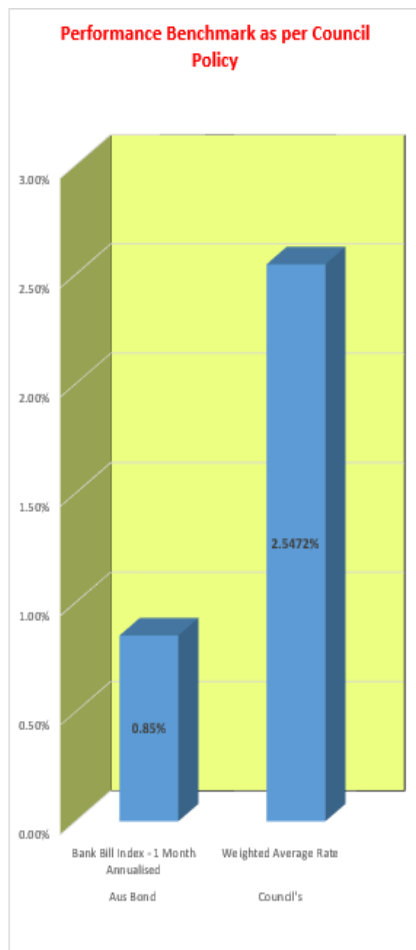
That the report from the Director Organisational Performance dated 16 January 2020 be noted.

Craig Giffin
Director Organisational Performance

December 2019				
	2020 Total 30/06/2019	2020 Current Maturity By 30/06/2020	2020 Non-Current Maturity After 30/06/2020	2020 Total 31/12/2019
Investments				
Cash & Cash Equivalents				
Cash on Hand and at Bank	\$28,700.00	\$28,700.00	\$0.00	\$28,700.00
Cash-Equivalent Assets (1)				
- Deposits At Call	\$47,102,168.31	\$17,485,638.14	\$0.00	\$17,485,638.14
Total Cash & Cash Equivalents	\$47,130,868.31	\$17,514,338.14	\$0.00	\$17,514,338.14
Investments (Note 6b)				
- Long Term Deposits > 3 Months	\$171,330,281.25	\$41,500,000.00	\$146,500,000.00	\$188,000,000.00
- NCD's and FRN's > 3 Months	\$14,000,599.09	\$500,000.00	\$10,500,599.09	\$11,000,599.09
- CDO's	\$0.00	\$0.00	\$0.00	\$0.00
Total Investments	\$185,330,880.34	\$42,000,000.00	\$157,000,599.09	\$199,000,599.09
TOTAL CASH ASSETS, CASH EQUIVALENTS & INVESTMENTS	\$232,461,748.65	\$59,514,338.14	\$157,000,599.09	\$216,514,937.23
(1) Those Investments where time to maturity (from date of purchase) is < 3 months				

Budget to Actual - Interest on Investments





Investment % Held as per Council Policy

Institution	\$ Invested	% Invested	% Allowable	\$ Allowable
Cash on Hand and at Bank	\$28,700	0.01%		
<i>Cash-Equivalent Assets</i>				
NAB - Sweep Account	\$17,485,638	8.08%	100.00%	\$216,514,937
<i>Direct Investments</i>				
AMP	\$0	0.00%	20.00%	\$43,302,987
Bank of Queensland	\$22,500,000	10.39%	10.00%	\$21,651,494
Bendigo & Adelaide Bank	\$17,500,000	8.08%	10.00%	\$21,651,494
CBA	\$9,000,000	4.16%	30.00%	\$64,954,481
Macquarie Credit Union	\$1,000,000	0.46%	1.00%	\$2,165,149
NAB	\$51,000,000	23.55%	30.00%	\$64,954,481
St George	\$32,000,000	14.78%	30.00%	\$64,954,481
Suncorp	\$3,000,539	1.39%	20.00%	\$43,302,987
Westpac	\$60,500,000	27.94%	30.00%	\$64,954,481
TOTAL DIRECT INVESTMENTS	\$196,500,539	90.76%		
<i>Grandfathered Investments</i>				
Newcastle Permanent Building Society	\$2,500,000	1.15%		Rated BBB
TOTAL GRANDFATHERED INVESTMENTS	\$2,500,000	1.15%		
TOTAL CASH ASSETS, CASH EQUIVALENTS & INVESTMENTS	\$216,514,937	100.00%		

SUMMARY

Council outperformed the 11am Official Cash Rate market benchmark for 1 a month annualised return of 0.75%, with a return of 1.15% for its At Call investments for the month of December 2019. Council also outperformed the 1 month annualised Bloomberg AusBond Bank Bill Index of 0.85% for the month, with an average annualised return of 2.55% for its overall portfolio return, including an average on Term Deposits and Floating Rate Notes of 2.64%.



REPORT: Payment of Expenses and Provision of Facilities for the Mayor and Councillors - results of Public Exhibition

AUTHOR: Chief Executive Officer
REPORT DATE: 19 December 2019
TRIM REFERENCE: ID19/1699

EXECUTIVE SUMMARY

Section 252 of the Local Government Act requires Council to adopt a policy concerning the payment of expenses and provision of facilities for the Mayor and Councillors in relation to carrying out their duties in civic office. Council adopted a Policy concerning the payment of expenses and provision of facilities for the Mayor and Councillors at its April 2018 Ordinary meeting. A review was undertaken and at its Culture Economy and Corporate Committee meeting held 11 November 2019, Council resolved (CEC19/7):

"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 Chief Executive Officer dated 30 October 2019, be placed on Public Exhibition for a period of twenty eight (28) days inviting the public to make submissions."

The draft policy was placed on public exhibition for a period of twenty eight (28) days which closed on 15 December 2019 seeking submissions from the public. No submissions were received during the public exhibition period.

Accordingly, the policy (attached as **Appendix 1**) is submitted with a recommendation for adoption.

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 will form the Council Policy titled Payment of Expenses and Provision of Facilities for the Mayor and Councillors.

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 Chief Executive Officer dated 19 December 2019, be adopted.

Michael McMahon
Chief Executive Officer

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 had adopted such a policy at its Ordinary meeting held 23 October 2017 however a further review was undertaken to amend certain sections of the Policy. At the Culture Economy and Corporate Committee meeting held 11 November 2019, it was resolved:

“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 Chief Executive Officer dated 30 October 2019, be placed on Public Exhibition for a period of twenty eight (28) days inviting the public to make submissions”

In accordance with Council’s resolution of 11 November 2019, the draft policy was placed on public exhibition inviting submissions from the public. No submissions were received as a result of this exhibition period.

Accordingly, it is recommended that the policy for the Payment of Expenses and Provision of Facilities for the Mayor and Councillors as attached as **Appendix 1** to the report of the Chief Executive Officer dated 19 December 2019, be adopted.

Appendices:

[1](#) Payment of Expenses and Provision of Facilities Policy - November 2019



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

November 2019

Document Revision History	
Description	Date
Adopted by Council for the purpose of public exhibition	28 August 2017
Adopted by Council	23 October 2017
Adopted by Council for the purpose of public exhibition	26 February 2018
Adopted by Council	23 April 2018
Draft to be considered by Council	11 November 2019
Notes	

DUBBO REGIONAL COUNCIL

POLICY

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

TABLE OF PROVISIONS

PART 1 – INTRODUCTION

- 1.1 Introduction
- 1.2 Purpose of this Policy
- 1.3 Legislative Provision
- 1.4 Relationship to Annual Fees
- 1.5 Code of Conduct

PART 2 – FACILITIES FOR MAYOR AND COUNCILLORS

- 2.1 Mayor
- 2.2 Councillors
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PART 6 – ANNUAL FEES – MAYOR AND COUNCILLORS

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- 7.1 Approval, payment and reimbursement arrangements
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- 7.3 Reimbursement
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- 7.5 Notification
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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 Mayor and Councillors 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 including the provision of a computer and software packages that enable email and internet services.
- 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, meetings 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 15,000km or 12 months, whichever occurs first noting that the vehicle shall be changed over immediately following each Mayoral election when there is a change of Mayor.
- 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 Provision to the Mayor for access to the Qantas Lounge when using Qantas flights and travelling on Council related business.
- 2.1.6 A mobile telephone for which all expenses are paid but which is to be used exclusively for Council and Civic duties.
- 2.1.7 Reasonable expenses for the Mayor and partner/accompanying person to attend on behalf of Council in the office of Mayor on official (including conferences) or legal occasions including travel, accommodation subsistence and the like. Attendance at local functions (excluding conferences as defined in Clause 3.1) by the Mayor and partner/accompanying person shall be paid by Council.
- 2.1.8 If the Mayor so chooses, a credit card facility and a transportation services charging facility to be used for expenses incurred in the pursuit of official Council business. The credit card facility is to be used in situations where it is not possible to go through Council's normal procedure for the ordering and/or payment of goods and services.
- 2.1.9 An allocated carparking space adjacent to the Dubbo Civic Administration Building and secure parking at the Dubbo City Regional Airport (where necessary).
- 2.1.10 Provision of appropriate Council branded clothing including, but not limited to, blazer, jacket, polo shirt or t-shirt as approved by the Chief Executive Officer.

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

Payment of Expenses and Provision of Facilities
For the Mayor and Councillors (ED19/162552)

7

- 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.

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

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

- 2.2.3 Suitable stationery supplies.

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

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

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

- 2.2.5 Preparation of media material for the Mayor in respect of Council activities and for the chairpersons of Council's Development and Environment; Infrastructure and Liveability; and Culture, Economy and Corporate Committees in respect of Committee issues.

- 2.2.6 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.

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

- 2.2.9 Provision of appropriate Council branded clothing including, but not limited to, blazer, jacket, polo shirt or t-shirt as approved by the Chief Executive Officer.
- 2.2.10 An appropriate space for Councillors be provided Monday to Friday 8am – 8pm to allow them to meet with ratepayers.

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 Chief Executive Officer 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 Chief Executive Officer. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the Councillor lives more than 50km from the meeting location.</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

DUBBO REGIONAL COUNCIL | Councillors' Notebook

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

<p>Use of private motor vehicle</p>	<p>Actual</p>	<p>Per km allowance as defined in the Local Government (State) Award 2017 for those km outside the Dubbo Regional Council local government area.</p>	<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 kilometres outside the Dubbo Regional Council Local Government Area only.</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, that an invitation has been received and provide a copy of the invitation to Administration Officer – Mayor 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, of his decision. 4. Council's Administration Officer – Mayor, will RSVP to the host of the invitation advising who shall attend on behalf of Council. 5. Council's Administration Officer – Mayor, 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 Chief Executive Officer 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 Chief Executive Officer. In assessing a Councillor request, the Chief Executive Officer must consider factors including the:

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

Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the Chief Executive Officer with any necessary bookings to be made through the Chief Executive Officer's office. 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 Chief Executive Officer 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	Chief Executive Officer 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	Chief Executive Officer 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	Chief Executive Officer or nominee and the Director Economic Development and Business
Local Government Women's Conference	Two Councillors and alternate Councillors determined by the Council	Chief Executive Officer or nominee
Local Government Aboriginal Network Conference	Two Councillors and alternate Councillors determined by the Council	Chief Executive Officer or nominee
Australian Local Government Association Conference	Mayor, or his nominee	Chief Executive Officer or nominee

Councillors may attend other conferences with the approval of Council.

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 Chief Executive Officer.
- (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 Chief Executive Officer outlining the:

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

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

3.5 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 Chief Executive Officer;
 - (vii) gifts taken - If it is appropriate that gifts be required for presentations, Council will provide items as determined by the Chief Executive Officer.
 - (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 Executive Manager Governance and Internal Control having regard to appropriateness of the claim and regard to budget allocations. The Chief Executive Officer will then authorise the claim approval form.

3.12 Disputes Resolution

Any dispute relating to the administration of this Policy must be made in writing to the Chief Executive Officer detailing the grounds for the dispute.

Any such disputes will be referred to the next scheduled Ordinary Meeting of the Council for determination and resolution.

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 Chief Executive Officer to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.

- 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 Chief Executive Officer is necessary to clarify the Councillor's responsibilities in the performance of his/her duties will be provided and paid for by Council.

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.

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. The protection extends to the estate and heirs of a deceased 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 Chief Executive Officer 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 Chief Executive Officer for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

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 Chief Executive Officer.

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 Chief Executive Officer for assessment against this policy using the prescribed form with sufficient information and time to allow for the claim to be assessed and processed.
- 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 Chief Executive Officer. The Chief Executive Officer 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 Outside of DRC Boundaries:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total distance claimable: _____ 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 _____ EXECUTIVE MANAGER GOVERNANCE AND
INTERNAL CONTROL

Payment Authorised _____ CHIEF EXECUTIVE OFFICER

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 EXECUTIVE MANAGER GOVERNANCE AND INTERNAL
CONTROL 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: _____
Chief Executive Officer



REPORT: Dubbo Regional Sports Council - Playing Field Improvement Fund - Dubbo Rugby Club

AUTHOR: Recreation Coordinator
REPORT DATE: 8 January 2020
TRIM REFERENCE: ID20/3

EXECUTIVE SUMMARY

The Dubbo Regional Sports Council Playing Field Improvement Fund is administered by the Dubbo Regional Sports Council. Twenty five percent (25%) of the sporting organisation fees collected by Council, are contributed to the Playing Field Improvement Fund which is held in a Restricted Asset account. As of 31 December 2019 \$111,727 remains in the Playing Field Improvement Fund restricted asset.

An application for \$3,399 from the Playing Field Improvement Fund has been submitted by the Dubbo Rugby Club to assist with the purchase of three portable grand stands for Victoria Park No. 1 Oval. The Dubbo Rugby Club have indicated they will contribute \$3,399 of their own funds towards the project and have applied for a further \$6,798 in grant funding.

The Dubbo Regional Sports Council Management Committee met on 3 December 2019, at Dubbo Regional Council where the application from Dubbo Rugby Club for the Playing Field Improvement Fund was tabled. The Dubbo Regional Sports Council Management Committee endorsed the Dubbo Rugby Club application for \$3,399 with the provision that the club is successful with sourcing \$6,798 in additional grant funding.

It is recommended that the Dubbo Regional Sports Council Playing Field Improvement Fund application from Dubbo Rugby Club, as endorsed by the Dubbo Regional Sports Council Management committee be adopted by Council.

Furthermore, it is recommended the Dubbo Rugby Club be notified of the outcome.

FINANCIAL IMPLICATIONS

The 9.07 Recreation Planning and Programs – Playing Field Improvement Fund will be reduced by \$3,399.

POLICY IMPLICATIONS

Allocating monies from the Playing Field Improvement Fund is in keeping with the *Community Strategic Plan*, 5.5 “The community has the opportunity to participate in a diverse range of lifestyle, sporting and passive recreational pursuits”; and 5.5.2 “quality passive and active open space is located to maximise access and use by the community”.

RECOMMENDATION

- 1. That the report from the Recreation Coordinator dated 8 January 2020 be noted.**
- 2. That the Dubbo Rugby Club, Dubbo Regional Sports Council Playing Field Improvement Fund application for \$3,399 be approved with the provision grant funding be sourced to achieve the total fund required for the project; and the club be formally notified of the outcome of their application.**

Tracey Whillock
Recreation Coordinator

BACKGROUND

The Dubbo Regional Sports Council Playing Field Improvement Fund is administered by the Dubbo Regional Sports Council. Twenty five percent (25%) of the sporting organisation fees collected by Council, are contributed to the Playing Field Improvement Fund which is held in a Restricted Asset account. As of 31 December 2019 \$111,727 remains in the Playing Field Improvement Fund restricted asset.

REPORT

Dubbo Regional Sports Council received a Playing Field Improvement Fund application from Dubbo Rugby Club.

Dubbo Rugby Club submitted the application to purchase portable grand stands for Victoria Park No. 1 Oval. Previously the club borrowed portable grandstands from the Dubbo Showground however these are no longer available to utilise and there were WHS issues identified with the transportation of the stands from the showground to the oval.

Dubbo Rugby Club have indicated they will contribute \$3,399 of their own funds and have applied for grant funding for the remaining \$6,798.

The Dubbo Regional Sports Council Management Committee met on 3 December 2019, at Dubbo Regional Council where the application for funds through the Playing Field Improvement Fund was tabled. The Dubbo Regional Sports Council management Committee determines that the application had merit and met the criteria.

The committee endorsed the Dubbo Regional Sports Council Playing Field Improvement Fund application by Dubbo Rugby Club for \$3,399 for the purchase of portable grand stands for Victoria Park No. 1 Oval with the provision \$6,798 grant funding be successfully sourced to contribute to the project.

SUMMARY

With the Dubbo Regional Sports Council Management Committee endorsing the Playing Field Improvement Fund Application received from the Dubbo Rugby Club, it is recommended that the application be adopted by Council and the club notified of the outcome.



**REPORT: Naming of private road in 17 lot
community title subdivision - 40-52
Morgan Street, Dubbo**

AUTHOR: LIS and E-Services Coordinator
REPORT DATE: 16 January 2020
TRIM REFERENCE: ID20/11

EXECUTIVE SUMMARY

Dubbo Regional Council has received a request from the developer, 35 Latitude, to name the private road to be constructed as part of Development Consent D2015/212 for a 17 lot community title subdivision located on various lots with the addressing of 40-52 Morgan Street, Dubbo.

Naming of the private road will allow the approved multi-dwelling housing to have a unique address, which will assist the property owners, but more importantly the emergency services being able to be locate the property in a timely manner.

FINANCIAL IMPLICATIONS

The cost of the provision of the blade sign including installation would be met by the developer.

POLICY IMPLICATIONS

The proposed private road name has been considered in accordance with Council's Policy 'Naming of Thoroughfares and Other Geographical Features within the City of Dubbo' and the Geographical Names Board 'NSW Addressing Policy'.

RECOMMENDATION

- 1. That the name proposed by the developer 'Callistemon Crescent' be approved by Council.**
- 2. That the approved names be advertised and government authorities notified in accordance with Section 162 of the Roads Act 1993 and the Roads Regulation 2008.**
- 3. That the developer be advised accordingly once approval under the Roads Regulation 2008 has been given.**

Kim Edwards
LIS and E-Services Coordinator

REPORT

A request was received from the developer, 35 Latitude, to name the private road to be constructed as part of development consent D2015/212.

The development is a 17 lot community title subdivision with multi-dwelling housing located on Lot 8 DP15685, Lot 1 DP12828, Lots A and B DP388543, Lots 24 and 25A DP398 and Lot 11 DP15685, with the addressing of 40-52 Morgan Street, Dubbo.

The map shown below in Figure 1 shows the area of development whilst the approved subdivision plan with multi-dwelling housing and the private road to be constructed is shown in Figure 2.

Figure 1:



Figure 2:



Naming the private road (common property – Lot 1) will allow the 27 multi-dwelling houses, that will be built in this subdivision, to be numbered in accordance with Australian Standard - AS/NZS 4819-2011: Rural and Urban Addressing, with a logical, unique, authoritative and geocoded, property address.

The addressing will assist the property owners, but more importantly emergency services ensuring they are able to locate the property in a timely manner.

The developer has requested that the private road be named ‘Callistemon Crescent’ (origin – a plant of a genus of shrubs that comprises bottlebrushes).

SUMMARY

The proposed road name ‘Callistemon Crescent’ is in keeping with Council’s Policy ‘Naming of Thoroughfares and Other Geographical Features within the City of Dubbo’ and the Geographical Names Board ‘NSW Addressing Policy’. Accordingly, approval of the road name as proposed is recommended.



REPORT: Review of remuneration for independent members of the Audit and Risk Management Committee

AUTHOR: Internal Auditor
REPORT DATE: 17 January 2020
TRIM REFERENCE: ID20/15

EXECUTIVE SUMMARY

The Audit and Risk Management Committee consists of one Councillor member and two independent members appointed by Council. The Audit and Risk Management Committee Charter provides that the independent members of the committee are remunerated and the remuneration of the independent members should be reviewed annually.

The State Government is currently reviewing all aspects of Audit Committees under the Section 23A Guidelines and is expected to include either, recommended or prescribed remuneration rates for independent members when it finalises the regulations and guidelines.

The rates currently paid by Dubbo Regional Council appear to be comparable with rates paid by other similar Councils. It is recommended that Council does not adjust its rates at this time, and reconsider the matter after the State Government makes its final position clear.

FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

POLICY IMPLICATIONS

There are no policy implications arising from this report.

RECOMMENDATION

- 1. That the information in the report of the Internal Auditor of 17 January 2020 be noted.**
- 2. A further report be prepared on the remuneration of the Audit and Risk Management Committee following the State Government review.**

Peter Browne
Internal Auditor

BACKGROUND

Audit Committees are given a variety of names in Local Government. They are considered a normal part of governance structures and it is standard practice to include experts in audit, risk and governance in the membership. Dubbo Regional Council has had an Audit and Risk Management Committee since its inception. Wellington Council and the former Dubbo City Council both had Audit Committees prior to amalgamation.

The current Audit and Risk Management Committee Charter was resolved by the Economic Development, Business and Corporate Committee on 13 March 2018. The Charter provides that the independent members should be remunerated and that the remuneration should be reviewed annually. Where a change is considered appropriate, the matter is referred to Council for consideration (clause 4.5).

The State Government intends to make Audit Committees compulsory for all Councils. Details of the proposed requirements are included in the Business Paper of the Ordinary meeting of 25 November 2019 (at page 186).

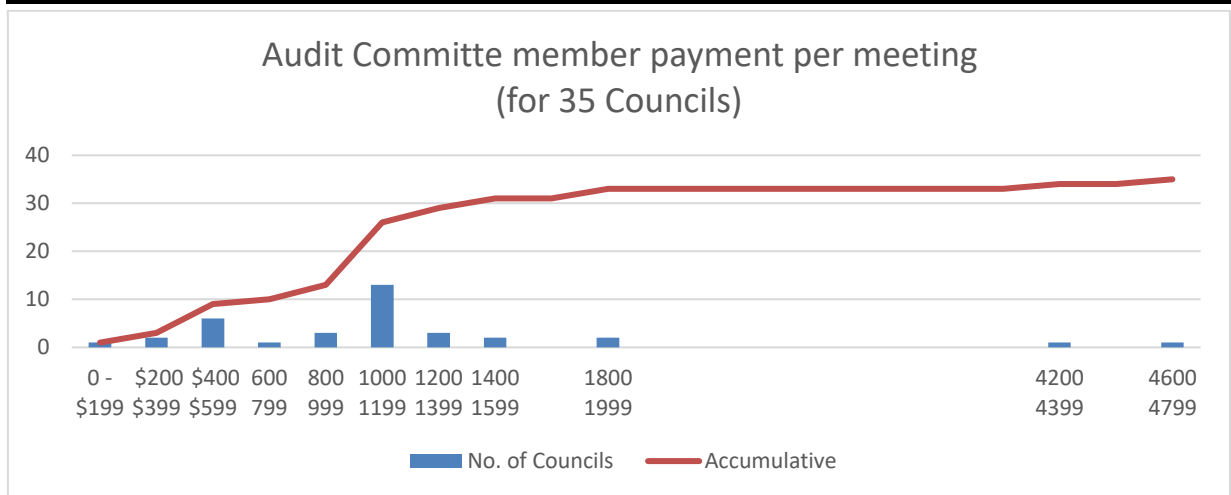
REPORT

Enquires were made to various NSW Councils in order to obtain an indication of how Dubbo Regional Council rates compare. This was an informal collection of data and it does not include all Councils.

The table below compares what different Councils pay an ordinary independent (non-councillor) member per meeting. It should be noted that the two highest paying Councils are City of Sydney and Central Coast Councils; data from these councils is not indicative for Dubbo Regional Council given the difference in location and population. The majority of Council's contacted pay the chairperson a fixed annual fee and pay other non-councillor members a fee per meeting; some pay travel costs as a separate component. Where payment is made for travel or it is an annual payment, this has been adjusted to what an equivalent fixed fee per meeting would be.

Although the data is presented as a per meeting figure, it includes all travel, research, consultation and any other activity that might be relevant to performing the duties of an Audit Committee member. Of the 35 Councils that we have data for, 13 Councils pay between \$1,000 and \$1,199 per meeting. The average (mean) payment is \$1,133 and the median payment is \$1,025. Payment to the chairperson tends to be 20% to 30% above the payment to other independent members.

Dubbo Regional Council currently pays its Independent Member \$900 per meeting (plus GST) and its Independent Chairperson \$1,100 per meeting. This is marginally below the calculated average but sufficiently close that the difference could be due to not having a full set of statistics.



In its recent discussion paper on Audit and Risk Management, the Office of Local Government indicates it believes an appropriate remuneration for a member of an audit committee for a Council of our size is \$1,600 per meeting. However, as can be seen from the above graph, most Councils do not currently share that view. The Office of Local Government discussion paper also envisages a greater role for Audit, Risk and Improvement Committees (as it calls them) than currently applies at Dubbo Regional Council.

It is likely that the role of the Audit and Risk Management Committee will be increased at some time between July 2020 and March 2021 following the State Government review. It is suggested that reviewing the payments to independent members would be more appropriately at that time.