



# AGENDA

## INFRASTRUCTURE, COMMUNITY AND RECREATION COMMITTEE

### 19 FEBRUARY 2018

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

The meeting is scheduled to commence at .

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

**ICRC18/22 TENDER - SUPPLY AND INSTALLATION OF PLAYGROUND EQUIPMENT AT DUBBO REGIONAL BOTANIC GARDEN (T17-045) (ID18/232)**

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

**ICRC18/23 TENDER FOR THE DESIGN, SUPPLY AND INSTALLATION OF A WATER PLAY AREA AT THE DUBBO AQUATIC LEISURE CENTRE - T17-033 (ID18/195)**

The Committee had before it the report dated 30 January 2018 from the Sporting Asset Coordinator regarding Tender for the Design, Supply and Installation of a Water Play Area at the Dubbo Aquatic Leisure Centre - T17-033.

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



**DUBBO REGIONAL  
COUNCIL**

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## **Report of the Infrastructure, Community and Recreation Committee - meeting 11 December 2017**

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

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The Committee had before it the report of the Infrastructure, Community and Recreation Committee meeting held 11 December 2017.

### **RECOMMENDATION**

**That the report of the Infrastructure, Community and Recreation Committee meeting held on 11 December 2017, be adopted.**



**REPORT**  
**INFRASTRUCTURE, COMMUNITY AND**  
**RECREATION COMMITTEE**  
**11 DECEMBER 2017**

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

**ALSO IN ATTENDANCE:**

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

Councillor S Lawrence assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.34pm.

**ICRC17/29 REPORT OF THE INFRASTRUCTURE, COMMUNITY AND RECREATION COMMITTEE - MEETING 20 NOVEMBER 2017 (ID17/2167)**

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

Moved by Councillor D Grant and seconded by Councillor J Ryan

**MOTION**

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

**CARRIED**

**ICRC17/30 MOGRIGUY AND WESTELLA ROADS - CRITERIUM AND ROAD RACES 2018  
DUBBO CYCLE CLUB SEASON (ID17/2174)**

The Committee had before it the report dated 5 December 2017 from the Senior Traffic Engineer regarding Mogriguy and Westella Roads - Criterium and Road Races 2018 Dubbo Cycle Club Season.

Moved by Councillor D Gumley and seconded by Councillor D Grant

**MOTION**

The Committee recommends:

1. That the application of the Dubbo Cycle Club Inc Racing Season 2018 between 1 January 2018 and 23 December 2018, be approved and undertaken in accordance with the Event and Traffic Management Plan as conditioned by the NSW Police Service and the following conditions of Dubbo Regional Council:
  - a. Criterium – Implementation of a temporary road closure of Tighe and Gills streets and part of Allen Road, on Monday or Friday afternoons between 5 pm and 8.30 pm or alternate Saturday afternoons between 1 pm and 5 pm or Sunday mornings between 7.30 am and 2 pm or Sunday afternoons between 2 pm and 5 pm during daylight saving hours.
  - b. Sheraton Road – The southern section of Sheraton Road for Junior Racing commencing at the 60/100km/h 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.
  - c. 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 2 pm.
  - d. 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 2.00 pm.
  - e. Wongarbron – Wongarbron/Westella roads - Short course, commencing in Barbigal Street 100 m north of Derribong Street for a distance of 15 km and return on Saturdays between 1 pm and 5 pm or Sundays between 8 am and 2 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 2 pm.
  - f. Benolong Road – Sprint course start and finish is on Nubingerie Road 1.2 km south of the Benolong Road intersection 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 2 pm.
  - g. 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 intersection of Hermitage Road, on Saturdays between 1 pm and

- 5 pm or Sundays between 8 am and 2 pm.
- h. 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 2 pm.
  - i. 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 2 pm.
  - j. 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 2 pm.
  - k. 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 2 pm.
  - l. 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 and on Sundays between 8 am and 2 pm.
  - m. 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 2 pm.
  - n. The approval for use of the roads will alternate between locations in accordance with the nominated block dates.
2. Dubbo Cycle Club racing events held on a Saturday afternoon will be undertaken so as not to clash with the Orana Veterans Cycle Club events.
  3. Dubbo Cycle Club shall provide a calendar of proposed race events at two (2) monthly intervals before commencement of the first event.
  4. Dubbo Cycle Club shall, following the uptake of development within the newly released industrial subdivision off Yarrandale Road north of Purvis Lane incorporating Allen Road and Tighe and Gill streets, liaise with the developer/businesses regarding any impacts or impediments that the criterium may have on operational functions or access and advise Council accordingly on such consultation and outcomes or contingencies developed to assist with the ongoing business and criterium activities.
  5. Submission of Traffic Control Plans to Council for approval to 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 AS1742.3 and the Road and Maritime Services NSW Guidelines for Bicycle Road Races and the Guide to Traffic Control at Worksites prepared by an accredited person.

6. 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:
  - Starting and finishing within a 60 km/h or less speed zone.
  - Assembled on the road carriageway immediately prior to a mass or staggered start.
  - Undertaking the turnaround movement.
  - Sprint to the finish line.
7. The NSW Police Service consent and conditions for bicycle races permit under the NSW Road Transport Act 2013 – Section 115 is required.
8. Council's Manager Governance and Risk 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 Service are specifically noted to be indemnified against any action resulting from the cycle race.
9. The applicant is to submit to Council all the appropriate documentation required accepting the above conditions before final approval is granted.
10. Approval is for a 12 month period commencing at the time final authorisation of all documentation is granted.

**CARRIED**

**ICRC17/31 COMMONWEALTH GAMES QUEEN'S BATON CONVOY AND BATON BEARER RELAY ROUTE DUBBO AND WELLINGTON (ID17/2175)**

The Committee had before it the report dated 5 December 2017 from the Senior Traffic Engineer regarding Commonwealth Games Queen's Baton Convoy and Baton Bearer Relay Route Dubbo and Wellington.

Moved by Councillor A Jones and seconded by Councillor K Parker

**MOTION**

The Committee recommends:

1. It is recommended that the Committee approve the implementation of the Event Management for the Commonwealth Games Queen's Baton Relay 2018 for Dubbo and Wellington in accordance with the Council prepared Traffic Management Plan and Traffic Control Plans (TM7154) attached to the report.
2. That Roads and Maritime Representative make enquiries with the RMS State Planning office with regard to the closure of the Mitchell Highway in Wellington for the rolling convoy and that Council be made aware of this advice.
3. That the Traffic Control Plans be updated on sheet 6 to place a No Left Turn sign on the LH Ford Bridge and sheet 8 to place End of Detour signs in all relevant areas.

**CARRIED**

**ICRC17/32 PROPOSED SCHOOL BUS ZONE - CENTRAL WEST LEADERSHIP ACADEMY  
WINGEWARRA STREET, DUBBO (ID17/2176)**

The Committee had before it the report dated 5 December 2017 from the Senior Traffic Engineer regarding Proposed School Bus Zone - Central West Leadership Academy Wingewarra Street, Dubbo.

Moved by Councillor K Parker and seconded by Councillor D Gumley

**MOTION**

**The Committee recommends:**

- 1. That a school bus zone be implemented in Wingewarra Street to facilitate the new Central West Leadership Academy within the Western Plains Cultural Centre in accordance with Council's Plan TM7170.**
- 2. That Council's Plan TM7170 be updated to remove the eastern disabled parking space and implement a bus zone 21 metres west from Gipps Street.**

**CARRIED**

**ICRC17/33 PROGRAMS ADDRESSING INTER-GENERATIONAL DISADVANTAGE IN  
REGIONAL CENTRES (ID17/2160)**

The Committee had before it the report dated 4 December 2017 from the Director Community and Recreation regarding Programs Addressing Inter-Generational Disadvantage in Regional Centres.

Moved by Councillor A Jones and seconded by Councillor J Diffey

**MOTION**

**The Committee recommends:**

- 1. That Council notes that the utilisation of the principles of 'collective impact' have been shown to empower successful social change and economic development programs in regional centres of Australia.**
- 2. That the draft policy document required to be put before Council's February 2018 Ordinary Meeting by the Social Justice and Crime Prevention Committee shall consider the endorsement of the collective impact model as the means to empower the community to determine its own priorities and objectives.**
- 3. That Council continue to work towards the goal that the community of Dubbo develops a common agenda for social change between residents, local business, not-for-profit groups, Non-Government Organisations (NGOs), educational organisations, faith based organisations, local, state and federal governments.**
- 4. That Council staff continue to provide Councillors with exposure and access to relevant industry experts, practitioners and government agencies as they relate to beneficial social change.**

**CARRIED**

**ICRC17/34 DUBBO FAMILY DAY CARE SCHEME-PROPOSED INCREASE IN FEES AND THE PROPOSED INTRODUCTION OF A FEE TO LEASE THE LEARNING ENVIRONMENT UNIT IN THE COLLEEN MONTGOMERY COTTAGE VICTORIA PARK DUBBO (ID17/2155)**

The Committee had before it the report dated 30 November 2017 from the Manager Social Services regarding Dubbo Family Day Care Scheme-proposed increase in fees and the proposed introduction of a fee to lease the learning environment unit in the Colleen Montgomery Cottage Victoria Park Dubbo.

Moved by Councillor J Ryan and seconded by Councillor D Grant

**MOTION**

**The Committee recommends:**

- 1. That the information contained within the report of the Manager Social Services dated 30 November 2017 be noted.**
- 2. That the Dubbo Family Day Care Scheme increase the Parent Administration Levy from the current figure of \$1.00/hour to \$1.75/hour by 1 July 2019. Such increase will be undertaken in .25 cents/hour blocks from 1 March 2018 to 1 July 2019 as detailed in Appendix 1 attached to this report.**
- 3. That the proposed charges be placed on public exhibition for a period of 28 days and a report detailing the outcome of public exhibition be brought to the February 2018 Ordinary meeting of Council.**
- 4. That the Dubbo Family Day Care Scheme lease the learning environment facilities located within the Coordination Unit on an as needs basis at a cost of \$20 per session from 1 February 2018. Educational resources located within the facility to be leased at \$10 per session from 1 February 2018 as detailed in Appendix 1 of this report.**
- 5. That the necessary action be taken to publicise the proposed increase in fees and the proposed fee to lease the learning environment facilities located within the facility as an element of the public exhibition process.**
- 6. That the increase in fees and the introduction of new fees are monitored so that the Dubbo Family Day Care Scheme remains a viable cost effective option for child care in the community.**

**CARRIED**

*Councillor J Diffey declared a pecuniary, less than significant interest in the matter now before the Committee and left the room and was out of sight during the Committee's consideration of this matter. The reason for such interest is that Councillor J Diffey daughter is cared for by Dubbo Family Day care.*



**ICRC17/35 REVIEW OF THE DUBBO REGIONAL COUNCIL SIGNIFICANT TREE REGISTER 2018 (ID17/2156)**

The Committee had before it the report dated 30 November 2017 from the Horticulture and Landcare Asset Coordinator regarding Review of the Dubbo Regional Council Significant Tree Register 2018.

Moved by Councillor J Ryan and seconded by Councillor B Shields

**MOTION**

**The Committee recommends that the reviewed Tree Preservation Order and the Significant Tree Register for 2018, dated 29 November 2017, be adopted effective 1 January 2018.**

**CARRIED**

**ICRC17/36 DUBBO REGIONAL SPORTS COUNCIL PLAYING FIELD IMPROVEMENT FUND (ID17/2079)**

The Committee had before it the report dated 27 November 2017 from the Recreation Coordinator regarding Dubbo Regional Sports Council Playing Field Improvement Fund.

Moved by Councillor D Gumley and seconded by Councillor G Mohr

**MOTION**

**The Committee recommends:**

- 1. That the information contained within the report of the Recreation Coordinator dated 27 November 2017 be noted.**
- 2. That the Dubbo Amateur Athletics Club, Dubbo Sports Council Playing Field Improvement Fund application for \$2,637 be approved and the Club be formally notified as to the outcome of their application.**
- 3. That the \$2,637 approved for the Dubbo Amateur Athletics Club be transferred to 9.6 Sport Facilities function and placed in a restricted asset for the Barden Park Purpose Built Barbeque project until such time that matching grant funding is received.**

**CARRIED**

At this juncture the meeting adjourned, the time being 5.41pm.

The meeting recommenced at 5.46pm.

**ICRC17/37 SUPPLY AND DELIVERY OF FILTERS TO DUBBO REGIONAL COUNCIL  
(ID17/2014)**

The Committee had before it the report dated 20 November 2017 from the Manager Fleet Services regarding Supply and Delivery of Filters to Dubbo Regional Council.

Moved by Councillor G Mohr and seconded by Councillor J Diffey

**MOTION**

**The Committee recommends that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned information that would, if disclosed, prejudice the commercial position of the person who supplied it (Section 10A(2)(d)(i)).**

**CARRIED**

Moved by Councillor D Gumley and seconded by Councillor J Ryan

**MOTION**

**That the tender from Repco for the supply and delivery of filters to the Dubbo and Wellington workshops for a two year period, with a 12 month extension be accepted.**

**CARRIED**

**ICRC17/38 TENDER FOR THE SUPPLY OF TYRES AND ASSOCIATED SERVICES FOR A TWO  
YEAR PERIOD (ID17/2067)**

The Committee had before it the report dated 23 November 2017 from the Manager Fleet Services regarding Tender for the Supply of Tyres and Associated Services for a Two Year Period.

Moved by Councillor G Mohr and seconded by Councillor J Diffey

**MOTION**

**The Committee recommends that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned information that would, if disclosed, prejudice the commercial position of the person who supplied it (Section 10A(2)(d)(i)).**

**CARRIED**

Moved by Councillor A Jones and seconded by Councillor G Mohr

**MOTION**

**The Committee recommends that the tender from Tyres 4U for the supply of tyres and associated services to the Dubbo Regional Council for a two year period, with a 12 month extension be accepted.**

**CARRIED**

**ICRC17/39 LEAVE OF ABSENCE**

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

Moved by Councillor A Jones and seconded by Councillor D Gumley

**MOTION**

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

**CARRIED**

The meeting closed at 5.49pm.

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CHAIRMAN



DUBBO REGIONAL  
COUNCIL

## REPORT: Wellington Water Standpipe Sales - Revenue Policy 2017/2018

**AUTHOR:** Manager Water and Sewerage  
**REPORT DATE:** 16 February 2018  
**TRIM REFERENCE:** ID18/131

### EXECUTIVE SUMMARY

Council has a network of water filling stations (standpipes), situated in a number of locations throughout Dubbo, Wellington and surrounding villages. The water filling stations are utilised by a variety of customers namely, residents, hobby farmers, contractors and developers.

In accordance with Council's Revenue Policy Fees and Charges 2017/2018, Wellington area standpipes, including Mumbil and Geurie, have a minimum usage charge of \$12.22 per transaction.

Council made a determination at its Ordinary Meeting on 20 November 2017 to publicly exhibit a proposal to remove the minimum usage charge. The Public Exhibition was held from 4 December 2017 to 5 January 2018. Council did not receive any public submissions during the exhibition period.

The report recommends the removal of the minimum usage charge per transaction for standpipe water sales in the Wellington, Mumbil and Geurie locations.

### ORGANISATIONAL VALUES

Customer Focused: To provide customers with equity regarding Council policy conditions on water standpipe sales.

Integrity: To provide the community with the opportunity to be involved in the decision making process. Council is transparent in its processes.

One Team: Council to provide a consistent approach to the services offered to residents and customers across the Dubbo Regional Council local government area.

### FINANCIAL IMPLICATIONS

The minimum charge provision has generated an additional \$3,021 in revenue from small volume purchases since the former Dubbo and Wellington Councils amalgamated in May 2016.

### POLICY IMPLICATIONS

There are no policy implications arising from the removal of the minimum charge for standpipe water sales.

**RECOMMENDATION**

- 1. That the minimum charge provision for water standpipe sales in the Wellington, Mumbil and Geurie local area be removed to provide equity across the Dubbo Regional Council local government area.**
- 2. That the removal of the Water Standpipe minimum charge take effect from 1 March 2018.**

*Stephen Carter*  
Manager Water and Sewerage

## BACKGROUND

The former Dubbo City and Wellington councils merged on 12 May 2016. The former Wellington Council's Revenue Policy included a minimum usage charge for standpipe water sales (bulk water). This provision was transferred across to Dubbo Regional Council's Revenue Policy for Wellington area bulk water purchases.

## REPORT

Council has a network of water filling stations (standpipes), situated in a number of locations around Dubbo, Wellington and the surrounding villages that provide convenient access to potable water throughout the local government area.

Council's customers receive monthly accounts for their bulk water purchases. The minimum charge provision for locations in Wellington, Mumbil and Geurie has generated an additional \$3,021 in revenue from small volume purchases since May 2016.

Council received customer feedback regarding the 'minimum charge' provision for standpipe water sales. In accordance with the usage conditions, customers pay a minimum charge of \$12.22 (equivalent to 3,800 litres) regardless of the vehicle's tanker storage capacity.

Customers with vehicles that have small water storage capacity may need to make repeat visits to Council's standpipe. In these cases, the effect of the 'minimum charge' compounds the direct and indirect costs of water cartage which disadvantages some customers.

## SUMMARY

Council values the community's needs and provision of equitable access to the bulk purchase of potable drinking water ensures the sustainability of smaller communities and the livelihoods of residents and businesses.

Council recently publicly exhibited a proposal to remove the minimum charge provision for Wellington, Geurie and Mumbil water filling stations. Council did not receive any public submissions during the exhibition period.

The report recommends the removal of the minimum change for Standpipe Sales Minimum Charge provision from the Revenue Policy Fees and Charges 2017/2018, effective from 1 March 2018.



## REPORT: Proposed Council Road Closure adjoining Lot 44 DP 756916 - located between Burrendong Way and Kerrs Creek

**AUTHOR:** Manager Transport and Emergency  
**REPORT DATE:** 12 February 2018  
**TRIM REFERENCE:** ID18/239

### EXECUTIVE SUMMARY

The NSW Department of Industry-Lands is seeking Council's consent to the closure of the unformed Council Public road located adjoining LOT 44 DP756916. The proposed road closure is part of a number of other Crown Road closures proposed in the area affecting one farming property to remove redundant road corridors and acquire for the purpose of consolidation with the parent holding.

Council's consent is required prior to the Department proceeding further with the road closure application.

This report recommends that consent be given for a road closure application to be processed in respect of the subject Council Public road.

### ORGANISATIONAL VALUES

Customer Focused: This proposal is a NSW Department of Industry-Lands initiative so that the Crown may then dispose of the land under the Crown Lands Act 1989 to the adjoining land owner.

Integrity: Council supports the proposal to be undertaken in conjunction with the closure of other Crown lands adjacent to this road section.

One Team: Council takes every reasonable step to co-operate with NSW Department of Industry-Lands to close unformed Council Roads.

### FINANCIAL IMPLICATIONS

The road to be closed is unformed and not maintained by Council. Council will not be the recipient of any sale proceeds of the unformed road closure. There will be no cost to Council arising from this consent.

### POLICY IMPLICATIONS

There are no policy implications arising from this report.

**RECOMMENDATION**

- 1. That Council consent to the closure by the NSW Department of Industry-Lands of the public road located adjoining LOT 44 in DP 756916.**
- 2. That it be noted that the road, pursuant to section 38(2) of the Roads Act, becomes vested in the Crown upon gazettal of the road closure.**

*Stephen Clayton*  
Manager Transport and Emergency



## BACKGROUND

Council has been requested by the NSW Department of Industry-Lands to participate in a road closure proposal which includes part of an unformed Council road adjoining Lot 44 in DP 756916 as shown in **Appendix 1**.

This action of closure will enable the disposal of this unformed Council road to the adjoining landowner.

## REPORT

A request has been received from NSW Department of Industry-Lands to close the road section adjoining LOT 44 in DP756916.

The road section is unformed and has therefore not been maintained by Council. Council supports the closure of this unformed road to allow the NSW Department of Industry to close and sell it in the knowledge that the adjacent landowners have alternate access. Council has no foreseeable plans to develop the unformed road in the future as Kerrs Creek Road already provides access to the village of Kerrs Creek.

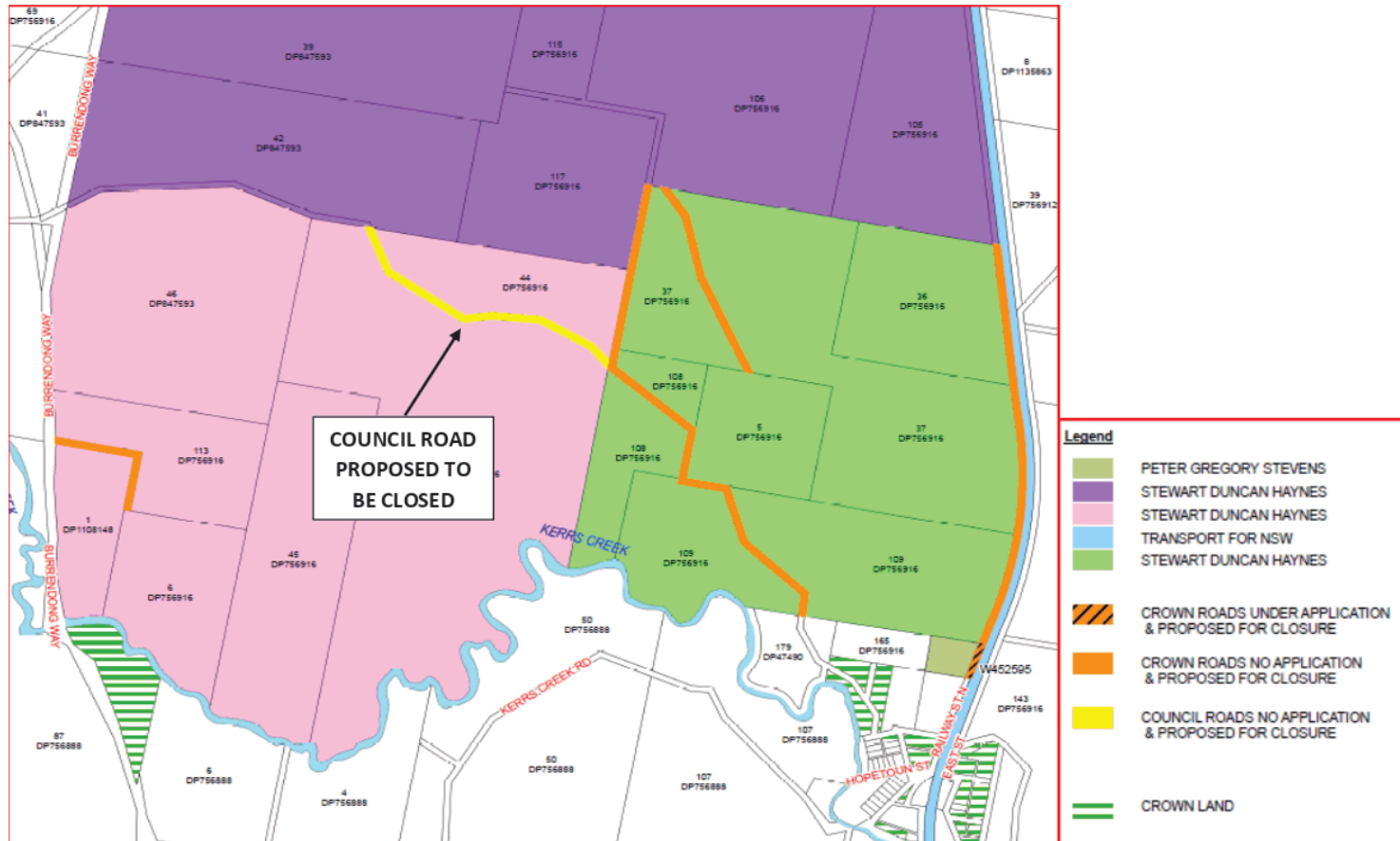
A plan of the subject road section is attached in **Appendix 1 and 2**.

## SUMMARY

It is recommended that Council support the closing of the public road located adjacent to LOT 44 in DP 756916. Council is required to formally approve this road closure and it is therefore presented for consideration.

Appendices:

- [1](#) Road Closure between Burrendong Way and Kerrs Creek



APPENDIX-1: UNCONSTRUCTED COUNCIL ROAD CLOSURE LOCATION IS IN YELLOW WITHIN/ADJOINING LOT44 DP 756916



## REPORT: Proposed Road Closure of Part Fitzroy Street adjacent to Council's Lot 10 DP 258615

**AUTHOR:** Manager Transport and Emergency  
**REPORT DATE:** 12 February 2018  
**TRIM REFERENCE:** ID18/241

### EXECUTIVE SUMMARY

A request has been received from the owners of 1 Johnson Street (LOT 13 DP816293) and 2 Johnson Street (LOT 8 DP 258615) who have expressed interest in purchasing the former section of road widening located adjacent to, and including LOT 10 DP 258615. The subject land is currently leased by both businesses for the purpose of merchandise storage and display.

The kerbed Fitzroy Street carriageway is not affected by the proposed road closure and the road verge being leased is regarded as a redundant section of a former road widening scheme established by the Department of Main Roads which was abandoned two decades ago and transferred to Council's control.

It is recommended that the road closure application be supported for the purpose of disposal of surplus land and that LOT 10 DP 258615 also be sold concurrently effectively converting the leased area into a land sale proposal.

### ORGANISATIONAL VALUES

Customer Focused: This proposal is a Dubbo Regional Council initiative due to the adjoining landowners who have expressed interest in purchasing this road.

Integrity: Council supports the proposal to be undertaken in conjunction with the request of the adjacent land owners.

One Team: Council takes every reasonable step to co-operate with persons seeking to more effectively utilise areas of redundant road corridor for which Council has no future use.

### FINANCIAL IMPLICATIONS

The closed road will vest in the Council upon closure and once closed Council will offer the land for sale at market value as determined by independent valuation and including the recovery of costs for survey, development, legal expenses and other necessary costs to be incurred in the presenting the land for sale. The land price set will ensure there will be no net cost to Council arising from this consent.

**POLICY IMPLICATIONS**

There are no policy implications arising from this report.

**RECOMMENDATION**

- 1. That Council consent to an application being made to the Department of Industry – Crown Lands to close the subject area of public road in Fitzroy Street to the east of LOT 10 in DP 258615, for the purpose of disposal to adjacent land owners (S and P Maroulis) and J and D Temesvary, respectively.**
- 2. That Council prepare for sale LOT 10 in DP 258615 to the adjoining owners of LOT 8 DP 258615 and LOT 13 DP 816293 in conjunction with the closure and disposal of the redundant Fitzroy Street Road Reserve.**
- 3. That the price of the land to be disposed of be subject to an independent valuation of all parcels being prepared and include full recovery from the purchasers of development approval and other costs to be incurred by Council in presenting the land for sale.**
- 4. That any necessary documents be executed under the Common Seal of the Council.**

*Stephen Clayton*  
Manager Transport and Emergency

## REPORT

Council has been requested by Mr Sam Maroulis, 2 Johnson Street and proprietor of Darling Irrigation and Mr J Temesvary of 1 Johnson Street who are interested in purchasing an area of the Fitzroy Street Road Reserve plus LOT 10 DP 258615 which is currently leased to both businesses.

Fitzroy Street is a formed and kerbed street maintained by Council. A road widening scheme was established by the then Department of Main Roads in the 1970's when Fitzroy Street was proposed as a future alignment of the Newell Highway. The scheme never proceeded and the section north of River Street was handed over to Council. Council has treated remnants of the road widening scheme on their merit when considerations as to its future purpose have arisen. In this instance Council has no interest in utilising the extra width of road reserve near Johnson Street as the carriageway alignment of Fitzroy Street is well established with no prospect of widening in the foreseeable future.

The creation of LOT 10 in DP258615 was originally proposed as a Public Reserve to prevent access by Johnson Street properties directly onto Fitzroy Street. The Public Reserve status of this land has never been formalised and it remains on Council's property register as Operational Land. There is no impediment on Council in disposing of this land. The subject land has been leased to both 1 and 2 Johnson Street for over five years for the purpose of merchandise display and storage without any adverse impact on the transport function of Fitzroy Street. Acquisition of the land is proposed by both property owners to solve a traffic safety issue for the business Darling Irrigation by allowing long vehicles to enter via 2 Johnson Street and then exit via Fitzroy Street rather than exit in Johnson Street which due to its proximity to the Fitzroy Street intersection, creates a more potentially hazardous manoeuvre for long trucks. Both businesses have integrated the materials storage function of the leased area into their business operation and now seek to have permanent tenure of the land.

Council supports the closure of part of the western side of Fitzroy Street road verge which would provide uniformity of the Road Reserve corridor and enable the surplus land to be utilised by the adjacent landholder on a permanent basis. It also supports the proposal for trucks exiting 2 Johnson Street into Fitzroy Street as solution to the traffic safety issues currently being experienced.

This action of a formal road closure application will enable the road to be vested in Council upon closure and allow Council to dispose of the land to the adjoining landowner. The sale of LOT 10 can occur as a normal sale of a Council land asset where there is only one potential buyer and it would be subject to the land being consolidated with the primary holding of the respective buyer.

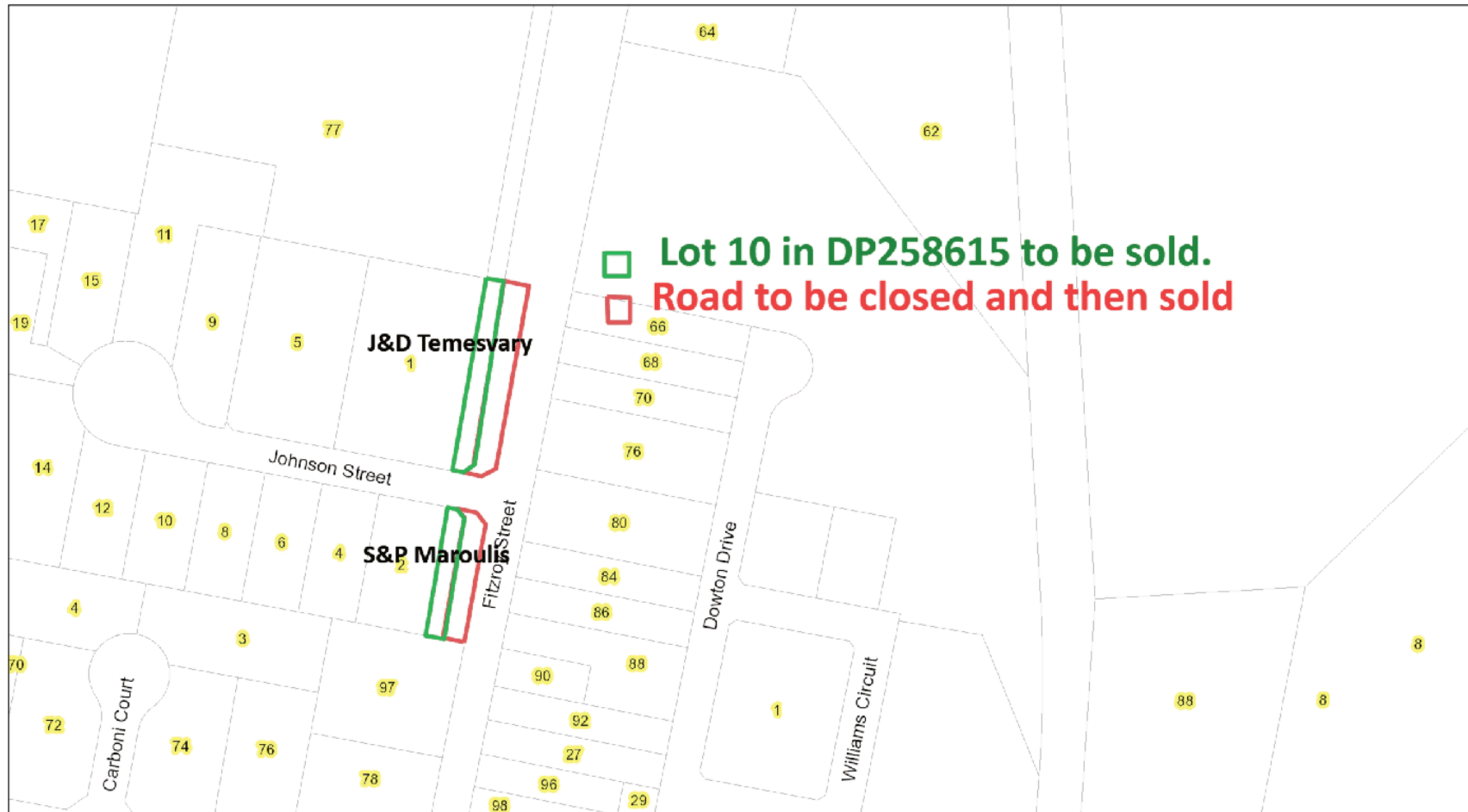
A plan of the subject road section is attached in **Appendix 1**.

**SUMMARY**

It is recommended that Council support the closing of part of the public road located adjacent to LOT 10 and DP258615 to the east of 1 and 2 Johnson Street and currently leased to Darling Irrigation and J and D Temesvary for the purpose of disposal by sale to these businesses.

Appendices:

- 1 [↓](#) Fitzroy Land Disposal Plan



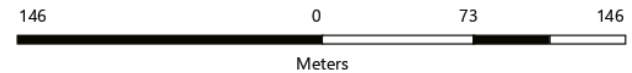
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Proposed Land Disposal in Fitzroy Street



Projection: Transverse Mercator  
 Coordinate system: MGA (GDA94) Zone 55



## REPORT: Proposed Dedication of Public Road at the Gillinghall Road and Goolma Road Intersection

**AUTHOR:** Manager Transport and Emergency  
**REPORT DATE:** 12 February 2018  
**TRIM REFERENCE:** ID18/242

### EXECUTIVE SUMMARY

The upgrading of the Gillinghall Road and Goolma Road intersection is to be undertaken pursuant to the conditions of consent relating to the Bodangora Wind Farm Project and will require road widening on the north east corner of the intersection affecting a 160 square metre acquisition of private property by the project. Prior to this acquisition taking place, Council as the owner of Gillinghall Road must give consent to this land being dedicated as Public Road, and thereby becoming the future responsibility of Council as the Road Authority.

This report recommends that Council agree to accept the dedication of the 160 square metre area of land as Public Road subject to all associated costs being met by the project's proponent, Infigen.

### ORGANISATIONAL VALUES

Customer Focused: This proposal is responding to the operational requirements of the Bodangora Wind Farm and the upgrading of Gillinghall Road by the project developer, Infigen. The affected landowner is a participant in the Wind Farm project.

Integrity: Council supports the proposal which has triggered the need to dedicate new road area to Council.

One Team: Council takes every reasonable step to co-operate with the Bodangora Wind Farm Project proponent and affected stakeholders to complete the project.

### FINANCIAL IMPLICATIONS

The road widening will become dedicated land as Public Road upon registration of the subdivision plan. All costs are to be borne by the project proponent, Infigen.

### POLICY IMPLICATIONS

There are no policy implications arising from this report.



**RECOMMENDATION**

- 1. That Council consent to the proposed road widening at the intersection of Gillinghall Road and Goolma Road resulting in an additional area of land (160m<sup>2</sup>) being dedicated as Public Road.**
- 2. That any necessary documents be executed under the Common Seal of the Council.**

*Stephen Clayton*  
Manager Transport and Emergency

## REPORT

The Bodangora Wind Farm Project currently being constructed is being accessed by Goolma Road and Gillinghall Road as construction proceeds. The vehicles which transport the wind turbine blades are extraordinarily long vehicles exceeding 70m with wide turning paths that necessitate the widening and flattening of the Gillinghall Road formation and horizontal alignment. The intersection with Goolma Road will require temporary widening to permit physical access for the long vehicles accessing Gillinghall Road during construction.

Once the construction is completed, the project proponent Infigen, is required as a condition of planning consent, to restore Gillinghall Road to a satisfactory standard as deemed by Council. Some upgrading of existing waterway crossings will be part of the restoration including a re-sheeting of the gravel surface over the 9 kilometres of road impacted by the project construction and to provide for ongoing use of the road by the Wind Farm maintenance traffic. The upgrading also includes squaring up the Gillinghall Road intersection with Goolma Road, a State Road which carries significantly higher traffic volumes at comparatively higher speeds than is experienced on Gillinghall Road. The realignment of the intersection at right angles will necessitate some road widening affecting a land acquisition of part of the farming property on the north western corner of the intersection. An area of privately owned land comprising 160 square metres is to be dedicated as Public Road under the road widening proposal as shown in **Appendix 1**. Acquisition of this land is the responsibility of the Bodangora Wind Farm proponent and Council must agree to accept dedication of this land as Public Road.

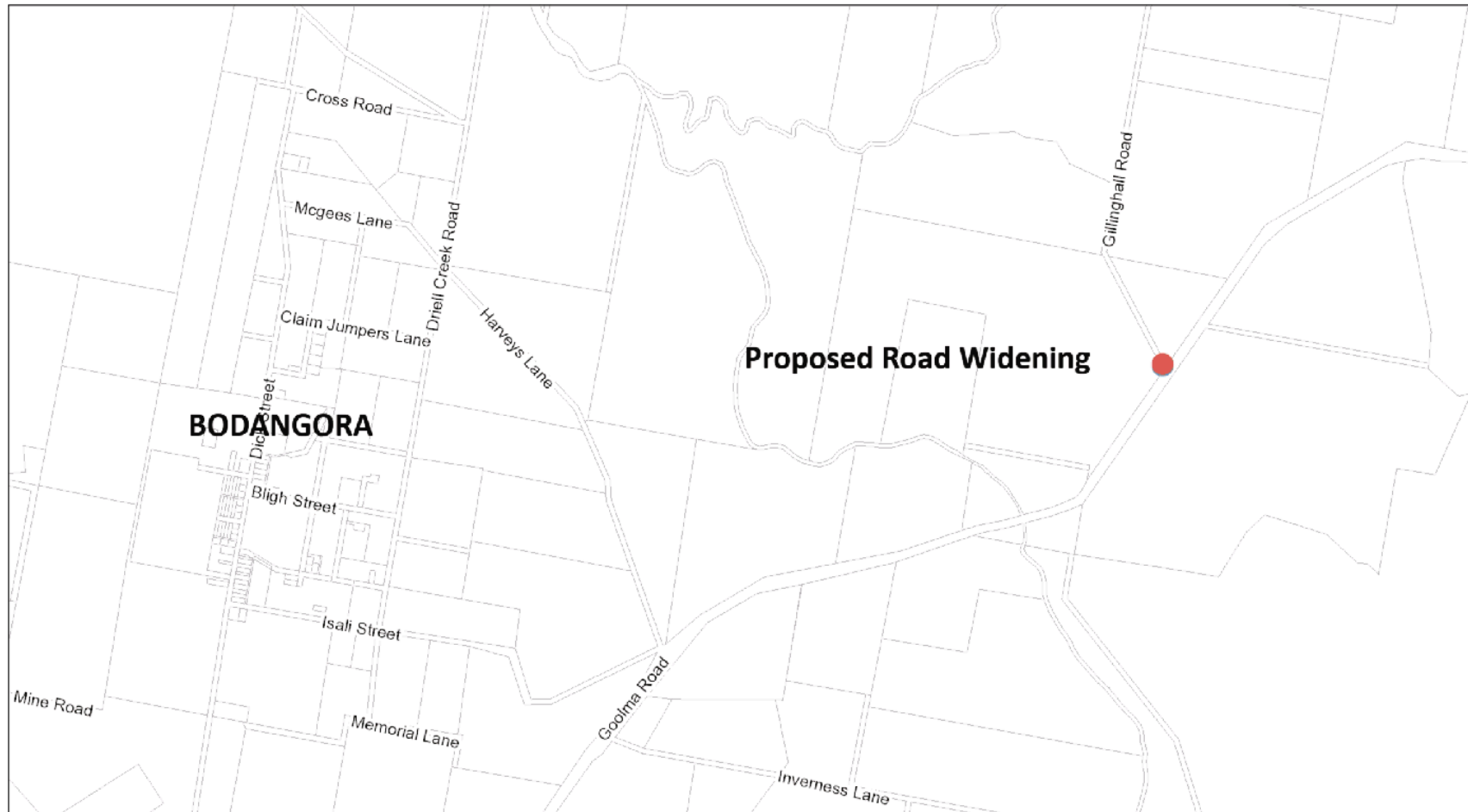
This report seeks Council's concurrence to the acceptance of this land as proposed by the Wind Farm proponent.

## SUMMARY

It is recommended that Council support the acceptance of the proposed road dedication resulting from the widening of the Gillinghall Road and Goolma Road intersection by the Bodangora Wind Farm Project.

Appendices:

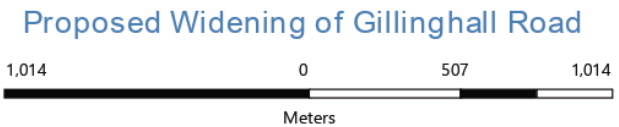
- [1](#) Proposed Road Widening Map - Gillinghall Road and Goolma Road Intersection



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Projection: Transverse Mercator  
 Coordinate system: MGA (GDA94) Zone 55

Print Date: 9/02/2018 - 7:06 PM



## REPORT: Proposal Walkway Closure between 36 and 38 Twickenham Drive, Dubbo

**AUTHOR:** Manager Transport and Emergency  
**REPORT DATE:** 12 February 2018  
**TRIM REFERENCE:** ID18/243

### EXECUTIVE SUMMARY

A request has been received from Mr Daniel Berry and Ms Christine Berry the owners of the property at 38 Twickenham Drive to close the walkway which adjoins their property. From their experience and as corroborated by the Police, the walkway is a contributing factor to the local area being a hot spot for criminal activity and anti-social behaviour adversely affecting the amenity of the neighbourhood.

It is considered there is sufficient evidence to suggest that the community's interest would be best served by the walkway being closed and therefore it is recommended that a process to initiate a road closure application be commenced. This process includes public consultation with relevant stakeholders with services in the walkway and notifying the public of the proposal and inviting comment.

### ORGANISATIONAL VALUES

Customer Focused: This proposal is an initiative of both Council and a local resident seeking to address issues of law and order in a local neighbourhood.

Integrity: Council undertakes to follow due process in bringing to the attention of the public any proposal to close a public road and to invite comment.

One Team: Council takes every reasonable step to co-operate with the customer and NSW Department of Primary Industries-Lands to close formed walkway rarely maintained by Dubbo Regional Council.

### FINANCIAL IMPLICATIONS

The walkway will vest in the Council upon closure and once closed Council will offer the land for sale at market value as determined by valuation including cost for survey, development, legal expenses and other necessary costs to be incurred in the presenting the land for sale.

### POLICY IMPLICATIONS

There are no policy implications arising from this report. There will be no net cost to Council arising from this consent.

**RECOMMENDATION**

- 1. The Council consent to a road closure application process being initiated in respect of the public walkway located between 36 and 38 Twickenham Drive, Dubbo.**
- 2. That it be noted that the road closure application requires a public notice to be advertised and comments invited within a 28 day period prior to any application being lodged.**
- 3. That a further report be submitted to Council in respect of the result of such public consultation.**
- 4. That any necessary documents be executed under the Common Seal of the Council.**

*Stephen Clayton*

Manager Transport and Emergency

## REPORT

Council has been requested by Mr Daniel Berry who is the owner of the property at 38 Twickenham Drive Dubbo and who is interested in purchasing the walkway land upon closure. The reason behind this request relate to problems of Anti-social behaviour, Criminal activity including, Fire Risk and Standards of Maintenance. Mr Daniel Berry is also interested in purchasing this land upon closure whereas the owner of the other adjoining property at 36 Twickenham Drive has indicated no objection and no interest in acquiring any of the walkway should it be closed.

Other issues listed below are relevant to this walkway closure:

- a) The open area adjacent to this walkway has not been developed as intended and so the walkway has much less pedestrian traffic than its potential;
- b) The walkway requires regular maintenance and cleaning for weeds and hazardous rubbish;
- c) The walkway continues to be used as a thoroughfare for motocross bikes;
- d) The barricades have now become a location for loitering youths.

The procedure for submitting an application to close a Public thoroughfare include a consultation phase including advertising the proposal for 28 days and inviting comment on the proposal.

The walkway is formed and has been rarely maintained by Council. Council supports the closure of this formed walkway to close and sell it to the adjacent landowner and the subsequent sale.

This action will enable the walkway to be vested in Council upon closure and allow Council to dispose of the land to the adjoining landowner who has expressed interest in purchasing this land.

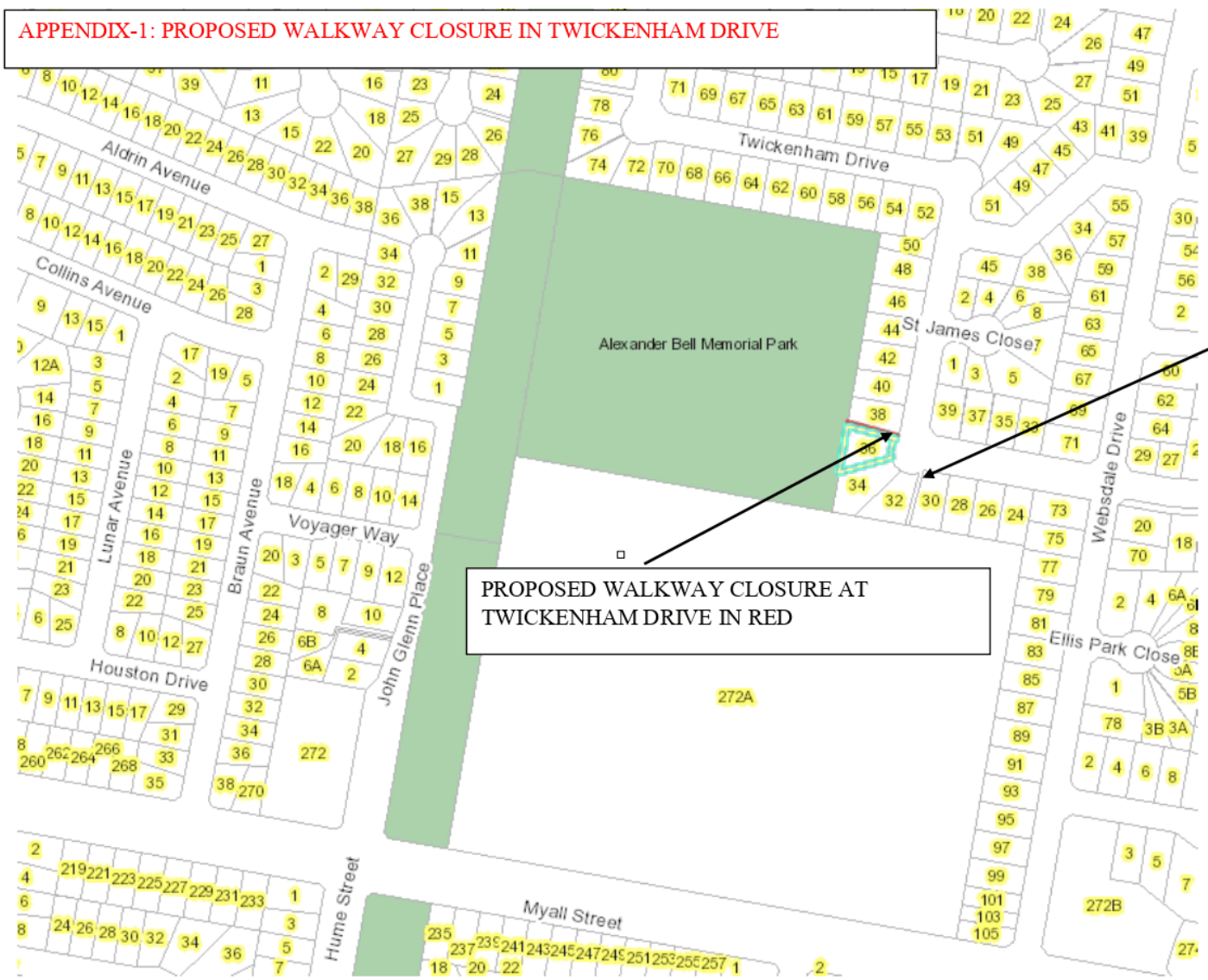
An aerial view of the subject walkway is attached in **Appendix 1**.

## SUMMARY

It is recommended that Council support the closing of the walkway between 36 and 38 Twickenham Drive for the purpose of sale to Mr Daniel Berry subject to the necessary public consultation being undertaken on the proposed closure.

Appendices:

- 1 [↓](#) Proposed Closure of Walkway between 36 and 38 Twickenham Drive





DUBBO REGIONAL  
COUNCIL

## REPORT: Request for Review of Water Charges - Assessment 1162677

**AUTHOR:** Director Infrastructure and Operations  
**REPORT DATE:** 2 February 2018  
**TRIM REFERENCE:** ID18/204

### EXECUTIVE SUMMARY

Council has been requested to waive outstanding Water Access Charges of \$8,072.43, which were incurred when the subject business owner failed to comply with Council's requirements for the provision of an annual fire service certificate, despite numerous reminders.

This request has been made even though Council staff have offered to discount these outstanding charges by 75% through a credit of \$6,059.85 as a pro-rata assessment of the outstanding Water Access Charge.

### ORGANISATIONAL VALUES

Customer Focused: Council staff have undertaken a significant amount of engagement with the customers involved and offered a very reasonable compromise to resolve this matter.

Integrity: Council policy requires staff to impose outstanding Water Access Charges for a failure to provide a Fire Services Certificate, and this policy is normally complied with by the majority of customers with a fire service. This is a key mechanism used to ensure the overall integrity of the City's water supply system.

One Team: The consistent application of Council policy across all areas of Council's operations is key to developing a single team approach.

### FINANCIAL IMPLICATIONS

Financial Implications arising from this report are that, in the absence of an annual fire services report, Council could potentially be losing significant volumes of water through improper use of large diameter fire services on commercial properties, as well as forgoing significant revenue in Water Fund

### POLICY IMPLICATIONS

There are no policy implications arising from this report.



**RECOMMENDATION**

**That Council confirm the current adjustment in outstanding Water Access Charges for 50 mm and 100 mm fire services for Assessment 1162677, as outlined in the report to Council of 19 February 2018 on this matter, of \$6,059.85.**

*Chris Devitt*

Director Infrastructure and Operations

## BACKGROUND

Council has been approached by Mr and Mrs Day, of 24 Transport Drive Brocklehurst, regarding an issue relating to payment of Water Access Charges for failing to provide Council with an Annual Fire Certificate for their business.

Businesses with fire services are required, on an annual basis, to provide certification from a licensed plumber that the fire service has not been used inappropriately for water supply as these services are not metered. Provided the certificates are received by Council by 31 May each year, the property becomes eligible for an exemption from Water Access Charges for the following financial year. These Water Access Charges are quite significant, in the case of Mr and Mrs Days' business being \$6,457.94 for a 100 mm service and \$1,614.49 for a 50 mm service.

In addition, businesses are also required to have a licensed plumber undertake a Backflow Prevention Test, which is done to ensure there is no potential for any contamination of the City's water supply through harmful substances entering the network from commercial premises where such substances are used. For example, chemicals could be siphoned back into a water main if a hose was left in a tank containing chemicals, and an issue occurred in the water main which created a vacuum, thus sucking the chemicals into the water main. Backflow prevention devices are installed to stop such an incident occurring, however these need to be checked on a regular basis to ensure they operate correctly.

Both of these annual checks are a key part of maintaining the overall integrity of Council's water supply system.

Mr and Mrs Day were advised, in writing on 27 February 2017, about their obligation to provide the necessary certificate in relation to their fire service. They were again reminded of this in writing on 31 March 2017 and 28 April 2017. When the necessary certificates were still not received Council again wrote to Mr and Mrs Day on 7 June 2017 advising that the certificates still hadn't been received.

On 29 June 2017 Mr Day contacted Council staff advising that they had engaged a licensed plumber in April to undertake the work and to provide both the fire service and backflow certificates. Council had received the Backflow Certificate on 23 May, but not the Fire Service Certificate. A further email on 30 June from Mr Day indicated that he had been assured by the plumber that all testing work was complete and certification had been sent to Council. However, this only involved the backflow testing, not the Fire Service Certificate.

Council staff subsequently wrote to Mr and Mrs Day on 17 July 2017 advising that, as the fire certificates still hadn't been provided, they would be charged the full Water Access Charge.

Following a meeting with Council staff on 29 August 2017, where Mr Day sought exemption from these charges the fire certificates were finally provided.

Council's Water Supply Manager subsequently agreed to only charge the Water Access Charges on a pro-rata basis for the period of the 2017/2018 financial year where the fire service certification had not been provided, rather than for the whole financial year. This effectively resulted in only 25% of the charges being levied. In a further letter on 28 September 2017, Mr and Mrs Day were advised that they would be granted a credit on their account, in the amount of \$6,059.85, therefore effectively being charged \$2,012.58 rather than \$8,072.43.

Mr and Mrs Day subsequently sought a meeting with the Mayor to discuss this whole issue, and seek a waiving of all Water Access Charges. At the start of the meeting it became apparent that Mr and Mrs Day had misinterpreted Council's latest letter, believing that the credit of \$6,059.85 being offered was actually the amount they were being charged. However, when it was pointed out that the outstanding charge was \$2,012.58 they still believed this was unfair and sought for it to also be waived.

They were advised by the Mayor that this issue would be reported to Council for a decision in the next scheduled Council meeting.

## REPORT

Council staff are required to implement the policies of Council in a fair and equitable manner. In this case staff have gone above and beyond to outline to Mr and Mrs Day their responsibilities in relation to complying with important policies of Council. The vast majority of other businesses in Dubbo who are also subjected to the same requirements comply with these without the level of intervention required by staff in this case. As well, while it is unfortunate that Mr and Mrs Day appear to have been let down by the plumber they engaged to undertake these tests, it is ultimately their responsibility as property owners to comply with Councils' requirements.

Council staff have, at all times, have been courteous and professional in their dealings with Mr and Mrs Day, and, as evidenced by the significant amount of correspondence and meetings held, been more than open in their communication with Mr and Mrs Day at all times. This issue has taken up a disproportionate amount of staff time. As well, significant financial concessions have been offered by staff, however this has still resulted in Mr and Mrs Day requesting all charges be waived, with little acknowledgement by them of their responsibility in this matter. Should Council choose to fully waive the outstanding \$2,012.58 in this case this should also trigger a review of this policy to provide clearer guidance to staff in how actively they should pursue such issues in the future.

**SUMMARY**

Council's policy on Fire Service Certification is a key mechanism which staff uses to avoid the very real risk of large capacity fire services being used inappropriately by commercial users. In general there is a good level of compliance with this policy amongst businesses who have the benefit of a separate unmetered fire service. Therefore when this policy is not complied with it is important that staff understand exactly what approach they should take to address the issue, whilst always being mindful of the likelihood that such issues could be overlooked by businesses which are busy with day to day operations. However, in this case, it took three reminder letters plus a number of meetings with staff to eventually secure the necessary fire service certification well after the required deadline. Council staff then sought to minimise the impact of these outstanding charges by applying a significant 75% discount, an approach which, in the circumstances is considered very reasonable and which should be supported by Council.



**DUBBO REGIONAL  
COUNCIL**

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## **Report of the Social Justice and Crime Prevention Working Party - meeting 31 January 2018**

**AUTHOR:** Administration Officer - Governance  
**REPORT DATE:** 2 February 2018

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The Committee had before it the report of the Social Justice and Crime Prevention Working Party meeting held 31 January 2018.

### **RECOMMENDATION**

**That the report of the Social Justice and Crime Prevention Working Party meeting held on 31 January 2018, be adopted.**



**REPORT**  
**SOCIAL JUSTICE AND CRIME PREVENTION**  
**WORKING PARTY**  
**31 JANUARY 2018**

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**PRESENT:** Councillors V Etheridge, D Grant, A Jones, S Lawrence, J Ryan and B Shields.

**ALSO IN ATTENDANCE:**

The General Manager, the Director Community and Recreation, the Manager Social Services, the Lyndon's Director (NSW Operations) and Manager Outreach Dubbo, the Department of Family and Community Services Manager Commissioning and Planning.

Councillor B Shields assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 12.15pm.

**SJCP18/1 ELECTION OF CHAIR (ID18/127)**

Councillor B Shields was elected Chairman of the Social Justice and Crime Prevention Working Party until period ending September 2018.

**SJCP18/2 PRESENTATION BY LYNDON DISCUSSING LIVES LIVED WELL - DRUG AND ALCOHOL TREATMENTS AND SERVICES (ID18/146)**

The Committee reports having met with Ed Zarnow and Maree Keen regarding this matter.

**RECOMMENDATION**

**That the presentation by Lyndon be noted.**

**SJCP18/3 PRESENTATION BY FAMILY AND COMMUNITY SERVICES DISCUSSING PLACE WORKSHOP OUTCOMES (ID18/148)**

The Committee reports having met with Teena Bonham regarding this matter.

**RECOMMENDATION**

**That the presentation by Family and Community Services be noted.**

**SJCP18/4 PROPOSED POLICY FOR COLLECTIVE IMPACT (ID18/149)**

A general discussion was held to inform the development of the draft policy.

**RECOMMENDATION**

1. That as a matter of urgency and consistent with justice reinvestment principles, Council work towards enabling a Residential Drug Rehabilitation facility to be operational in the Dubbo Regional LGA by December 2019.
2. That the Director Community and Recreation provide a report to the March 2018 Social Justice and Crime Prevention Working Party meeting that provides details of potential business models for the Residential Drug Rehabilitation facility.
3. That Council confirms its commitment to the implementation in the region of a Drug Court, Youth Koori Court and Justice Reinvestment initiatives.
4. In this regard, the Local Member Hon. Troy Grant MP shall be invited to discuss NSW Government support for these services and initiatives at a meeting to be held in February 2018.
5. That the Director Community and Recreation provide a draft policy endorsing Collective Impact for Social Change and that such policy articulates a short term objective of community consultation in line with Collective Impact principles. Such consultation shall seek to address intergenerational disadvantage, crime and over representation of Aboriginal people in the justice system.

**SJCP18/5 LEAVE OF ABSENCE**

Requests for leave of absence were received from Councillors J Diffey, D Gumley and G Mohr who were absent from the meeting for personal reasons. Such leave of absence were accepted by the Committee and the members concerned were granted leave of absence for this meeting.

The meeting closed at 2.09pm.

.....  
CHAIRMAN



## REPORT: 2017-2020 Dubbo Regional Council Disability Inclusion Action Plan Update

**AUTHOR:** Manager Social Services  
**REPORT DATE:** 23 January 2018  
**TRIM REFERENCE:** ID18/130

### EXECUTIVE SUMMARY

The 2017-2020 Dubbo Regional Council Disability Inclusion Action Plan endeavours to assist in the removal of barriers so that people with a disability have a better opportunity to live a meaningful life and enjoy the full benefits of membership in the community. This Plan was developed through feedback and consultation with communities in the Dubbo Regional Council area.

At its meeting held on 28 August 2017 Council adopted the 2017-2020 Dubbo Regional Council Disability Inclusion Action Plan.

Throughout the Plan various responsibilities have been allocated to staff to undertake activities in line with the general intent of the Plan. This report deals with the implementation of the 2017-2020 Dubbo Regional Council Disability Inclusion Action Plan. The actions contained within the Plan are being progressively implemented and it shall be a recommendation of this report that the implementation progress of the 2017-2020 Dubbo Regional Council Disability Inclusion Action Plan be noted.

### ORGANISATIONAL VALUES

Customer Focused: Council's responsibility is to ensure that all our services, outcomes and facilities along with those activities we partner in are delivered inclusively. The 2017-2020 Dubbo Regional Council Disability Inclusion Action Plan assists to ensure this occurs.

Integrity: Council through a range of plans is committed to providing social justice and welfare needs to its citizens and visitors. The implementation of various strategies and actions contained in the 2017-2020 Dubbo Regional Council Disability Inclusion Action Plan assists in this commitment.

One Team: The 2017-2020 Dubbo Regional Council Disability Inclusion Action Plan and the strategies and actions contained therein are a partnership between Council and a range of stakeholders to ensure that these actions are being implemented.

### 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 information contained within the report of the Manager Social Services dated 22 January 2018 be noted.**

*John Watts*  
Manager Social Services

## BACKGROUND

In 2014, the NSW Parliament passed the Disability Inclusion Act, which sets out the need for the NSW Disability Inclusion Plan and the need for each government department, agency and local Council to develop a Disability Inclusion Plan. The 2017-2020 Dubbo Regional Council Disability Inclusion Action Plan endeavours to assist in the removal of barriers so that people with a disability have a better opportunity to live a meaningful life and enjoy the full benefits of membership in the community within the constraints of what Council is able to provide.

This Plan was developed through feedback and consultation with communities in the Dubbo Regional Council area.

## REPORT

This Plan focuses on the services and facilities provided by Dubbo Regional Council and the actions which can contribute towards the goals of the Plan.

Each six (6) months a report is submitted on the progress of the implementation of the 2017-2020 Dubbo Regional Council Disability Inclusion Action Plan to the Infrastructure, Community and Recreation Committee for consideration. This report covers the period from 29 August 2017 to 31 December 2017.

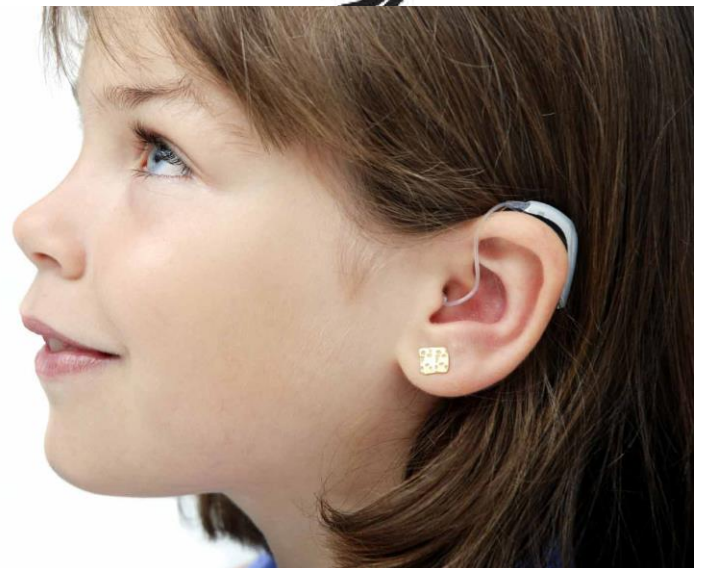
**Appendix 1** is a report on the implementation of the 2017-2020 Dubbo Regional Council Disability Inclusion Action Plan. The actions of the Plan are being progressively implemented and it is recommended that this review be noted.

Appendices:

- [1](#) 2017-2020 Dubbo Regional Council Disability Inclusion Action Plan update Aug-Dec 2017



# 2017-2020 DUBBO REGIONAL COUNCIL DISABILITY INCLUSION ACTION PLAN





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## **PUBLIC STATEMENT OF COMMITMENT TO DISABILITY INCLUSION**

Dubbo Regional Council through the provision of the 2017-2020 Dubbo Regional Council Disability Inclusion Action Plan is committed to striving for an inclusive society and region and advocating for equal rights for all within our communities. People with a disability participate and make a positive contribution to the region and it is Council's responsibility to facilitate the ongoing contribution through the services we provide.

It is our hope that the functions and outcomes of this plan will improve awareness of access needs within our community related to Council and broader community access and wellbeing. Council's goal is to ensure that all our services, outcomes and facilities along with those activities we partner in are delivered inclusively.

It is the commitment of all Council staff to execute this Plan.

This Plan was developed through feedback and consultation with communities in the Dubbo Regional Council area.



## OVERVIEW AND VISION FOR THE DOCUMENT

### 1. Mission Statement

Dubbo Regional Council through the provision of the 2017-2020 Dubbo Regional Council Disability Inclusion Action Plan is committed to striving for an inclusive society and advocating for equal rights for all within our communities.

### 2. Goals of the Disability Inclusion Action Plan

The goals included in this Plan are:-

- Developing positive community attitudes towards people with a disability
- Creating a more liveable community for people with a disability
- Providing equal access to employment within Council for people with a disability
- Providing appropriate service information for people with a disability

This Plan focuses on the services and facilities provided by Dubbo Regional Council and the actions which can contribute towards the goals of the Plan.



## **POLICY AND LEGISLATIVE CONTEXT**

The NSW Government released its Disability Policy Framework in 1998, which recommended that all Local Government Areas (LGAs) should develop and implement their own individual Disability Policy and Action Plans. The objectives of Dubbo Regional Council's Disability Inclusion Action Plan are consistent with the objectives of the following government regulations and polices:

### **UN Convention on the Rights of Persons with Disabilities**

Recognises the rights of people with disability, including the right to respect for their inherent dignity and autonomy and to non-discrimination.

### **National Disability Strategy 2010-2020**

The National Disability Strategy 2010-2020, developed in partnership by the Commonwealth, State, Territory and Local Governments, sets out a national plan for improving life for Australians with disability, their families and carers, to support the commitment made to the United Nations Convention on the Rights of Persons with Disabilities Actions in the Implementation Plan that involve councils include improving Web Content accessibility, access to infrastructure, recreation, employment and community participation.

### **Commonwealth Disability Discrimination Act 1992**

- i. Aims to eliminate as far as possible, discrimination against persons on the grounds of disability; and
- ii. Ensures that people with a disability have the same rights to equality as the rest of the community.

### **Environmental, Planning and Assessment Act 1979**

- i. Defines when approval is needed for an activity

### **Human Rights and Equal Opportunity Commission Act 1986**

- i. Aims to develop a declaration on the rights of the child, the rights of people with a mental or physical disability and the elimination of all forms of intolerance and discrimination based on religion or belief; and
- ii. Aims to develop an international covenant on Civil and Political rights and the rights of the child.

### **NSW Disability Services Act 1993**

- i. Requires most State Government agencies to develop Disability Action Plans.
- ii. To design and administer programs to achieve positive outcomes for persons with a disability including increased independence, employment opportunities and integration into the community.

### **Building Code of Australia**

- i. Defines access requirements for people with disabilities; and
- ii. Includes Australian Standard 1428.x - Design for access and mobility, hearing, transport etc.

### **NSW Anti-Discrimination Act 1977**

- i. Aims to make discrimination on the grounds of disability (along with other grounds) unlawful.

### **Local Government Act 1993**

- i. Provides the legal framework for an effective, efficient, environmentally responsible and open system of Local Government in New South Wales; and
- ii. Requires Council to provide appropriate services and facilities for the community.

### **NSW Government State Plan 2006**

- i. Under Fairness and Opportunity is the goal "Opportunity and Support for the Most Vulnerable" including "Increased employment and community participation for people with Disabilities".

### **Anti-Discrimination, Harassment and Equal Opportunity Policy Nov 2016**

In addition the Dubbo Regional Council has an Anti-Discrimination, Harassment and Equal Opportunity Policy November 2016 which aims to provide an environment where employees and others in the workplace are treated fairly and with respect, and are free from unlawful discrimination, harassment, vilification and victimisation. Council aims to ensure that in the application of all human resource policies, practices and procedures, no unlawful discrimination takes place and that all workers enjoy equal access to opportunities within Council. Council also aims to create a work environment which promotes positive working relationships.





## COMMUNITY PROFILE

### Dubbo Regional Council

Dubbo Regional Council Local Government Area was founded in May 2016 and is a vast geographical region of over 7,500 square kilometres. There are over 50,000 people in the region which is centred on Dubbo and includes the town of Wellington and a number of smaller communities. People in the region view Dubbo as their centre for a range of services including business, medical, educational and recreational but each centre also has a range of services available to their inhabitants and visitors. Dubbo Regional Council is responsible for maintaining and improving services for people right across the region.

### Disability

People with a disability make up around 20% of the Australian population. Disability may be acquired at birth or early in life, or may be the result of accident, illness or injury throughout life or as a result of getting older. People experience a range of impacts due to their disabilities, with over 6% of the population experiencing profound or severe disability. Disability is caused by a range of conditions, including intellectual, physical, cognitive, sensory, neurological impairments and as we age more people are having to cope with disabilities.

There are around 2,500 people (see Appendix which is for statistics for both former Dubbo and Wellington Councils) who are profoundly disabled in the Dubbo Region. In addition around 4,500 people act as carers to people with some form of disability. Increasingly as the population ages, many elderly people are moving into the disabled category and require similar services and access to people who are disabled.

### **Access to Premises**

The Disability (Access to Premises - Buildings) Standards 2010 (Premises Standards) commenced on 1 May 2011. These standards mean that buildings must comply with regulations under the Building Code of Australia. New buildings or those undergoing significant refurbishment or alteration must be made accessible, unless giving access would impose an unjustifiable hardship. Building designers, builders, owners, lessees and users of premises also have responsibilities and rights under the Disability Discrimination Act 1992.

### **Accessible Bus Stops**

The Disability Standards for Accessible Public Transport (DSAPT) require all transport infrastructure (including bus stops, ferry wharves) to be fully accessible by 2022. Councils are responsible for some of these facilities. The provision of fully accessible bus stops may reduce the risk of potential claims to the Australian Human Rights Commission and demonstrates a council's commitment to providing liveable communities.

### **Pedestrian Access and Mobility**

Councils have a responsibility to provide safe, convenient and connected pedestrian routes, which encourage people to walk rather than use their cars. Many councils prepare (hyperlink) Mobility Maps (PDF, 870KB) which identify safe walking routes in their area. Roads and Maritime Services offers several funding programs for NSW Councils to assist them.

### **Inclusive Society**

Each person should have the right to full and effective participation in an inclusive society. An inclusive society benefits the whole community not just people with a disability. Inclusion reduces disadvantage, isolation and discrimination. It also has positive impacts across all aspects of life, including health, welfare, education and employment.

### **Need for a Disability Inclusion Plan**

In 2014, the NSW Parliament passed the *Disability Inclusion Act*, which sets out the need for the NSW Disability Inclusion Plan and the need for each government department, agency and local council to develop a Disability Inclusion Plan. The 2017-2020 Dubbo Regional Council Disability Inclusion Action Plan endeavours to assist in the removal of barriers so that people with a disability have a better opportunity to live a meaningful life and enjoy the full benefits of membership in the community.

### **Services in the Dubbo Regional Council Area**

In the Dubbo Regional Council area there are approximately 13 services that provide assistance to approximately 2,500 people with a profound disability and many others with lesser disabilities. It is therefore vital that Council and the community as well as community based organisations cater for the needs of people with a disability.

### **Better Access to Council Services**

Through the development and application of this Plan the Council hopes to improve the situation of people with disabilities in the Dubbo Regional Council area. We hope people will be more aware of the services that are available to them and make more use of them. We also expect more feedback so we can improve the services and make them more inclusive.

### **Improving Access**

One of the outcomes of the Plan will be to improve access to council facilities and services. Those who benefit most from making our community more accessible are people with disabilities, parents with prams, delivery people, business owners, shopkeepers, emergency services, cleaners, maintenance staff, tourist operators, carers and many others. In reality the whole community benefits from good access to community facilities and services.

### **Disability and Tourism**

As a major regional hub and a tourist destination the Dubbo Regional Council area has over 1 million visitors per year. Given the percentages, well over 100,000 would have some form of a disability. It is important therefore for the local tourist operators and attractions to provide high quality disability services. Fortunately the Dubbo Regional Council area is well served by hotels, motels, food outlets shopping malls and parks where people with a disability can take advantage of the facilities to make their trips more pleasant. Dubbo Regional Council has a major role to play in providing good facilities but also encouraging businesses in the city to maintain their facilities at a high level.



## STRATEGIES AND ACTIONS

Strategy	Actions (Statement of Means)	By When	Responsibility – see Appendix 1 for Abbreviations	Actions Taken at
The community has positive community attitudes towards people with a disability.	Ensure the Dubbo Neighbourhood Centre & Wellington Information & Neighbourhood Services' Directories are updated regularly.	July each year	MSS CSCE	CSCE has been working with Anna Toomey from Prime Minister & Cabinet to update the Wellington Service Directory.  CSCE has contacted relevant services in the Wellington region to make sure that their details on the new directory. PMC has not completed directory as yet, once completed will have available for WINS, DRC and other service, plus link to HSNET. The Dubbo Directory continues to be updated by the Dubbo Neighbourhood Centre.
	Ensure the Council's Social Plan addresses issues of disability raised by the community.	July each year	MSS CSCE	The Social Plan has been discontinued. All relevant actions will be undertaken in Council's Integrated Planning regime.

Strategy	Actions (Statement of Means)	By When	Responsibility – see Appendix 1 for Abbreviations	Actions Taken at
	Support and promote various community events for people with a disability.	Ongoing	MSS CSCE	<p>CSCE regularly promotes local and regional events and services available for people living with a disability through the Wellington Community Services Interagency network. This promotion is through emails, phone calls, face to face discussions and facilitating a monthly interagency meeting.</p> <p>CSCE has spoken at local groups and has also organised speakers from relevant services to speak at local support groups. Informing those attending of events and services available.</p> <p>CSCE supported MSS in a consultation with Ideas representative in October to discuss relevant local inclusion and access issues related to the National Disability Insurance Scheme.</p> <p>CSCE has also facilitated a seven week falls prevention program throughout October and November, called 'Stepping On'. This program works with community members living with a disability.</p>

Strategy	Actions (Statement of Means)	By When	Responsibility – see Appendix 1 for Abbreviations	Actions Taken at
	Restructure the Community Services Committee to include a member who has a disability.	December 2017	MSS CSCE	The Community Services Committee has been disbanded.  Disability matters are raised at various Interagencies in the community.  CSCE has made access and inclusion issues a standing agenda item at the Wellington Community Services Interagency.
	Investigate options for the Dubbo Chamber of Commerce to introduce a Rhino Award for the business with best improvement in disability access.	December 2017	MSS	Matter to be followed up again with the Dubbo Chamber of Commerce in February 2018.
	Conduct an annual audit of Council car parks to ensure they are appropriately located and accessible.	December each year	MTE	No action to date.
Dubbo Regional Council area is a more liveable community for people with a disability.	Ensure hearing loops information is available to patrons of the Dubbo Regional Theatre and Convention Centre.	December 2017	MDRTCC	Hearing loops information is made available to patrons.
	Provide DA applicants with relevant information concerning Disability Discrimination legislation and the Liveable Housing Australia Guidelines.	Ongoing	MBDS	Information is provided.
	Continue to provide annual financial assistance to the Orana Early Intervention Centre.	July each year	MSS	Financial assistance is provided.

Strategy	Actions (Statement of Means)	By When	Responsibility – see Appendix 1 for Abbreviations	Actions Taken at
	Conduct an annual review of the Development Control Plan (DCP) – Design for Access and Mobility to ensure it is relevant and up to date and meeting the needs of people with a disability.	December each year	MBDS	Reviewed.
	Ensure signage within Council buildings is accessible, clear and easy to read.	July 2018	Asset owners	Not due until July 2018.
	Review pedestrian crossing points on high traffic streets in Dubbo and Wellington.	December each year	TE	To be reviewed in the first half of 2018.
	Ensure all new footpath developments include the latest in pedestrian accessibility aids including tactile sensors and gutter ramps.	Ongoing	MTE	All new footpaths are compliant.
	Investigate funding opportunities to enhance Council playgrounds to include accessible equipment.	Ongoing	MROS	Funding and partnering opportunities are pursued as they are identified. Typically all new or replacement playgrounds include a minimum of 60% inclusive play elements within them.



Strategy	Actions (Statement of Means)	By When	Responsibility – see Appendix 1 for Abbreviations	Actions Taken at
	Investigate funding opportunities to enhance accessibility of outdoor sporting and passive areas.	Ongoing	MROS	Funding opportunities are pursued as they are identified. Examples include the provision of a disabled amenity block at Lady Cutler Oval (pending), the construction of the playground and car park at Dubbo Regional Botanic Garden (including accessible bridges across drainage swales).
	Encourage all activities conducted at the Dubbo Aquatic Leisure Centre, Wellington Pool and Geurie Pool are inclusive.	Ongoing	MROS	Activities are encouraged.
	Pool facilities to be accessible (toilets, change rooms, showers, swimming pool)	December 2018	MROS	Improvements have been made to The Dubbo Aquatic Leisure Centre through the installation of an adult disabled changing table and improved access to the pools.  The Wellington Memorial Pool Complex, due for replacement commencing in March 2018, has been designed with access ramps to the main pool and Learn to Swim pools. A full range of disabled amenity facilities has been included and is AS1428 compliant.

Strategy	Actions (Statement of Means)	By When	Responsibility – see Appendix 1 for Abbreviations	Actions Taken at
	Conduct a biannual survey of service providers to people with a disability to garner information on issues in the LGA.	July 2018	MSS CSCE	MSS and CSCE were supported by section administration staff who undertook a survey of all local disability service providers.  CSCE also contacted Family and Community Services Ageing & Disability representative to gain up to date list of locally funded service providers.
	Relevant discrimination legislation to be included in EEO Policy, Staff Induction and Recruitment Training.	July 2018	MPCS	Information provided.
	Investigate modifications of Council buildings to make them accessible for staff with a disability.	December 2018	MPA	Not due until December 2018.
Equal access to employment within Council for people with a disability	Investigate options for Council to provide assistance to services providing employment for people with a disability.	Ongoing	MPCS	Investigations ongoing.
	Investigate options for Council to provide work experience for people with a disability.	Ongoing	MPCS	Investigations ongoing.

Strategy	Actions (Statement of Means)	By When	Responsibility – see Appendix 1 for Abbreviations	Actions Taken at
	Investigate how Regional Development Australia/Economic Development Branch can encourage new business which employs people with a disability.	July 2018	MSS CSCE MEDM	<p>Economic Development Services (EDS) team have not missed any opportunity to foster development of businesses that have a focus on disability. EDS also encourages and promotes the work of existing business such as Westhaven, through activities such as the recent 'Smile its Christmas' and 'Jingle on the Bell' where they were employed to help with decorations in Dubbo and Wellington, and services promoted through positive media articles which Council organised and held media opportunity's at the business itself – with workers showcased.</p> <p>Economic Development Services Marketing Branch is also investigating Council's engagement of 'Go Get em Em' a micro business set up by Emily Gardner - who is a disabled volunteer at the Information Centre.</p>
	Ensure information concerning public toilet locations is available for people with a disability.	December 2017	MSS CSCE	Signage and access for public toilets is visible in Dubbo and Wellington.
	Investigate options for the production of a Mobility Map.	December 2017	MSS CSCE	Council has developed a Mobility Map and will be soon placed on public display for community consultation.

Strategy	Actions (Statement of Means)	By When	Responsibility – see Appendix 1 for Abbreviations	Actions Taken at
Appropriate service information for people with a disability is provided	Ensure information concerning accessible public transport including Community Transport is readily available.	December 2017	MSS CSCE	<p>MSS and CSCE ensure that transport information for public transport and community transport is readily available at; Council, Wellington Senior Citizen Centre and library. CSCE has also informed and updated the Wellington Community Services Interagency network through meetings and regular emails any changes to community transport.</p> <p>CSCE daily informs community members either; face to face, over the phone or via email information related to transport services and access to them.</p>
	Assist in planning processes that can facilitate allocation of more resources for education, early intervention and childcare for children with a disability.	Ongoing	MSS	MSS participates in ongoing planning activities through the Community for Children program. The Community for Children Officer and the CSCE participate in activities for children in Wellington.

Strategy	Actions (Statement of Means)	By When	Responsibility – see Appendix 1 for Abbreviations	Actions Taken at
	Ensure information is available for users of scooters and electric wheelchairs on footpaths. Pedestrian safety information should also be made available.	July 2018	RSO CSCE	RSO and CSCE ensures information is available at various sites including Council and Senior Citizen Centre.  CSCE organised information presentation by Council's Roads and Safety Officer for local community members (during October) regarding community safety, access and use of scooters.
	Maintain a level of suitable resources is available to meet demand. Continue to conduct the Home Library Service (HLS).	Ongoing	MMRL	Resources and service is maintained.
	Discuss with the Dubbo Youth Council and Wellington Community Services Interagency any ideas they may have for young people with a disability.	December 2017	YDO CSCE	YDO and CSCE works closely with Disability service providers within the area through the Wellington Interagency. Information is shared through this network.  YDO discusses issue with the Dubbo Youth Council.
	Review customer service procedures to identify barriers to access and communication.	July 2018	MCSC	Procedures continually monitored and updated.

## APPENDIX

### a. Council Staff

Throughout this Plan some abbreviations have been used for the titles of Council staff. The following are these abbreviations and their full wording:-

MEDM	-	Manager Economic Development & Marketing
CfO	-	Communities for Children Officer
CSCC	-	Community Services Coordinator East
MBDS	-	Manager Building and Development Services
MTE	-	Manager Transport & Emergency
MFO	-	Manager Financial Operations
MPCS	-	Manager People Culture & Safety
MROS	-	Manager Recreation & Open Space
MSS	-	Manager Social Services
MRTCC	-	Manager Dubbo Regional Theatre and Convention Centre
RSO	-	Road Safety Officer
TE	-	Traffic Engineer
YDO	-	Youth Development Officer
MPA	-	Manager Property Assets
MCSC	-	Manager Customer Service Centres
MMRL	-	Manager Macquarie Regional Library

**b. Disability Statistics**

**Statistics for people with a disability in 2011 in the former Dubbo City and Wellington Shire Local Government Areas**

		<b>Dubbo</b>	<b>Wellington</b>
Unpaid assistance to persons with a disability	People aged 15 years and over providing assistance to persons with a disability	3,597	822
	Population aged 15 years and over	30,093	6,748
	% providing assistance to persons with a disability	12.0	12.2
People with a profound or severe disability (includes people in long-term accommodation), All ages	Persons with a profound or severe disability	2,030	518
	Total population	39,379	8,354
	% persons with a profound or severe disability	5.2	6.2
People with a profound or severe disability and living in the community, All ages	Persons with a profound or severe disability living in the community	1,540	428
	Total population	39,379	8,354

		<b>Dubbo</b>	<b>Wellington</b>
	% persons with a profound or severe disability and living in the community	3.9	5.1
People with a profound or severe disability (includes people in long-term accommodation), 0-64 years	Persons with a profound or severe disability, and living in the community. 0-64 years	1,025	263
	Population aged 0-64 years	33,791	6,774
	% persons aged 0-64 with a profound or severe disability and living in the community	3.0	3.9
People with a profound or severe disability and living in the community, 0-64 years	Persons with a profound or severe disability and living in the community 0-64 years	885	254
	Population aged 0-64 years	33,791	6,774
	% persons aged 65 years and over with a profound or severe disability and living in the community	2.6	3.7



		<b>Dubbo</b>	<b>Wellington</b>
People with a profound or severe disability (includes people in long-term accommodation), 65 years and over	Persons with a profound or severe disability, 65 years and over	1,005	255
	Population aged 65 years and over	5,588	1,580
	% persons aged 65 years and over with a profound or severe disability	18.0	16.1
People with a profound or severe disability and living in the community 65 years and over	Persons with a profound or severe disability and living in the community. 65 years and over	655	174
	Population aged 65 years and over	5,588	1,580
	% persons aged 65 years and over with a profound or severe disability and living in the community	11.7	11.0

**c. Definitions**

**i. Disability**

The Commonwealth Disability Discrimination Act 1992 (DDA) defines disability to include physical, intellectual, psychiatric, sensory, neurological and learning disabilities. It also includes physical disfigurement and the presence in the body of disease-causing organisms, such as the HIV virus.

This definition is meant to ensure everyone with a disability is protected by the legislation.

The DDA covers a disability which people have now, have had in the past, may have in the future or are believed to have.

**ii. Discrimination**

Discrimination occurs when a person with a disability is treated less fairly than a person without a disability. It also happens when someone is treated less fairly because they are a relative, friend, carer, co-worker or associate of a person with a disability.

**iii. Equitable Access**

The DDA Legislation required all organisations to provide equitable access to goods and services and to premises used by the public. Provision applied to a wide range of life activities including

- Access to premises used by the public
- Education
- Provision of goods and services
- Employment
- Administration of Commonwealth laws and programs

This ensures that all members of the Dubbo Regional community will be able to utilise services and facilities provided by Council. This must be provided in an equitable and dignified manner.

#### iv. Services and Facilities

The effects of the DDA includes all services provided by Council, including those that are part funded but delivered by other organisations. The term facilities, refers to all physical facilities provided or managed by Council, including open space areas.





## REPORT: Dubbo Family Day Care Scheme- Proposed Increase in Fees and the Proposed Introduction of a Building Lease

**AUTHOR:** Manager Social Services  
**REPORT DATE:** 22 January 2018  
**TRIM REFERENCE:** ID18/129

### EXECUTIVE SUMMARY

For many years Dubbo Family Day Care (DFDC) has applied for and received funding through Federal Government initiatives, with the most recent funding initiative being the Australian Community Support Program (CSP). The Federal Government has ceased this funding source nationwide from 1 July 2018. As a result DFDC is estimated to have an approximate revenue shortfall of \$215,000 per annum. To assist in recouping this loss a number of initiatives have been explored.

At its meeting held in December 2017 Council resolved to place on public display the proposed increase in the Parent Administration Levy and a new fee to lease the learning environment facilities located within the Dubbo Family Day Care Coordination Unit. The proposals were advertised to the general public in the Daily Liberal on the 20 December 2017 with the Daily Liberal being inserted into the Wellington Times on that same day, along with public displays at the Dubbo and Wellington Civic Administration Buildings. The closing date for public submissions was 17 January 2018. There were no submissions received.

### ORGANISATIONAL VALUES

Customer Focused: Dubbo Family Day Care's responsibility is to ensure that all our services, outcomes and facilities along with the activities we offer children and their families are delivered inclusively and are focused on access and equity for all.

Integrity: Dubbo Family Day Care is committed to providing positive outcomes for the children, families, educators and broader community that utilise the service.

One Team: Dubbo Family Day Care strive to work with the Early Childhood and broader Community Services sector within the Dubbo LGA to provide a service that meets the evolving expectations and needs within the community.

### FINANCIAL IMPLICATIONS

The financial implications are detailed in **Appendix 1** attached to the report.

**POLICY IMPLICATIONS**

There are no policy implications arising from this report.

**RECOMMENDATION**

1. That the information contained within the report of the Manager Social Services dated 22 January 2018 be noted.
2. That the Dubbo Family Day Care Scheme increase the Parent Administration Levy from the current figure of \$1.00/hour to \$1.75/hour by 1 July 2019. Such increase will be undertaken in .25 cents/hour blocks from 1 March 2018 to 1 July 2019 as detailed in Appendix 1 attached to this Report.
3. That the Dubbo Family Day Care Scheme lease the learning environment facilities located within the Coordination Unit on an as needs basis at a cost of \$20 per session from 1 March 2018. Educational resources located within the facility to be leased at \$10 per session from 1 March 2018 as detailed in Appendix 1 attached to this report.
4. That the increase in fees and the introduction of new fees are monitored so that the Dubbo Family Day Care Scheme remains a viable cost effective option for child care in the community.

*John Watts*

Manager Social Services

## BACKGROUND

At its meeting held in December 2017 Council resolved the following:

- “1. That the information contained within the report of the Manager Social Services dated 30 November 2017 be noted.*
- 2. That the Dubbo Family Day Care Scheme increase the Parent Administration Levy from the current figure of \$1.00/hour to \$1.75/hour by 1 July 2019. Such increase will be undertaken in .25 cents/hour blocks from 1 March 2018 to 1 July 2019 as detailed in Appendix 1 attached to this report.*
- 3. That the proposed charges be placed on public exhibition for a period of 28 days and a report detailing the outcome of public exhibition be brought to the February 2018 Ordinary meeting of Council.*
- 4. That the Dubbo Family Day Care Scheme lease the learning environment facilities located within the Coordination Unit on an as needs basis at a cost of \$20 per session from 1 February 2018. Educational resources located within the facility to be leased at \$10 per session from 1 February 2018 as detailed in Appendix 1 of this report.*
- 5. That the necessary action be taken to publicise the proposed increase in fees and the proposed fee to lease the learning environment facilities located within the facility as an element of the public exhibition process.*
- 6. That the increase in fees and the introduction of new fees are monitored so that the Dubbo Family Day Care Scheme remains a viable cost effective option for child care in the community.”*

The proposals were advertised to the general public in the Daily Liberal on the 20 December 2017 with the Daily Liberal being inserted into the Wellington Times on that same day, along with public displays at the Dubbo and Wellington Civic Administration buildings.

## REPORT

In response to the proposal’s advertisement and public display there were no submissions received.

Should the recommendations contained in this report be adopted by Council, steps will be taken to update the Dubbo Family Day Care Revenue Policy and advise existing families and educators of the fee increase along with the creation of the new fees to lease the learning environment facility.

An overview of the fee increases proposed, the proposed new fee related to the leasing of the learning environment unit and potential income per annum along with the timetable for same is provided as **Appendix 1**.

Appendices:

- [1](#) **U** Parent administration levy fee increase and new fee to lease the learning environment facilities at Dubbo Family Day Care Jan2018

**Proposed Increase to Parent Administration Levy (currently \$1.00/hr)**

Current CSP funding: 1/8/16 to 30/7/17 - \$215 891.89 including GST

EFT average for same period: 149

*(EFT = Equivalent Full time enrolment)*

CSP Funding on 149 EFT average: 149 x 7 hrs x 5 days x \$0.75 = \$3911.25/wk

\$3911.25 x 52 weeks = \$203 285.00

Phase one increase (March – July 2018)

CSP Funding + \$0.25 per hour increase:

149 x 7 hrs x 5 days x \$0.25 = \$1303.75/wk

+ CSP = \$3911.25/wk

= \$5215.00/wk

\$5215.00 x 18 weeks (Mar-June 2018)= \$93,870.00

Phase two increase (July 2018-July 2019)

No CSP + additional \$0.25 per hour increase (\$0.50 total increase):

149 x 7 hrs x 5 days x \$0.50 = \$2607.50/wk

\$2607.50 x 52 weeks = \$135 590.00

Phase three increase (July 2019-July 2020)

No CSP + \$0.25 per hour increase (\$0.75 total increase):

149 x 7 hrs x 5 days x \$0.75 = \$2607.50/wk

\$2607.50 x 52 weeks = \$203 385.00

TOTAL PARENT ADMINISTRATION FEE INCREASE of \$0.75 per hour

\$0.75 per hour increase (July 2019- July 2020):

149 x 7 hrs x 5 days x \$0.75 = \$203 385.00 per annum

**Room and Resource Hire**

Dubbo Family Day Care are exploring a number of options to source an alternate income source via offering for hire current playroom facilities within building to various early childhood and NGO organisations and community groups. This would be obtained through the charging of room and potential resource hire fees.

Room hire \$20 per 2 hour session x3 per day = \$60 per day x 5 days = \$300 per week

X 40 weeks per year = \$12000/annum

Resource hire \$10 per session (approximate) = \$50 per week

X 40 weeks per year = \$2000/annum

**Total income opportunity = \$14000/annum**





DUBBO REGIONAL  
COUNCIL

## REPORT: Dubbo Neighbourhood Centre Biannual Activities Report

**AUTHOR:** Manager Social Services  
**REPORT DATE:** 11 January 2018  
**TRIM REFERENCE:** ID18/128

### EXECUTIVE SUMMARY

The Dubbo Neighbourhood Centre (DNC) is required to submit a biannual report on its activities as a condition of Council funding the organisation. **Appendix 1** shows the DNC report for the period 1 July 2017 to 31 December 2017.

### ORGANISATIONAL VALUES

Customer Focused: The DNC provides a wide range of invaluable community services to the socially and economically disadvantaged, frail aged, children, youth, women, the socially isolated and those affected by disabilities both physical and mental. Council's funding assists the DNC to provide these services.

Integrity: The expenditure of the funding provided to the Neighbourhood Centre and the community outcomes produced by the expenditure are reported to Council and the public via public biannual reports and presentations to Council meetings.

One Team: Dubbo Regional Council and the Dubbo Neighbourhood Centre act in a partnership arrangement to provide the best possible outcomes for the residents of the Local Government area. Funding by Council assists the Neighbourhood Centre to deliver vital services which the Council itself does not the staff resources to provide.

### 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 information contained within the report of the Manager Social Services, dated 11 January 2018 be noted.**

*John Watts*  
Manager Social Services

## REPORT

Council provides significant funding to the Dubbo Neighbourhood Centre (DNC) to enable the organisation to function. For 2017/2018, Council provided the DNC with \$160,000 ex GST for rent and operations and \$5,000 for seniors' activities. The same amounts are allocated in the forward budget for 2018/2019. When Council determined to provide DNC with funding, a condition was imposed on the DNC to provide biannual reports of its activities to Council to enable Council to gauge the level of benefit to the community from the funding provided.

The appended report for the period 1 July 2017 to 31 December 2017 indicates that the DNC has been particularly active in providing services to the community. Of particular note in the DNC biannual activities report of the Neighbourhood Centre is:

- the opening of the youth centre (Wingewarra Activities Centre) on 28 September 2017 in the old CWA Hall in Wingewarra Street Dubbo;
- ongoing funding for the Migrant Support Program and the Safe Aboriginal Youth Night Patrol Program;
- the ongoing success of the Men's Group and the positive partnerships they have formed in the community;
- the success of the Winaggaay Re-engagement Support Program working with Aboriginal children who have been or are at risk of being suspended from School; and
- the expansion of the Vacation Care Program to three centres from July 2017.

With 55,241 services provided during the six (6) months period, the Dubbo Neighbourhood Centre continues to provide vital social and community services to the community. Aboriginal Family Health (3,476 services), Women's Safety Project (5,980 services), Settlement Services (2,060 services), Out of School Hours Care (10,435 services) and Domestic Violence Counselling (2,379 services) remain particularly sought after services within the community.

A representative of the Dubbo Neighbourhood Centre will be in attendance to address the report and answer any questions thereon.

Appendices:

- 1 [↓](#) Dubbo Neighbourhood Centre Inc Biannual Activities Report 1/7/17-31/12/17

## Report to Dubbo Regional Council

1<sup>st</sup> July 2017 to 31<sup>st</sup> December 2017

### COMMUNITY AND ADMINISTRATION SERVICES

During this six month period Dubbo Neighbourhood Centre delivered a total of approximately 55241 occasions of service. These figures are represented against the relevant services as follows:

#### SERVICE DELIVERY STATISTICS

<u>Service</u>	<u>Total</u>
NHC	10149
Executive Officer	206
Operations Manager	5290
Finance	159
Settlement Services	2060
Night Patrol	4940
Community Activities Program	1119
Community Visitors Scheme	1948
Home Modifications and Maintenance Scheme	1677
Child Youth and Family Service	990
Aboriginal Family Health	3476
Women's Safety Project	5980
Winaggaay Re-engagement Support Program	2393
Out of School Hours Care	10435
Domestic Violence Counselling	2376
Transport	2043
<b><u>TOTAL</u></b>	<b><u>55241</u></b>

#### The Dubbo Neighbourhood Centre Inc.

The Neighbourhood Centre hub (including management and internal support services) provides information and referral services to the community. For many people the centre is the main point of contact to get valuable information and help within Dubbo and surrounds.

DNC youth centre officially opened on the 28<sup>th</sup> of September. Since opening one student delivered a letter of proposal to management to change the name of the centre to Wingewarra Activities Centre (WAC), which got approved. The WAC centre offers a safe place for youth to participate in a variety of programs and activities. Individualised case management and support can be provided to participants and their families if required. The centre is operating Wednesday- Friday 5pm-10pm. Transport home is provided by our Night Patrol service.

The centre remains popular with folk dropping in to use the computers, shelter from the weather or just to have a cuppa.

DNC passed the Quality Management System Certificate, meaning we are ISO and third party accredited.

We are also very proud of our annual calendar which has now been distributed to the community. The calendar includes reminders for a variety of events in the community and is bright, friendly and a beautiful collection of local people, places, organisations and events.

DNC continues to provide a “home” for services such as The DV Prevention Collective, WAGS’s, Wambool, Seniors Group, MS Support, Combined Pensioners – just to name a few.

## AGED AND DISABILITY SERVICES

### Community Transport

DNC’s transport service is self-funded. This service continues to grow with more clients, we are always seeking funds to ensure the financial viability of the service is upheld. Clients that use the transport service include those that are aged, have a disability, need assisted transport for medical purposes, financially disadvantaged or homeless. The service does a fortnightly bus trip from Wellington, for Wellington and Geurie clients to access services and facilities in Dubbo. Transport also do a monthly bus trip to Orange that gives clients the chance to access services and facilities in Orange, this also gives them the opportunity to access specialist medical appointments.

### Community Activities Program

CAP has had a great year, with numbers for attendances rising from 2016 for bus trips and regular monthly activities.

Stephen the CAP coordinator spent three days and two nights away with a group of seniors for the Hunter Valley Christmas Lights spectacular. Approximately 25 seniors attended the trip. We have had positive feedback from the trip with all seniors thoroughly enjoying themselves.

### Community Visitors Scheme

The Community Visitors Scheme (CVS) is a national program initiative funded by the Commonwealth Government, Department of Social Services. The CVS assists with the matching of one-on-one, volunteer visitors to residents of Residential Aged Care facilities in the Orana Far West and under the guidelines of clients receiving Home Care Program Packages, we also attend Residential Aged Care facilities to engage residents in Group Visits with activities.

The new Masonic Aged Care unit has come on board, with weekly visits being held, allowing volunteers to visit on a regular basis, adding momentum to the program.

We have had a few new volunteers sign up over the past few months, and have the vision of expanding on Home Visits, with the assistance of different Local Home care Package Providers.

To date we are visiting 10 nursing homes on a weekly/fortnightly basis, and have in excess of 36 volunteers signed up to the program.

### Dubbo Home Modification and Maintenance Service

The Dubbo Home Modification Service continues to provide excellent service to the community. HMMS provides modification and maintenance work for people who are frail, aged, people with disabilities and their carers so that they may live more independently in the community and remain in their own homes longer.

The Home Modification and Maintenance Service has delivered over 1677 occasions of service during this six month period, over 100 of these being grab rails installed. This program covers a large area of our community including the townships of Dubbo, Narromine, Wellington, Gilgandra, and the rural areas that surround those towns. Our clients have received a completed HMM services including simple maintenance jobs,

numerous handrails and grab rails, ramps, a wheelchair lift, full bathrooms and kitchen modifications.

The HMMS team have also introduced a lawn mowing and yard cleaning service for both domestic and commercial premises.

### **Migrant Services**

The Migrant Support program has delivered 2060 occasions of service during this six month period. Immediate assistance has been delivered to clients new to our region. Nationalities assisted have been: Asian, Chinese, Egyptian and Syrian.

DNC has a new migrant support worker, Denise. Denise is a migrant herself, so knows a lot about it and what problems they can face in Dubbo and the Orana region. Since starting in October Denise has been working with approximately 20 new clients, most having working visas here in the Orana area and nearly 90 per cent of them in the process of getting their permanent residency visa.

Denise has also attended meetings with MP Mark Coulton (approximately 25 migrants attended also), Mayor Ben Shields, and different interagency meetings in Dubbo, Orange and surrounding areas.

## **COUNSELLING AND FAMILY SUPPORT SERVICES**

### **Child, Youth and Family Service**

Child, Youth & Family program is a mediation, referral and support service for children and young people aged(12-17) and/or their family, who are experiencing or at risk of experiencing conflict and disruption within the family. This service delivered 990 occasions of service during the six month period.

The CYFS program can assist with advice and support, case management, group work and referrals. In November, the CYFS coordinator, Jaymaree, along with nine young boys from the Wednesday afternoon boys group and three staff members from Apollo House successfully completed the White Card Training through TAFE Western. The boys have obtained their White Card for the YES program which was held for two weeks in November/December where the boys completed construction and horticulture through TAFE Western with Apollo House and DNC.

### **Aboriginal Family Wellbeing and Violence Prevention**

Jimmy has been busy with his Men's group doing clean ups around Dubbo and Wellington. They have also been fixing up the Community Market Garden. There has been great support from DNC, Bunnings and other services in the community to help make all of this happen. Jimmy has also organised a partnership between DNC, Orana Support Services and the Gagarrin (Wiradjuri translation meaning "strong brothers") Men's group to do lawn mowing and maintenance for the seniors around Dubbo and surrounding towns.

Jimmy has attended a number of trainings including Wesley Life Force Suicide Prevention Conference that was held in October in Darwin. All networks came together to come up with some ideas about how to prevent suicide in the Aboriginal and Non-Aboriginal community. Jimmy also attended Identifying elder abuse in the Aboriginal communities training which was held at DNC and had 18 people attend.

Jimmy worked in partnership with the Education centre against violence to organise the rural response to Domestic Violence in Aboriginal community's course, which was open to anyone in Dubbo and the surrounding areas. It was held at DNC and had 20 people attend.

### **Women's Safety Project**

The past six months Women's Safety Project has delivered 5010 occasions of service. The project is coordinated by employee Teagan Martin which involves intensive case-work to support people affected by Domestic and Family Violence. The program is always at capacity with a waitlist.

The last six months Teagan has supported events including: From Violence To Safety Conference which had 200 workers from across the state attend, It's in the bag which had over 100 bags handed out, White Ribbon Family Fun Day which had approx.. 400 people attend and the Nappy Collective in which we received donations of over 400 nappies.

### **Domestic Violence Counselling**

The demand for this service continues to grow with the service delivering 2 376 occasions of service during the six month period. This service provides culturally sensitive counselling via face to face consultation or telephone to women who have experienced Domestic and/or family violence. We employ two part time counsellors to proactively provide the most appropriate care and compassion to our clients whilst offering choice and ultimately empowerment.

We offer Telephone counselling to regional communities including Wellington, Coonabarabran, Coonamble, Gilgandra, Nyngan and Warren.

### **Safe Aboriginal Youth (S.A.Y program) formerly Community Night Patrol**

Operating hours are 7.00pm to 11.00pm Thursday, Friday and Saturday evenings, we have recently added in Wednesday evening's permanently as well. Hours do change back to 6pm to 10pm when daylight savings is over.

Justice Department, Safe Aboriginal Youth Night Patrol program is continuing to run successfully transporting between 400 and 650 young people every month. Our staff are linking in with many other services within the community including Soup Kitchen, Schools and various support services. The Team continues to work with the Justice Group and Dubbo Police to ensure that any issues in the community are considered. Night Patrol also assist with our Youth Centre (WAC) providing safe transport home for the children after.

## **CHILDREN SERVICES SECTION**

### **Winanggaay Re-engagement Support Program**

Winanggaay (Wiradjuri translation meaning "To Know, To Think, To Understand) aims to provide intensive support for Aboriginal children aged between 5 and 12 who have been suspended or are at risk of being suspended from School. In the last six months of this year Winanggaay has taken a total attendance of close to 344.

DNC employ four part time workers including a qualified Teacher, Youth Worker, Social Worker and a trainee Children's Services student. The program was also a platform for student practicum from Charles Sturt University (Social Work) and TAFE (community Services). Early Intervention is essential for:

- Identifying and meeting student's individual needs e.g. Cognitive Therapy, Anger Management, Mindfulness.
- Identifying and meeting cultural needs e.g. building upon a strong sense of belonging, Indigenous guest workshops, 8Ways learning and Indigenous narratives.
- Embedding the blueprint for successful schooling e.g. mind maps, learning plans.

- Improving social and educational outcomes including attendance e.g. Target needs
- Reducing suspension rates e.g. understanding triggers planning for success
- Improve family and parenting support at home.

### **Outside of School Hours Care**

OOSH operates Before School Care 6am -9.15am dropping the children. After School Care pick the children up from school and take them to their ASC centres which are held at Central DNC Building, North public, West public, South public, St Laurence's, Buninyong public and Macquarie Anglican Grammar from 2.30 - 6.00pm. All transport to and from school is provided by DNCs bus.

DNC employ qualified staff and have a training program in place to continue to build on our team. All centres are accredited through the Department of Education and we offer inclusion support and specialist staff. A rebate from Family Assistance Office is available for all families that qualify.

The After School Care program allows for children to be able to grow within themselves whilst learning in a play based environment. Our After School Care Program offers a weekly activities program to our students which is based on our children's interest and led by our educators.

### **Vacation Care**

The Vacation Care program offers an inclusive environment for primary school aged children from 5 -12 years. The program is operated from 8am to 6pm during school holidays. A rebate from Family Assistance Office is available for all families that qualify.

The program is continually increasing with enrolments. DNC now operate three centres for Vacation Care every holidays. Both September/October and December/January school holidays have had Central, South Public and Macquarie Anglican Grammar schools centre open. Due to the increase of enrolments for Vacation Care, OOSH are looking at expanding and operating a fourth centre for Vacation Care.

We aim to ensure that the Vacation Care program is fun and enjoyable as after all, it is the children's school holiday.

Educators for both OOSH and Vacation Care are qualified in Children's Services, which allows for quality care to be delivered throughout the program.



DUBBO REGIONAL  
COUNCIL

## REPORT: Victoria Park Redevelopment Advisory Committee membership

**AUTHOR:** Governance Team Leader  
**REPORT DATE:** 1 February 2018  
**TRIM REFERENCE:** ID18/200

### EXECUTIVE SUMMARY

At Council's Ordinary meeting held 18 December 2017, Council had before it the report CCL17/197 Dubbo Regional Sports Council Consultation on the Victoria Park Redevelopment Proposal which resolved the composition of the newly formed Victoria Park Redevelopment Advisory Committee, being:

"5. That the Victoria Park Redevelopment Advisory Committee membership be altered to recognise the formation of the Cycling Facility Working Party. The membership shall consist of:

- Mayor.
- Two (2) Councillors.
- General Manager.
- Director Community and Recreation.
- Manager Open Space and Recreation.
- Sporting Assets Coordinator.
- Recreation Coordinator.
- President of the Dubbo Regional Sports Council.
- Representative of Dubbo District Cricket Association.
- Representative of Dubbo Rugby Union.
- Representative of Dubbo Junior Rugby Union.
- Representative of Cricket NSW.
- Representative of Westside Rugby League Football Club.
- Representative of Dubbo Cycle Club."

Council need to now resolve who will be the two (2) Councillor representatives for this committee.

### ORGANISATIONAL VALUES

Customer Focused: Committee memberships include Councillors and people representing interested parties on the Committees that ensure that the interests of these groups are considered by Council.

Integrity: Committees generally report to an open meeting of Council for transparency whereby community members may consult with Councillors in their decision making process.

One Team: Councillors together with community representatives and staff are represented in allowing items to be discussed with a thorough representation of those involved.



**FINANCIAL IMPLICATIONS**

There are no financial implications arising from this report.

**POLICY IMPLICATIONS**

There are no policy implications arising from this report.

**RECOMMENDATION**

**That Council determine two Councillor Representatives on the Victoria Park Redevelopment Advisory Committee.**

*Susan Wade*

Governance Team Leader

**REPORT**

The newly formed Victoria Park Redevelopment Advisory Committee, will require two Councillor Representatives along with the Mayor to be members on this committee.

It is proposed that the first meeting of this committee will be held in the first week of March 2018, so Council will need to determine the two (2) Councillor Representatives for this committee.



## REPORT: Street Tree Advisory Committee

**AUTHOR:** Manager Governance and Risk  
**REPORT DATE:** 8 February 2018  
**TRIM REFERENCE:** ID18/225

### EXECUTIVE SUMMARY

At Council's Ordinary meeting held 18 December 2017, Council considered a report on the opportunities to improve the street tree canopy where Council resolved:

- “1. That Council form a Committee to review proposed removal and/or replacement of trees required to complete infrastructure projects comprising the Mayor, interested Councillors, the General Manager, the Director Community and Recreation or his nominee, the Director Infrastructure and Operations or his nominee, the Director Planning and Environment or her nominee, and four (4) community representatives.
2. That after a publicly advertised process the community representative membership of the Dubbo Regional Council Street Tree Committee be considered at the February 2018 Ordinary Meeting of Council.
3. That a draft Terms of Reference for the Dubbo Regional Council Street Tree Committee be put to the February 2018 Infrastructure, Community and Recreation Committee meeting for consideration.
4. That the Committee undertake a review of Council's strategic master plan for the City's tree scape for the consideration of Council following a community consultation process.
5. That the Director Community and Recreation be requested to develop a draft Council Policy for Urban Street Tree Removal for the review of the Committee and consideration of Council following a community consultation process.
6. That all activities relevant to the Urban Street Tree Removal Policy be reported to the Committee and Council on a quarterly basis.
7. That the proposed removal of and/or replacement of trees required as part of Council's infrastructure projects, apart from any projects which are well advanced and subject to contractual obligations, (being the Boundary Road Extension project, the Bultje Street - Dubbo CBD Heat Island Amelioration project and the Cobra/Fitzroy Street Signalisation Project and Erskine Street, west of Darling Street) be postponed until a community committee has been established to review such proposed tree removal and/or replacement with recommendations to Council's Infrastructure, Community and Recreation Committee.”

This report addresses the matters of determining the Councillor and Community representatives for this Committee and the consideration of the terms of reference. This report also recommends that Council grant delegated authority to the Committee within the restrictions outlined in the draft Delegation of Authority to the Street Tree Advisory Committee as attached to this report as **Appendix 3**.

## ORGANISATIONAL VALUES

Customer Focused: Street trees are a public asset and their management can evoke a strong emotional response. Through an improved communication/consultation policy our customers can have input into the future development of the public urban forest.

Integrity: The proposed Street Tree Committee and the Urban Street Tree Removal Policy shall ensure greater community engagement, transparency and understanding of the interaction with street trees and infrastructure projects.

One Team: Street trees are assets that are owned by the Infrastructure and Operations Division and are managed on their behalf by the Community and Recreation Division. The drafting of the new policy will require input from both Divisions and also from the Economic Development and Business (Communications and Stakeholder Engagement Branch) to develop a comprehensive and workable communication strategy.

## 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 Councillor representatives on the Street Tree Advisory Committee be determined.**
- 2. That the four (4) Community representatives on the Street Tree Advisory Committee be determined.**
- 3. That the draft Terms of Reference as attached to the report of the Manager Governance and Risk dated 8 February 2018 as Appendix 2 be adopted.**
- 4. That the draft Delegation of Authority to the Street Tree Advisory Committee as attached to the report of the Manager Governance and Risk dated 8 February 2018 as Appendix 3 be adopted.**

*Michael Ferguson*  
Manager Governance and Risk

## BACKGROUND

At Council's Ordinary meeting held 18 December 2017, Council considered a report on the opportunities to improve the street tree canopy where Council resolved:

- "1. That Council form a Committee to review proposed removal and/or replacement of trees required to complete infrastructure projects comprising the Mayor, interested Councillors, the General Manager, the Director Community and Recreation or his nominee, the Director Infrastructure and Operations or his nominee, the Director Planning and Environment or her nominee, and four (4) community representatives.*
- 2. That after a publicly advertised process the community representative membership of the Dubbo Regional Council Street Tree Committee be considered at the February 2018 Ordinary Meeting of Council.*
- 3. That a draft Terms of Reference for the Dubbo Regional Council Street Tree Committee be put to the February 2018 Infrastructure, Community and Recreation Committee meeting for consideration.*
- 4. That the Committee undertake a review of Council's strategic master plan for the City's tree scape for the consideration of Council following a community consultation process.*
- 5. That the Director Community and Recreation be requested to develop a draft Council Policy for Urban Street Tree Removal for the review of the Committee and consideration of Council following a community consultation process.*
- 6. That all activities relevant to the Urban Street Tree Removal Policy be reported to the Committee and Council on a quarterly basis.*
- 7. That the proposed removal of and/or replacement of trees required as part of Council's infrastructure projects, apart from any projects which are well advanced and subject to contractual obligations, (being the Boundary Road Extension project, the Bultje Street - Dubbo CBD Heat Island Amelioration project and the Cobra/Fitzroy Street Signalisation Project and Erskine Street, west of Darling Street) be postponed until a community committee has been established to review such proposed tree removal and/or replacement with recommendations to Council's Infrastructure, Community and Recreation Committee."*

This report addresses the matters of determining the Councillor and Community representatives for this Committee and the consideration of the terms of reference. This report also recommends that Council grant delegated authority to the Committee within the restrictions outlined in the draft Delegation of Authority to the Street Tree Advisory Committee as attached to this report as **Appendix 3**.

## REPORT

With regard to Council's resolution of 18 December 2017, public expressions of interest were called through public advertisement and Council's website from 20 December 2017 until 26 January 2018. Ten (10) submissions were received from the public during this period which are attached as **Appendix 1** to this report.

Submissions, in order of date received, were received from:

- Mark Gardner
- Narelle Grant
- Robert Moore
- Sylvia Besseling
- Diana Hoffman
- Alan Comerford
- Peter Hoffman
- Oliver (Bob) Coverdale
- Belinda Edmondson
- Barbara Sutherland

It was resolved by Council that the membership for this Committee consist of four (4) Community representatives and accordingly, Council must determine the community representatives for this Committee.

Council's resolution of December 2017 also requested the development of a Terms of Reference for the Street Tree Advisory Committee. The Director Community and Recreation has developed these Terms of Reference for the consideration of Council which are attached as **Appendix 2** to this report.

Further, it is proposed that the Street Tree Advisory Committee be delegated authority to make decisions on behalf of Council as per the draft Delegations of Authority to the Street Tree Advisory Committee as attached to this report as **Appendix 3**. This draft delegation provides for the Committee to make decisions within certain restrictions that will not be referred to Council for determination. These restrictions include that the Committee cannot make a decision under delegated authority where budgeted funds in excess of \$15,000 are required or any decision that requires unbudgeted funds to be expended. The delegation also requires that a majority vote is required to make a delegated decision and where a majority is not achieved the matter will be referred to Council for determination. It is also appropriate to note that the delegation contains a rescission clause whereby any decision made under delegated authority can be deferred to Council for determination by three (3) Councillors.

Appendices:

- [1](#) Street Tree Advisory Committee Community Representative Nominations
- [2](#) Street Tree Advisory Committee Draft Terms of Reference
- [3](#) Draft Delegation to the Street Tree Advisory Committee

**DUBBO REGIONAL COUNCIL**

**Community Representatives – Street Tree Committee  
2017 Application**

This form is to be completed if you would like to apply to become a member of the Dubbo Regional Council Street Tree Committee.

Please note that the information contained in this application may be used in a report to Council. Such Council report will be a public document. Details of address, phone and email will remain confidential.

**Section One Personal Details**

Name MARK GARDNER  
 Address PO Box 1395 DUBBO NSW  
 Phone 0419 611-302  
 Suburb DUBBO  
 Email Address mark.gardner@dbs.net.au

**Section Two** Please provide a brief overview of the reasons why you wish to be considered for membership

I have a long standing interest in the Street Trees of Dubbo. I have written about this to Council and have met with Representatives many times. I am a small business owner at 24 Erskine St, and live in Fitzroy St and have first hand experience of the need for a Strategic Focus to Dubbo Trees and the need to improve canopy cover. I am an active member of many local groups, including Treasurer of the Dubbo Stampede. I am an Agricultural Consultant.

Please use additional sheets if insufficient space.

Post to:  
 Manager Governance and Risk Services  
 Dubbo Regional Council  
 PO Box 81  
 Dubbo NSW 2830

Deliver personally to Dubbo Regional Council's  
 Customer Service Centre, at either Dubbo or  
 Wellington Administration Buildings

Email to [council@dubbo.nsw.gov.au](mailto:council@dubbo.nsw.gov.au)

**Nominations Close 5pm Friday 26 January 2018**

For further information, please contact Council's Manager Governance and Risk Services:  
 Michael Ferguson 6801 4000 or email: [dcc@dubbo.nsw.gov.au](mailto:dcc@dubbo.nsw.gov.au)



Dubbo City

Parcel.....

Asset..... LGR

22 DEC 2017

DHG

File C.....

**DUBBO REGIONAL COUNCIL**  
**Community Representatives – Street Tree Committee**  
**2017 Application**

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**Section One Personal Details**

Name Narelle Grant

Address 232 Darling St Dubbo NSW 2830

Phone 0421131551

Suburb South Dubbo

Email Address ggrant50@optusnet.com.au

**Section Two** Please provide a brief overview of the reasons why you wish to be considered for membership

I am a long term Dubbo resident and ratepayer with an environmental and aesthetic interest in  
maintaining and furthering the greening of our streets and public spaces. I would very much like to  
be a part of the consultative process between council and community so we can work  
collaboratively to achieve best practice, and together make Dubbo Regional Council the  
benchmark in this field.

Please use additional sheet if insufficient space.

Post to:  
Manager Governance and Risk Services  
Dubbo Regional Council  
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Dubbo NSW 2830

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Michael Ferguson 6801 4000 or email: [dcc@dubbo.nsw.gov.au](mailto:dcc@dubbo.nsw.gov.au)





Dubbo City  
Parcel.....  
Asset..... HCR  
10 JAN 2018  
File DHS

DUBBO REGIONAL COUNCIL  
Community Representatives – Street Tree Committee  
2017 Application

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Section One Personal Details

Name Robert Moore  
Address 185 Thornton St Wellington  
Phone 68453279  
Suburb \_\_\_\_\_  
Email Address ramoore@well-com.net.au

Section Two Please provide a brief overview of the reasons why you wish to be considered for membership

I see councils tree planting policy strange and have done since living in Mumbil.  
Colorful natives like flowering gums to seven metres look far better than just green leaves.

1998 Awarded NSW Individual Champion to the Environment by Pacific Power through Tidy Towns as part of Mumbil D.P.A Committee.

Please use additional sheet if insufficient space.  
Post to:  
Manager Governance and Risk Services  
Dubbo Regional Council  
PO Box 81  
Dubbo NSW 2830

Deliver personally to Dubbo Regional Council's Customer Service Centre, at either Dubbo or Wellington Administration Buildings  
Email to council@dubbo.nsw.gov.au

Nominations Close 5pm Friday 26 January 2018

For further information, please contact Council's Manager Governance and Risk Services: Michael Ferguson 6801 4000 or email: dcc@dubbo.nsw.gov.au



DUBBO REGIONAL COUNCIL

Community Representatives – Street Tree Committee  
2017 Application

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**Section One Personal Details**

Name Sylvia Besseling  
Address P.O. Box 1414  
Phone 6882 6302  
Suburb Dubbo  
Email Address besswooll@bigpond.com

**Section Two** Please provide a brief overview of the reasons why you wish to be considered for membership

I love this regional area we live in. It will mean a lot to be part of the above committee as I am passionate about trees, native or others, the impact they have not only for aesthetics, but importantly for aspects relating to the respect we need for our natural environment.

I have produced (in conjunction with DCC) the "Earthcare -You can do it" kit for the benefit of public use, with regard to all aspects of our environment.

I have gained experience through Troy Gully Landcare with 68,600 successful plantings in Dubbo, since 1998.

I believe in the appropriate tree selection for it to suit all aspects of its location.

Please use additional sheet if insufficient space.

Post to:  
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Dubbo Regional Council  
PO Box 81  
Dubbo NSW 2830

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Wellington Administration Buildings

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Michael Ferguson 6801 4000 or email: [dcc@dubbo.nsw.gov.au](mailto:dcc@dubbo.nsw.gov.au)



RECEIVED  
17 JAN 2018  
BY: SFO

DUBBO REGIONAL COUNCIL

Community Representatives – Street Tree Committee  
2017 Application

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Please note that the information contained in this application may be used in a report to Council. Such Council report will be a public document. Details of address, phone and email will remain confidential.

Section One Personal Details

Name Mrs. Diana HOFFMAN  
Address 13 BUNNYONG R.D DUBBO 2830  
Phone 02 6881 6409  
Suburb DUBBO EAST  
Email Address dianahoffman@bigpond.com

Section Two Please provide a brief overview of the reasons why you wish to be considered for membership

As an interested community member committed representatives should participate in discussions of the policies and plans in place regarding Tree issues in the Council area. There needs to be community understanding of the "who/what/how/when" of the decision making process.  
I believe my history of community volunteering & Executive positions held in volunteer organisations past & current would allow me to provide valuable input to this Committee.  
I have a personal history of involvement with Environmental management issues at local, regional & State level and an understanding of Governance procedures & Risk Management

Post to:  
Manager Governance and Risk Services  
Dubbo Regional Council  
PO Box 81  
Dubbo NSW 2830

Deliver personally to Dubbo Regional Council's  
Customer Service Centre, at either Dubbo or  
Wellington Administration Buildings  
Email to council@dubbo.nsw.gov.au

Nominations Close 5pm Friday 26 January 2018

*Diana V. Hoffmann* Diana V. HOFFMAN

For further information, please contact Council's Manager Governance and Risk Services:  
Michael Ferguson 6801 4000 or email: dcc@dubbo.nsw.gov.au



Dubbo City  
Parcel.....  
Asset..... HCR  
23 JAN 2018  
File C.....

DUBBO REGIONAL COUNCIL

Community Representatives – Street Tree Committee **D/15**  
2017 Application

This form is to be completed if you would like to apply to become a member of the Dubbo Regional Council Street Tree Committee.  
Please note that the information contained in this application may be used in a report to Council. Such Council report will be a public document. Details of address, phone and email will remain confidential.

Section One Personal Details

Name ALAN COMERFORD  
Address 1 BARBICAL STREET  
Phone 0407 185310  
Suburb WONGARBOON 2831  
Email Address bigal.comerford@gmail.com

Section Two Please provide a brief overview of the reasons why you wish to be considered for membership

I live at Wongarboon and I am on the Local Park Committee and Rural Advisory - I mow the park as a volunteer and around the village I am passionate about the trees around the Shire Area. Being from a village I think I could have a different perspective about the trees in the Dubbo Regional Council Area

*Alan Comerford*  
**ALAN COMERFORD**  
22-1-2018

Please use additional sheet if insufficient space.

Post to:  
Manager Governance and Risk Services  
Dubbo Regional Council  
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Dubbo NSW 2830

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Wellington Administration Buildings

Email to council@dubbo.nsw.gov.au

Nominations Close 5pm Friday 26 January 2018

RECEIVED  
22 JAN 2018  
BY: SR

For further information, please contact Council's Manager Governance and Risk Services:  
Michael Ferguson 6801 4000 or email: dcc@dubbo.nsw.gov.au





Dubbo City  
Parcel.....  
Asset: MGR  
24 JAN 2018  
12/615  
File C.....

DUBBO REGIONAL COUNCIL  
Community Representatives – Street Tree Committee  
2017 Application

This form is to be completed if you would like to apply to become a member of the Dubbo Regional Council Street Tree Committee.  
Please note that the information contained in this application may be used in a report to Council. Such Council report will be a public document. Details of address, phone and email will remain confidential.

Section One Personal Details

Name Mr Peter HOFFMAN  
Address 36<sup>L</sup> Gidgee Rd. Dubbo  
Phone 0417495 827  
Suburb DUBBO  
Email Address N/A

Section Two Please provide a brief overview of the reasons why you wish to be considered for membership

- I am a qualified Arborist, Tree Surgeon and Horticulturist and recognise the importance and significance of issues surrounding Street Tree policies and planning.
- The conservation & preservation of remnant endemic trees and a planning process to encourage the use of these species should be encouraged.
- I have been a volunteer in communities in which I have lived and been a member of such organisations as 'Bushcare' & 'Landcare'.

Please use additional sheet if insufficient space.

(see attached)

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Manager Governance and Risk Services  
Dubbo Regional Council  
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Dubbo NSW 2830

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Wellington Administration Buildings  
Email to council@dubbo.nsw.gov.au

Nominations Close 5pm Friday 26 January 2018

For further information, please contact Council's Manager Governance and Risk Services:  
Michael Ferguson 6801 4000 or email: dcc@dubbo.nsw.gov.au



DUBBO REGIONAL COUNCIL

Community Representatives – Street Tree Committee  
2017 Application

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Please note that the information contained in this application may be used in a report to Council. Such Council report will be a public document. Details of address, phone and email will remain confidential.

Section One Personal Details

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Suburb \_\_\_\_\_  
Email Address \_\_\_\_\_

Section Two Please provide a brief overview of the reasons why you wish to be considered for membership

I feel my background, knowledge and interest would be of benefit to the Street Tree committee if I was to be selected as a Community representative -

Please use additional sheet if insufficient space.

Post to:  
Manager Governance and Risk Services  
Dubbo Regional Council  
PO Box 81  
Dubbo NSW 2830

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Customer Service Centre, at either Dubbo or  
Wellington Administration Buildings

Email to [council@dubbo.nsw.gov.au](mailto:council@dubbo.nsw.gov.au)

Nominations Close 5pm Friday 26 January 2018

*Peter Hoffman*  
Peter Hoffman 23/1/2018

For further information, please contact Council's Manager Governance and Risk Services:  
Michael Ferguson 6801 4000 or email: [dcc@dubbo.nsw.gov.au](mailto:dcc@dubbo.nsw.gov.au)



Dubbo City  
Parcel.....  
Asset..... MGR  
24 JAN 2018  
R/615  
File C.....

RECEIVED  
23 JAN 2018  
BY: PA

DUBBO REGIONAL COUNCIL  
Community Representatives – Street Tree Committee  
2017 Application

This form is to be completed if you would like to apply to become a member of the Dubbo Regional Council Street Tree Committee.  
Please note that the information contained in this application may be used in a report to Council. Such Council report will be a public document. Details of address, phone and email will remain confidential.

Section One Personal Details

Name OLIVER ROBERT (BOB) COVERDALE  
Address 18/3 ROYAL PINES CLOSE  
Phone 0421 600 562  
Suburb DELOY PARK.  
Email Address coverdr@hwy.com.au.

Section Two Please provide a brief overview of the reasons why you wish to be considered for membership

See attached:-  
\_\_\_\_\_  
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*Bob Coverdale*

Please use additional sheet if insufficient space.


Post to: Manager Governance and Risk Services  
Dubbo Regional Council  
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Dubbo NSW 2830

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Nominations Close 5pm Friday 26 January 2018

For further information, please contact Council's Manager Governance and Risk Services:  
Michael Ferguson 6801 4000 or email: dcc@dubbo.nsw.gov.au



Dubbo Street Tree Committee.

Section Two:

I am a concerned rate payer with great interest in the environment and beauty of our city. I have very limited experience in the technical aspects of Street trees.

I would like to be involved in the planning and implementation of the Street Tree Program with emphasis on the environment and beauty of the city. I would like to see trees being seen as a long term community asset to enhance the well being of the community. The every large number of exotic plants being used at present are having a major effect on our native fauna and in particular the birds. The numbers of ferrel birds has increased dramatically over the last few years in our gardens and on the streets.

Looking to the future, many of our present essential services will be out moded and replaced with new technology within the next 20 years. Power lines may be a thing of the past.

A beautiful shade tree will take 50 - 100 years to mature.

Our city could be a national leader in developing new ways of growing and maintaining native trees and shrubs in the urban environment. This could be associated with the sponsorship of scientific studies at our schools and university.



DUBBO REGIONAL COUNCIL

**Community Representatives – Street Tree Committee  
2017 Application**

This form is to be completed if you would like to apply to become a member of the Dubbo Regional Council Street Tree Committee.  
Please note that the information contained in this application may be used in a report to Council. Such Council report will be a public document. Details of address, phone and email will remain confidential.

**Section One Personal Details**

Name Belinda Edmondson  
 Address 18 Turnberry Tce  
 Phone 0407 253 271  
 Suburb Dubbo  
 Email Address belinda.edmondson@gmail.com  
edmo1bel@police.nsw.gov.au

**Section Two** Please provide a brief overview of the reasons why you wish to be considered for membership

*I am a long term resident of Dubbo and passionate about the Community in which I live. Over the years I have watched Council grow & develop Dubbo, however I have become increasingly alarmed about our disappearing street tree canopy and lack of previous Council Community consultation. With another like minded Community Member, we developed a FB site, SOS Trees Dubbo, and discovered many people were just as concerned as us. I would like the opportunity to work with Council to contribute to the greening of our Community through a Consultation process. With the Street Tree Master Plan in place, I believe we can truly achieve a green jewel attracting many more visitors & residents to our hot, dry climate.*

*I am a keen gardener who has realistic expectations*  
 Post to: Deliver personally to Dubbo Regional Council's  
 Manager Governance and Risk Services Customer Service Centre, at either Dubbo or  
 Dubbo Regional Council Wellington Administration Buildings  
 PO Box 81  
 Dubbo NSW 2830 Email to council@dubbo.nsw.gov.au



**Nominations Close 5pm Friday 26 January 2018**

For further information, please contact Council's Manager Governance and Risk Services:  
 Michael Ferguson 6801 4000 or email: dcc@dubbo.nsw.gov.au



Dubbo City  
 Parcel.....  
 Asset..... MGR  
 29 JAN 2018  
 12/615  
 File C.....

DUBBO REGIONAL COUNCIL

Community Representatives – Street Tree Committee  
2017 Application

This form is to be completed if you would like to apply to become a member of the Dubbo Regional Council Street Tree Committee. Please note that the information contained in this application may be used in a report to Council. Such Council report will be a public document. Details of address, phone and email will remain confidential.

Section One Personal Details

Name Barbara Sutherland  
 Address 20 Goode St  
 Phone 0466495128  
 Suburb DUBBO  
 Email Address rog-barbb@yahoo.com.au

Section Two Please provide a brief overview of the reasons why you wish to be considered for membership

Please see attached.

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Please use additional sheet if insufficient space.

Post to: Deliver personally to Dubbo Regional Council's  
 Manager Governance and Risk Services Customer Service Centre, at either Dubbo or  
 Dubbo Regional Council Wellington Administration Buildings  
 PO Box 81  
 Dubbo NSW 2830 Email to council@dubbo.nsw.gov.au

Nominations Close 5pm Friday 26 January 2018

For further information, please contact Council's Manager Governance and Risk Services:  
Michael Ferguson 6801 4000 or email: dcc@dubbo.nsw.gov.au



I am firmly of the view Dubbo Regional Council has Councillors and staff who want the best for our community. I wish to be considered for this committee as a community member as I am of the view the past approach of the community attempting to respond to Council's operational decisions in removing street trees has been ineffective. We need a strategic approach to the management of our street tree canopy that will guide Council's operational decision making and guide the community's response to those decisions.

My passionate interest in the need to improve the street tree canopy of arguably the hottest regional city in NSW together with my analytical and research skills, I believe do equip me as an applicant for the Street Tree Committee.



Barbara Sutherland

BBus (HRM) (CSU) JP

24 January 2018

## Street Tree Advisory Committee

### Terms of Reference

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#### Mandate

The Dubbo Regional Council Street Tree Advisory Committee serves as resource and information support group to the Council as required and provides advice on the following matters:

1. To review proposed removal and/or replacement of trees required to complete infrastructure projects.

Matters to be considered under this item shall include:

- Consideration of capital works concepts at the planning stage for works that potentially require the removal of a significant proportion of an avenue of street trees;
  - proposed community consultation in regards to proposed capital works that require the removal of a significant proportion of an avenue of street trees
  - selection of a short list of proposed street tree species for avenue renewals to be put before the community for consultation,
  - consideration of the results of community consultation and subsequent determination of street tree species to be planted in avenue renewal projects,
  - consideration of the results of community consultation and subsequent recommendation to Council of streetscape designs for a project costed at over \$15,000.
  - consideration of the results of community consultation and subsequent determination of streetscape designs for a project up to the value of \$15,000.
2. To provide advice on the development of and subsequent adoption by Council of a strategic tree management policy – Dubbo Regional Council Urban Forest Strategy.
  3. To provide advice and recommendations to Council on policies that relate to tree management related issues.
  4. To consider one off street tree removals required due to infrastructure maintenance issues and/ or high profile trees requiring removal due to significantly impacting infrastructure with the exception of the following circumstances:
    - Emergency situations where risk of serious injury or substantial damage to property has occurred or is highly likely to occur,
    - It was not previously known an individual tree would be required to be removed as part of an infrastructure project and a committee meeting is not due to be held within two weeks.
    - A tree is interrupting the provision of essential services such as stormwater, water, sewer, electricity or data connectivity.

5. To encourage public participation in initiatives designed to achieve the objectives of the Council as defined in Master Plans and the proposed Urban Forest Strategy.

**Composition**

- Mayor
- interested Councillors,
- the General Manager,
- the Director Community and Recreation or his nominee,
- the Director Infrastructure and Operations or his nominee,
- the Director Planning and Environment or her nominee, and
- four (4) community representatives

**Non-voting representation to the Committee**

Other Council staff shall attend as required to present business papers, be available to answer questions from the Committee.

Representatives from other groups and organisations (e.g. Local Land Services, other Councils) shall be invited as required to present information and be available to answer questions.

Residents and other stakeholders to make representations to the Committee in response to reports, community consultation and/or proposed projects.

**Term of Office**

The appointments shall be for a period of 12 months after which Council shall review the Tree Committee structure and determine Council's actions for the remainder the Council term.

**Conduct**

The conduct of Committee members shall be in keeping with Council Policy including the Code of Conduct.

**Meetings**

Meetings shall be held as required at 5:30pm on the date the meeting has been scheduled. Members of the Committee shall be advised at least one week prior to the meeting of its time and location.

On-site inspections may be required for items listed on the agenda and members will be informed of the time, date and location of the inspection at the time of the meeting notice being delivered. Appropriate footwear and clothing will be required for all on-site inspections.

**Remuneration**

Committee members shall serve without remuneration

**Delegation**

Council has granted the Street Tree Advisory Committee delegated authority to make decisions on Council's behalf at its Ordinary meeting held 26 February 2018. This ability to make decisions within this delegated authority must be within the restrictions included in the document titled "Delegations of Authority to the Street Tree Advisory Committee". Items considered by the committee outside of the delegated authority shall be referred to the Infrastructure, Community and Recreation Committee for determination.



**DUBBO REGIONAL  
COUNCIL**

## **Delegation of Authority to the Street Tree Advisory Committee**

# **DRAFT**

**DELEGATION TO THE STREET TREE ADVISORY COMMITTEE OF COUNCIL**

**PURSUANT TO SECTION 377 OF THE LOCAL GOVERNMENT ACT, 1993**

That, subject to compliance with the requirements of the Local Government Act 1993, and Regulations thereunder, any expressed policy of the Council, and subject to any direction given by the Council, the Council pursuant to the provisions of Section 377 of the Local Government Act 1993, and every other enabling legislation, delegates to the Street Tree Advisory Committee of the Council to exercise, or perform on behalf of the Council, all of the Council's powers, authorities, duties and functions in relation to such matters as the General Manager, or his delegate, shall from time to time refer to that Committee for consideration.

This delegation excludes the following functions expressly reserved in Section 377, which cannot be delegated:

- (a) the appointment of a general manager,
- (b) the making of a rate,
- (c) a determination under section 549 as to the levying of a rate,
- (d) the making of a charge,
- (e) the fixing of a fee,
- (f) the borrowing of money,
- (g) the voting of money for expenditure on its works, services or operations,
- (h) the compulsory acquisition, purchase, sale, exchange or surrender of any land or other property (but not including the sale of items of plant or equipment),
- (i) the acceptance of tenders to provide services currently provided by members of the staff of the council,
- (j) the adoption of an operational plan under section 405,
- (k) the adoption of a financial statement included in an annual financial report,
- (l) a decision to classify or reclassify public land under Division 1 of Part 2 of Chapter 6,
- (m) the fixing of an amount or rate for the carrying out by the council of work on private land,
- (n) the decision to carry out work on private land for an amount that is less than the amount or rate fixed by the council for the carrying out of any such work,
- (o) the review of a determination made by the council, and not by a delegate of the council, of an application for approval or an application that may be reviewed under section 82A of the Environmental Planning and Assessment Act 1979,
- (p) the power of the council to authorise the use of reasonable force for the purpose of gaining entry to premises under section 194,
- (q) a decision under section 356 to contribute money or otherwise grant financial assistance to persons, unless the financial assistance is part of a specified program in council's Operational Plan for the year,
- (r) a decision under section 234 to grant leave of absence to the holder of a civic office,
- (s) the making of an application, or the giving of a notice, to the Governor or Minister,
- (t) this power of delegation,
- (u) any function under this or any other Act that is expressly required to be exercised by resolution of the council (*including decisions to use Council's Common Seal*)



**Exercising of delegations are subject to the following limitations and conditions:**

1. That the Delegated Authority of the Committee to make a delegated decision may only be exercised on consideration of a report from the Mayor or the proper employee of the Council with those matters being included on the Business Paper of the Committee as prepared and distributed in accordance with the requirements of the Local Government Act 1993, and Regulations thereunder.
2. The Committee shall not make any decision under delegated authority where a budgeted financial contribution from Council's fund is sought in excess of \$15,000 for the tree elements of an infrastructure project.
3. The Committee shall not make any decision under delegated authority where an unbudgeted financial contribution from Council's fund is sought or income is to be forgone.
4. Any decision in respect of matters being considered in terms of the delegated authority shall be in accordance with a decision by majority vote of all members of the Committee in attendance at the Committee meeting. Any decision that does not receive a majority vote of all members present shall be deferred to the next meeting of Council for determination.
5. A decision made under delegated authority shall not take effect as a decision of the Council until 12.00pm on the second working day following the date of the meeting at which the Committee makes the decision.
6. If any three duly elected Councillors advise the General Manager or the Director Corporate Services prior to the time specified in clause 4, that they seek the rescission of any such decision, the decision shall not take effect and the decision will be referred to the next Ordinary Meeting of the Council for consideration and determination.
7. If a decision is rescinded in accordance with clause 5 the decision shall be treated as a recommendation to the Council from the Committee.
8. Notwithstanding the provisions of clause 3, the Committee may, by majority vote of all members in attendance, refer for further consideration or report, any item/s or matter on the Committee's Business Paper, to any future Standing Committee or Council meeting.



DUBBO REGIONAL  
COUNCIL

## Report of the Cycling Facility Working Party - meeting 29 January 2018

**AUTHOR:** Administration Officer - Governance  
**REPORT DATE:** 2 February 2018

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The Committee had before it the report of the Cycling Facility Working Party meeting held 29 January 2018.

### RECOMMENDATION

**That the report of the Cycling Facility Working Party meeting held on 29 January 2018, be adopted.**

Appendices:

1 [↓](#) Report - Cycling Facility Working Party - 29/01/2018



## REPORT CYCLING FACILITY WORKING PARTY 29 JANUARY 2018

**PRESENT:** Councillors B Shields, V Etheridge, D Gumley, A Jones and G Mohr, the Director Community and Recreation, the Manager Open Space and Recreation, the President Dubbo Cycle Club (Matthew Gilbert), the Vice President Dubbo Cycle Club (Jason Farr), Cycling NSW (Tom Dawson) and the Dubbo Cycle Club Redevelopment Sub Committee (A Asimus, S Brown, V Eather, S Fitzgerald and A Russell).

**ALSO IN ATTENDANCE:**

The Sporting and Asset Coordinator, the Recreation Coordinator, the Administration Officer – Community and Recreation, the Secretary Dubbo Cycle Club (J Canobie), the Treasurer Dubbo Cycle Club (J Eather), K Gleeson (Barnson Pty Ltd) and W Harris (Upright Management).

Councillor B Shields assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.40pm.

### **CF18/1 PROPOSED PROJECT TIMEFRAME AND PRIORITISATION WORKSHOP (ID18/68)**

The Working Party had before it the report dated 5 January 2018 from the Director Community and Recreation regarding Proposed Project Timeframe and Prioritisation Workshop.

#### **RECOMMENDATION**

- 1. That Council, in the immediate short term, appoint Barnson Pty Ltd as a suitably experienced designer to develop the concept plan in conjunction with the Cycling Facility Working Party.**
- 2. That the prioritisation of elements to be constructed with the Stronger Communities Fund monies and the development of a Master Plan for unfunded elements be undertaken concurrently.**
- 3. That the outcomes of the prioritisation workshop inform both the initial concept design and draft Master Plan.**
- 4. That the Master Plan be utilised in the short term to obtain further grant funding.**
- 5. That it be noted that the Dubbo Cycle Club requested that a 400 m track be built (8 degrees - this was specified by Cycling NSW). Noting that Cycling NSW added that a 250/300 m track is too expensive and juniors struggle to ride on them due to the degrees.**

6. That the Dubbo Cycle Club be requested to provide a list of current cycle tracks and criterium tracks, including both positives and negatives in regard to each track/facility to be included.
7. That the Dubbo Cycle Club be requested to provide information in regard to:
  - Weekly use of track for training (winter and summer).
  - Weekly use of track for Tuesday competition (summer) and approximate ages if possible e.g. on average 50 competitors on a Tuesday night.
  - Use during peak periods such as Junior State Track Titles/Dubbo Open – number of competitors and approximate ages.
  - If Dubbo was to host a Junior State Criterium Championships – approx. number of competitors.

**CF18/2 LEAVE OF ABSENCE**

Request for leave of absence was received from the General Manager who was absent from the meeting for personal reasons. Such leave of absence were accepted by the Committee and the members concerned were granted leave of absence for this meeting.

The meeting closed at 7.20pm.

.....  
CHAIRMAN

CYCLING FACILITY WORKING PARTY  
29 JANUARY 2018

CF18/1



DUBBO REGIONAL  
COUNCIL

## REPORT: Proposed Project Timeframe and Prioritisation Workshop

**AUTHOR:** Director Community and Recreation  
**REPORT DATE:** 5 January 2018  
**TRIM REFERENCE:** ID18/68

### EXECUTIVE SUMMARY

At the December 2017 Ordinary meeting of Council, it was resolved:

*"That the Cycling Facility Working Party provide advice and assistance to Council on the following matters:*

- a. An overall Master Plan for a new cycling facility to be developed in the short term.*
- b. The priorities for expenditure on infrastructure at the new facility funded by the \$3.9 million Stronger Communities Grant in order that Council can meet the grant expenditure timelines.*
- c. Next phases of development and associated infrastructure at the cycling facility as defined by the Master Plan that should be targeted for funding.*
- d. How the new facility can recognise the long and successful history of cycling in Dubbo."*

In order to meet the requirements of the grant funding as referenced as part 'b' of Council's resolution and part 'a' requiring a Master Plan be developed it is a recommendation of this report that both items be addressed simultaneously. As the Working Party work through priorities for expenditure of grant funding, those items that are the unfunded next phases of development shall be defined in a Master Plan.

In this regard drawings for the overall master plan can be developed at the same time as detailed designs for the construction elements.

The proposed Project Timetable in summarised form for a new cycling facility is as follows:

- Preliminary Commencement Activities 32 days
- Concept design Phase 25 days
- Project Design/ Authorities/ Approvals Phase 117 days
- Procurement Phase 57 days
- Delivery Phase 250 days

This project timetable for delivery sees the project complete, including commissioning, by 3 December 2019. This timeline is consistent with discussions held with the Office for Local Government in regards to the funding agreement.

**CYCLING FACILITY WORKING PARTY  
29 JANUARY 2018****CF18/1**

In order to meet the timelines the Working Party will be required through February and March 2018 to work through the concept design phase and ultimately sign off on a concept plan by 28 March 2018. The concept plan shall enable Council to go to tender for detailed design.

A key part of successful large scale recreation infrastructure projects undertaken by the former Dubbo City Council is having a stakeholder workshop to establish priorities for development. This has historically taken the form of:

- **Must Have**- critical infrastructure that must delivered at the new facility to enable cycling to take place in accordance with current standards.
- **Should Have** – infrastructure that is the second highest priority. Not critical but is necessary to meet current standards and enable major events to take place.
- **Could Have** – acknowledged by stakeholders that this would add value to the facility but is not critical in nature.

The workshop should not be regarded as a final decision point rather as the first step to developing a detailed design that is affordable and enables a facility to be developed that meets the current and future needs of track and criterion cycling in the Dubbo region.

**ORGANISATIONAL VALUES**

Customer Focused: The Cycling Facility Working Party is structured to ensure the local cycle and the state cycling organisation are able to contribute to the design and prioritise expenditure of the \$3.94 million Stronger Communities Grant.

Integrity: This project represents a continued focus efforts on obtaining and delivering on grant funding for strategic projects that have been endorsed by Council resolution and Council adopted master plans. It is also consistent with sporting stakeholder consultation held by the Dubbo Regional Sports Council.

One Team: Successful grant funded projects require significant input from a number of branches of Council and external stakeholders including in this specific case the Dubbo Cycle Club and Cycling NSW.

**FINANCIAL IMPLICATIONS**

There is a limit to the amount of funds available to develop a new cycle facility in Dubbo. Prioritisation of works will need to consider the available budget at this time.

**POLICY IMPLICATIONS**

There are no policy implications arising from this report.

CYCLING FACILITY WORKING PARTY  
29 JANUARY 2018

**CF18/1**

**RECOMMENDATION**

1. That Council, in the immediate short term, appoint Barnson Pty Ltd as a suitably experienced designer to develop the concept plan in conjunction with the Cycling Facility Working Party.
2. That the prioritisation of elements to be constructed with the Stronger Communities Fund monies and the development of a Master Plan for unfunded elements be undertaken concurrently.
3. That the outcomes of the prioritisation workshop inform both the initial concept design and draft Master Plan.

*Murray Wood*  
Director Community and Recreation

CYCLING FACILITY WORKING PARTY  
29 JANUARY 2018

CF18/1

**BACKGROUND**

The Victoria Park Ovals redevelopment project was announced as the recipient of \$7.1 million on 7 August 2017, by the Member for Dubbo, the Hon. Troy Grant MP. This realises a significant project of the former Dubbo City Council and enables Council to create genuine regional centres for rugby union/rugby league/cricket and cycling that are capable of holding provincial and national level tournaments and representative fixtures.

The grant submission allocated expenditure to two (2) distinct projects within the Victoria Park Ovals redevelopment project. They were:

- New cycling facility at a new site \$3,949,500
- Expansion of Victoria Park Oval No.1/fencing/canteen/grandstand \$3,150,500

The break up costs for the new cycle facility contained within the grant was also articulated. They are:

- Cycle track (333.3 metres) \$1,193,700
- Car parking \$ 480,000
- Track lighting \$ 362,000
- Criterium Circuit (900 metres) \$1,338,800
- Club Building/Amenities \$ 575,000

One of the outcomes arising from a presentation to Councillors and Cycle Club members (25 October 2017) about the history of the grant submissions relating to the Victoria Park Ovals redevelopment was that the Cycle Club was asked to provide a list of infrastructure and facilities that would enable them to move to a new site. That was to be provided to the Director Community and Recreation for the purposes of estimating costs and informing further discussions. The list of infrastructure has been independently estimated using unit rates and is included as **Appendix 3** to this Report.

**REPORT**

**1. Project Plan**

Attached to the Report (**Appendix 4**) is a Master Program that details the major milestones required to be met to ensure Council meets its funding obligations. It can be seen from this program that whilst a contingency period is included, there are tight timeframes established to meet a December 2019 completion date.

The major bodies of work are:

- Preliminary Commencement Activities 32 days
- Concept design Phase 25 days
- Project Design/ Authorities/ Approvals Phase 117 days
- Procurement Phase 57 days
- Delivery Phase 250 days



**CYCLING FACILITY WORKING PARTY**  
**29 JANUARY 2018****CF18/1**

Of particular note for the Working Party is the effort required during February and March 2018 through the Preliminary Commencement and Concept Design Phases of the project. All stakeholders (internal and external) will need to provide their input in a timely manner to ensure they are captured in the concept and detailed design stages. In this regard relevant staff, typically the Project Manager, shall manage the requests for information and elevate those requests as required.

The Master Plan does not list all opportunities for consultation such as site visits to facilities that the Working Party can gain insight from or additional meetings with the Dubbo Cycle Club sub-committee. Such opportunities are intended to take place but they shall be required to fit within the broader Master Program.

**2. Prioritisation Workshop**

When developing recreational infrastructure the former Dubbo City Council had a practice of holding workshops that worked through infrastructure and embellishment elements that were placed in a 'must have, should have, could have' category. This enabled concepts and detailed designs to be built around what stakeholders agreed was required. The latest major recreational infrastructure project that utilised this methodology was the Barden Park Athletics Centre (**Appendix 1**).

The Working Party can utilise the list of infrastructure submitted from the Dubbo Cycle Club (**Appendix 3**) as the working document to allocate items to one of the three categories. This information shall then be utilised by the designer to create a concept plan that articulates the priorities for expenditure and what shall be identified in a Master Plan for future installation and/or grant submissions.

Whilst Council has publicly committed to endorsing the construction of a new 400 metre track based on feedback from the Dubbo Cycle Club, this needs to be agreed to by the Working Party and in particular Dubbo Cycle Club and Cycling NSW. Strategic planning documents for new track cycling facilities such as the Design Guide produced by Sport England (recommended to Council by Cycling NSW) and the Cycling Victoria strategic facilities document (excerpts included as **Appendix 2**) highlight that 400 metre (quarter mile) tracks were once accepted as standard (p.2-3 Sport England) but new tracks are now constructed based on the metric distance of sporting events e.g.:

- 250 metres is 4 laps = 1km
- 333.33 metres is 3 laps = 1km
- 500 metres is 2 laps = 1km

This grant funding is a rare opportunity to build new cycling facilities to meet the future needs of Dubbo, the region and to enable the Dubbo Cycle Club to host Cycling NSW events well into the future. As such the decision on distance needs to be considered carefully by the Dubbo Cycle Club and Cycling NSW to inform the concept design and subsequent master plan.

CYCLING FACILITY WORKING PARTY  
29 JANUARY 2018

**CF18/1**

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Appendices:

1. [Minutes Barden Park Steering Committee for the Construction of the Barden Park Regional Centre of Excellence for Athletics Meeting 10/09/2012](#)
2. [Cycling Victoria facilities strategic plan velodrome track criterium and lighting](#)
3. [Estimates for track based on Cycle Club Proposed Infrastructure](#)
4. [Victoria Park Redevelopment Project Master Program Version A Cycle facility](#)

APPENDIX NO: 1 - MINUTES BARDEN PARK STEERING COMMITTEE FOR THE  
CONSTRUCTION OF THE BARDEN PARK REGIONAL CENTRE OF EXCELLENCE  
FOR ATHLETICS MEETING 10/09/2012

ITEM NO: CF18/1

**Barden Park Steering Committee  
for the construction of the  
Barden Park Regional Centre of Excellence for Athletics**

**GENERAL MEETING**

5:30pm Monday, 10 September 2012

Dubbo City Council  
Civic Administration Building  
Conference Room Ground Floor Central  
Church Street, Dubbo

Meeting commenced at 5:35pm

**ATTENDANCE:**

Councillor Mathew Dickerson (Mayor)	Director Parks & Landcare - Murray Wood	Project Manager - Mick Wilson
Parks & Landcare Secretarial Services Officer - Mickaela Fairall	Manager Sporting Facilities - Wes Giddings	Manager Recreational Services - James McKechnie
Dubbo City Sports Council - Craig Gale	Dubbo Combined Athletics - Peter Bass	RSI Athletics - Christine Peacock
Dubbo Athletics - David Williams	Schools/PSSA - Amanda Thorpe	

**APOLOGIES:**

Councillor Allan Smith  
Mark Riley

**WELCOME:**

Murray welcomed all to the meeting.

**12/10 Workshop - "must have, should have, could have" session**

Discussion ensued.

Google Maps of Glendale (Newcastle), Campbelltown, Sydney Olympic Park (Homebush) & Blacktown Athletics Centres (handout given)

The following "must have, should have and could have" were listed:

APPENDIX NO: 1 - MINUTES BARDEN PARK STEERING COMMITTEE FOR THE CONSTRUCTION OF THE BARDEN PARK REGIONAL CENTRE OF EXCELLENCE FOR ATHLETICS MEETING 10/09/2012

ITEM NO: CF18/1

**Barden Park Steering Committee  
for the construction of the  
Barden Park Regional Centre of Excellence for Athletics**

**GENERAL MEETING**

<b>MUST HAVE</b>	<b>SHOULD HAVE</b>	<b>COULD HAVE</b>
500 seat grandstand	800 seat grandstand (additional 300 above "must have")	BBQ area
Accommodation girls/boys	Double "D" - synthetic surface fill in at ends	Bus drop off on the sides (managed by signs)
Synthetic track & field to standard to Country Championships IAAF	Coolroom/kitchen	Lockers
Admin accommodation for a Development Officer	Function room (multi-purpose)	Lighting on street side of grandstand
Connection to Broadband/NEN	Baby change room	Shaded marshalling area - track & field
Separate toilet/accommodation for teachers/children supervisors	Part of seating capacity is terraces for deck chair BYO	Additional capacity for mobile catering/toilet access
Canteen	Track perimeter fence	Electronic score board
Sufficient storage equipment/club admin	Soccer field in middle	
Event management space (see function room)		
Secure perimeter fence		
Entry control point (like pool)		
First Aid facility		
Grandstand in line with finish line		
Long jump x 2 in front of grandstand (use existing)		
Boom gates blocking lanes 1&2		
Good quality PA system (modify)		
Standard between pre training & highest comp (college tracks)		

Dubbo Combined Athletics has submitted their layout (handout given)

APPENDIX NO: 1 - MINUTES BARDEN PARK STEERING COMMITTEE FOR THE CONSTRUCTION OF THE BARDEN PARK REGIONAL CENTRE OF EXCELLENCE FOR ATHLETICS MEETING 10/09/2012

ITEM NO: CF18/1

**Barden Park Steering Committee  
for the construction of the  
Barden Park Regional Centre of Excellence for Athletics**

**GENERAL MEETING**

- 6:30pm Councillor Mathew Dickerson (Mayor) left the meeting
- 6:40pm Christine Peacock left the meeting
- 6:45pm Wes Giddings left the meeting

**12/11 Funding Agreement**

Funding Agreement draft has been received from Federal Government – yet to be signed off formally.

**12/12 General Business**

- Operations of the facility & equipment – to be placed on the November Agenda.
- Murray to advise Mick the name of a person to contact in regards to a suitable/correct track.

There was no further business. This meeting closed at 7:08pm.



APPENDIX NO: 2 - CYCLING VICTORIA FACILITIES STRATEGIC PLAN  
VELODROME TRACK CRITERIUM AND LIGHTING

ITEM NO: CF18/1

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STATE FACILITIES STRATEGY 2016-2026

Facility component	Requirement			State	Comment
	Local	Municipal	Regional		
Fencing	To be determined on a case by case basis, however in a basic principle, reserve fencing is required to ensure/enhance participant and spectator safety.	Yes	Yes	Yes	
Change rooms (incl. showers)	No	Yes	Yes	Yes	Size of change rooms to be determined by average number of participants and Building Code requirements
Toilets	Yes	Yes	Yes	Yes	Level of provision to be determined by average crowd size and Building Code requirements
Storage	Yes	Yes	Yes	Yes	Will depend on the number of resident clubs. Area can be used as a workshop during events.
First Aid	Yes	Yes	Yes	Yes	
Kiosk	Yes	Yes	Yes	Yes	Key source of income for resident clubs.
Drainage	Due to the circuit being outdoors and its configuration, it is likely drainage will be required.	To be determined following completion of detailed design.	Yes	Yes	
Car parking	Car parking provision will be subject to local planning requirements				

## TRACK CYCLING FACILITY HIERARCHY

Universal Design guidelines should be incorporated in the following track cycling facility requirements. The following is the classification and facility hierarchy for criterium, cyclo-cross and velodromes.

### Criterion Circuit

Facility component	Requirement			Comment
	Local	Municipal	Regional	
Criterion Circuit	Closed road circuit (on or off road) of not less than 800m and not more than 3km.	Closed road circuit (on or off road) of not less than 800m and not more than 3km.	Off road circuit of not less than 800m and not more than 3km.	Course can be undulating but shall be a sealed surface with minimal roadway/roadside forward lay to cause hazards/falls. All such hazards shall be remedied safe prior to any event. Barriers to control pedestrians to be erected.
Specialist area	Minimum width of 6m with a finishing straight of a minimum of 200m (length) and 8M (width).	Minimum width of 6m with a finishing straight of a minimum of 200m (length) and 8M (width).	Minimum width of 7.5m with a finishing straight of a minimum of 200m (length) and 8M (width).	Minimum width of 7.5m with a finishing straight of a minimum of 200m (length) and 8M (width).
Shaded area (i.e. can be trees) for approx. 150 pax	Shaded area (i.e. can be trees) for approx. 150 pax	Shaded area (i.e. can be trees) for approx. 150 pax	Shaded area (i.e. can be trees) for approx. 150 pax	Covered area (i.e. can be under cover of pavilion) for up to 500 pax.
<b>Functional Infrastructure</b>	To be determined by program and training requirements.			Refer to Section 4.5 for further information.



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STATE FACILITIES STRATEGY 2016-2026

**Velodromes**

Facility component	Requirement			Comment
	Local	Municipal	Regional	
Velodrome	Outdoor track must be 250m – 500m (length), with a radius of 19m – 50m and a uniform width of 7 – 10m.	Outdoor track must be 250m – 500m (length), with a radius of 19m – 50m and a uniform width of 7 – 10m.	Outdoor track must be 250m – 500m (length), with a radius of 19m – 50m and a uniform width of 7 – 10m.	All velodromes must have live markings as per UCI specifications. Must be designed with competitor safety as paramount and to guarantee a minimum safe speed of 75km/h.
Spectator area	Shaded area (i.e. can be trees) for approx. 150 pax	Shaded area (i.e. can be trees) for approx. 150 pax	Shaded area (i.e. can be trees) for approx. 500+	The length of the track shall be such that a whole number of laps or half laps shall equal 1km exactly
Reserve Fencing	UCI specify the outside edge of the track must be surrounded by a safety fence to protect riders and spectators. It must be stable and solidly mounted, with an overall height of at least 90 cm.		Permitted seating for 500+	
Functional Infrastructure	For indoor velodromes the inside part must be completely smooth and unbroken to a height of at least 65 cm above the track.			
Lighting	To be determined by program and training requirements.			Refer to Section 4.5 for further information.
In-field area	Can be utilised as a training/playing venue for junior sports. However attention will be required to ensure there are no scheduling conflicts.			

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Facility component	Requirement				Comment
	Local	Municipal	Regional	State	
Change rooms (incl. showers)	No	Yes	Yes	Yes	Size of change rooms to be determined by average number of participants and Building Code requirements
Toilets	Yes	Yes	Yes	Yes	Level of provision to be determined by average crowd size and Building Code requirements
Storage	Yes	Yes	Yes	Yes	Will depend on the number of resident clubs. Area can be used as a workshop during events
First Aid	Yes	Yes	Yes	Yes	Key source of income for resident clubs. To be determined following completion of detailed design.
Desk	Yes	Yes	Yes	Yes	
Drainage	Due to the configuration of the outdoor tracks, water will be shed to the infield and it is likely drainage will be required				
Car parking	Car parking provision will be subject to local planning requirements				

## SPORTS CYCLING FACILITY LIGHTING STANDARDS

The Australian Standard for Sports Lighting (AS2560) does not identify lighting standards for sport cycling facilities. The lighting standards in AS2560 range from 50 lux (recreational level) to 1,500 lux (televised events).

The only identified standard for sport cycling facilities is the British Standard (BS EN 12193) Light and Lighting – Sport Lighting that identifies the following lux levels for an outdoor velodrome:

- ▶ 300 lux for Class I (national and international competition)
- ▶ 200 lux for Class II (regional level competition)
- ▶ 100 lux for Class III (local, training and recreational/school sports competition)

Another reference for lighting of sport cycling facilities is Sport England's 'Cycle Sports Facilities Design Guide'. This document refers to the following lighting standards for an indoor velodrome:

- ▶ 300 lux for training or general activity
- ▶ 600 lux for racing events
- ▶ 1,200 lux for televised events

The Union Cycliste Internationale has specified the following lighting levels for velodromes:

- ▶ During training sessions without spectators, vertical lighting must be at least 300 lux.
- ▶ During competitions at least 1,400 lux is required for Elite World Championships and the Olympic Games (category 1 velodromes).
- ▶ A minimum 700 Lux for World Cups, Continental Championships and Junior World Championships (category 2).
- ▶ A minimum 500 lux for Other international and National events (category 3 and 4).

BMX Victoria are reviewing their lighting needs and prefer lighting levels from 200 – 300 Lux for BMX tracks.

Other guidelines that provide some information are the Austroroads Guide to Road Design that refers to lighting of bicycle paths.

COST ANALYSIS FOR DUBBO CYCLING COMPLEX  
SUMMARY



DESCRIPTION	COSTS	NOTES
400m Track. Dubbo Regional Council figures accepted. The internal resources of the Council allow for an accurate estimate of costs	\$ 1,193,700.00	400m oval with two short straights, banking to be 8 degrees. Heavily roll hot mix asphalt surface AC5, width 7m with 2m duck-board (run-off or safety zone, inside the 400m line). Types of asphalt need to be low resistance. Additive for lowering for resistance researched. Line marking as per UCI requirements, non-slip paint. Concrete edging to all asphalt areas, to prevent grass growing under asphalt.
400m Track Fencing. 445m to outside of 400m x 7m track	\$ 46,400.00	Fence at perimeter of track: total height min. 1 m; best practice is 750mm solid with unobstructed top rail at 1000mm. Vehicle access gate (away from main straight); two athletes gates in main straight.
Site Fencing	\$ 166,300.00	Allowance of 750m of black 2.4m high Diplomat fencing to perimeter of complex
Infield track area for training, etc.	\$ 383,000.00	4,000m <sup>2</sup> of 100mm thick concrete
Criterion track. Dubbo Regional Council figures accepted. The internal resources of the Council allow for an accurate estimate of costs	\$ 1,338,800.00	1200m hotmix asphalt, 6-8m wide. Appropriate corner radius and camber for rider safety
Lighting	\$ 362,000.00	Dubbo Regional Council figures accepted. Recent projects and costing allows Council cost information that is suitable for this application
Grandstand & seating	\$ 493,100.00	Covered seating for 300 people; e.g. tiered concrete with appropriate plastic seating, as per Barden Park; options to be reviewed. Grandstand single tier seating with metal framed roof over (450m <sup>2</sup> )
Grass mounds with shade shelters	\$ 89,200.00	200m <sup>2</sup> of shade structures
Grounds and access	\$ 523,300.00	Appropriate sealed parking areas, to include rear of grassed seating mounds (doubling as warm-up area) and up to track perimeter for part of circumference to allow ambulance access and limited "park and view" opportunity for disabled viewing. Approximately 150 car spaces required
	\$ 89,200.00	Ample shade structures for spectators, supporters, athlete warm-up areas and locations used by officials. 200m <sup>2</sup> of shade structures
	\$ 400,000.00	Ten years subsidy of grounds and electricity costs. Based on quarterly costs of \$10,000.00
<b>SUBTOTAL 1</b>	<b>\$ 5,085,000.00</b>	<b>PAGE SUMMARY (CARRIED TO COLLECTION)</b>

COST ANALYSIS FOR DUBBO CYCLING COMPLEX  
SUMMARY



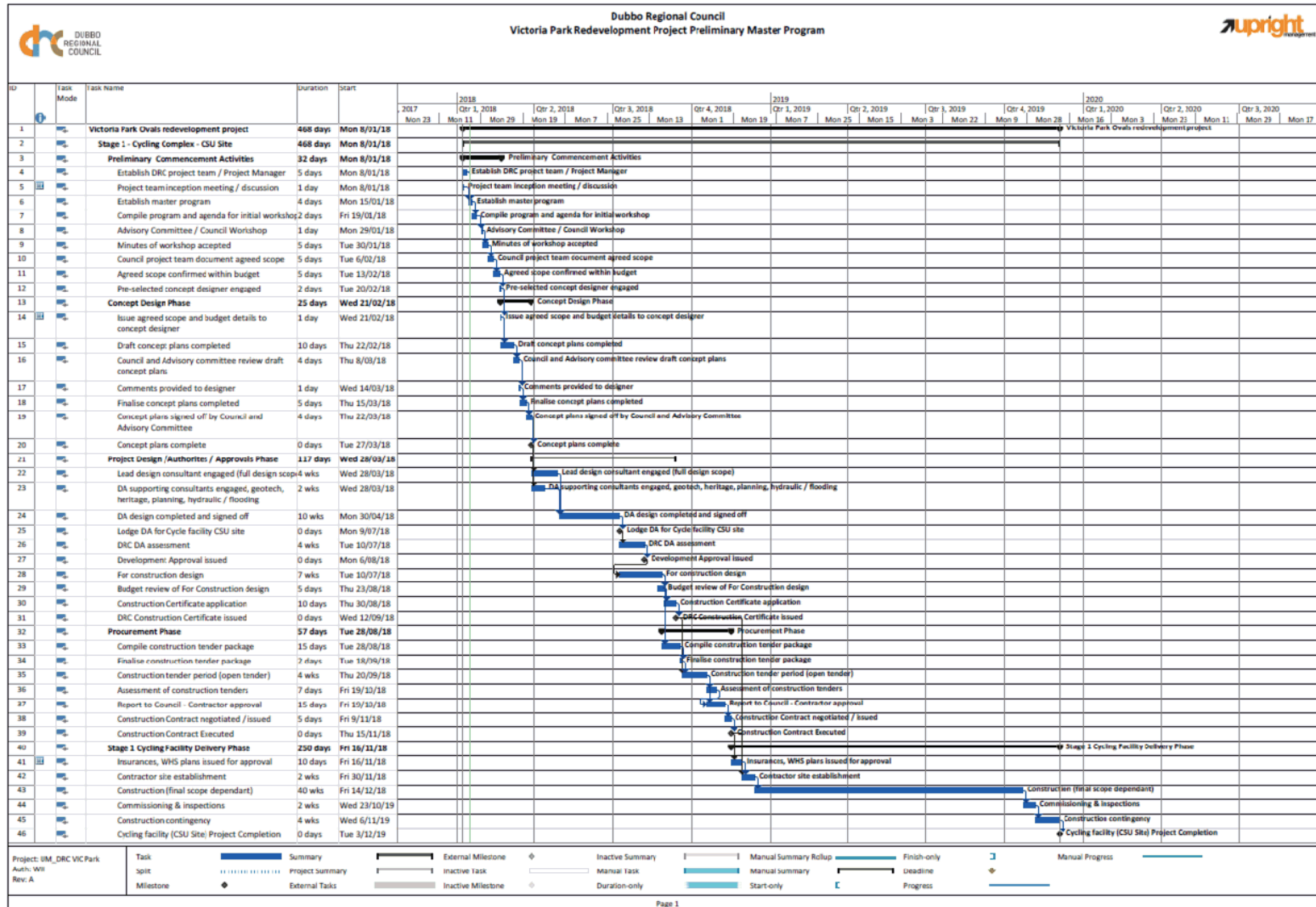
DESCRIPTION	COSTS	NOTES
Clubhouse/amenities	\$ 927,900.00	A room that will seat 150 people for a function; designed to accommodate club memorabilia; picture windows overlooking the track. Upper Floor 300m <sup>2</sup>
	\$ 102,800.00	Office for executive staff. Upper Floor 40m <sup>2</sup>
	\$ 257,000.00	A training room with multiple GPO sockets, each with ethernet for connecting smart trainers and monitors. Ground Floor 100m <sup>2</sup>
	\$ 687,500.00	Bathrooms accessible from inside and outside; change rooms with showers x 3 each; toilet cubicles x 4 each. 240m <sup>2</sup> (120m <sup>2</sup> to each floor)
	\$ 244,700.00	Commercial grade kitchen with counter facing club room and shuttered counter in external wall for use as canteen. Upper Floor 50m <sup>2</sup>
	\$ 246,100.00	Bar facility (for functions). Upper Floor 80m <sup>2</sup>
	Included	Security camera system with remote viewability.
	\$ 284,300.00	Storage rooms e.g. built under grandstand, with separate storage cages within. Ground Floor 300m <sup>2</sup>
	\$ 92,300.00	Medical Office / Testing Room one door access. Ground Floor 30m <sup>2</sup>
	\$ 355,600.00	Bike lockers for use by Club members. Ground Floor 200m <sup>2</sup>
	Included	AV display for guests. Line judges booth / area.
	\$ 88,900.00	Riders marshalling room or seating, Roller Practice areas. Ground Floor 50m <sup>2</sup>
	\$ 128,500.00	Photo studio high speed camera / Interview room, Runaway for place getters + Hot seat. Ground Floor 50m <sup>2</sup>
	\$ 120,000.00	Modify/ disabled access to clubhouse and amenities. Lift included
	Electronics	\$ 30,000.00
\$ 40,000.00		Networking equipment to be supplied to complete the project. Remote Access also provided for and internet access to be included free. Includes Council's Security Access System
\$ 30,000.00		Electronic timing and score board to support live results (future requirements of CNSW for representative events). Provisional Allowance
<b>SUBTOTAL 2</b>	<b>\$ 3,635,600.00</b>	<b>PAGE SUMMARY (CARRIED TO COLLECTION)</b>

COST ANALYSIS FOR DUBBO CYCLING COMPLEX  
SUMMARY



DESCRIPTION	COSTS	NOTES
Commemoration	\$ 50,000.00	Commemorative wall to be installed at No 1 to celebrate the achievements of Dubbo cyclists to be commissioned on commencement of project and to stand as a reminder to the legends of the sport in Dubbo
<b>SUBTOTAL 3</b>	<b>\$ 50,000.00</b>	<b>CARRIED TO COLLECTION</b>
<b>COLLECTION</b>		
Subtotal 1	\$ 5,085,000.00	
Subtotal 2	\$ 3,635,600.00	
Subtotal 3	\$ 50,000.00	
Contingency Allowance	\$ 877,060.00	10%
Professional Fees	\$ 80,000.00	Allowance
DA/CC Fees	\$ 30,000.00	Allowance
Services Upgrade	\$ 50,000.00	Sewer and water augmentation
<b>TOTAL COST</b>	<b>\$ 9,857,660.00</b>	<b>Excludes GST</b>
<b>ADDITIONAL ALLOWANCES</b>		
Bike Paths	\$ 750,000.00	Bike paths installed on approach streets e.g. Fitzroy and River streets. Note that "bike lanes" are not suitable where parallel parked cars intrude and/or car doors open into the lane. Safe access by families on bikes is vital. Allowance of 3km concrete bike path at \$250.00/m including 1.5m wide path, linemarking, traffic control, planning, etc.

NOTE: Cost estimate excludes: -  
 - Council fees  
 - Escalation costs  
 - Professional fees





## REPORT: Wet Weather Policy

**AUTHOR:** Recreation Coordinator  
**REPORT DATE:** 1 February 2018  
**TRIM REFERENCE:** ID18/199

### EXECUTIVE SUMMARY

Following the amalgamation of the former Dubbo City Council and Wellington Council on 12 May 2016 a review of the Wet Weather Policy commenced.

The review included consultation between the Recreation Coordinator, Sporting Asset Coordinator, Manager Recreation and Open Space and the Manager Community and Recreation Operations where the previous wet weather policy, responsibilities and possible amendments were looked at.

As a result of the review, it is recommended that Council's Wet Weather Policy be adopted with the Sporting Asset Coordinator and Recreation Coordinator following the guidelines in the event of wet weather.

The Recreation Coordinator to communicate the Council's Wet Weather Policy through the Dubbo Regional Sports Council Dubbo and Wellington General meetings to be held in March 2018.

### ORGANISATIONAL VALUES

Customer Focused: Development of a Wet Weather Policy that provides clear processes and details communication with user groups in the event of wet weather.

Integrity: A fair, equitable and transparent approach be used in the event of wet weather in regard to sporting ground inspections and decision making.

One Team: Consultation between sporting organisations and Open Space and Recreation staff in the implementation and adherence to the wet weather policy.

### FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

### POLICY IMPLICATIONS

Once adopted, this policy will become a policy of Council.



**RECOMMENDATION**

- 1. That the information contained within the report of the Recreation Coordinator dated 1 February 2018 be noted.**
- 2. That the draft Wet Weather Policy as attached to this report as Appendix 1 be adopted.**
- 3. That the policy be communicated through the Dubbo Regional Sports Council Dubbo and Wellington General meetings to be held in March 2018.**

*Tracey Whillock*  
Recreation Coordinator

## BACKGROUND

The former Dubbo City Council adopted a Wet Weather Policy in May 2015 which detailed the process for conducting wet weather field inspections, decision making and communication lines.

## REPORT

Following the amalgamation of the former Dubbo City Council and Wellington Council on 12 May 2016 a review of the Wet Weather Policy commenced.

In consultation the Recreation Coordinator, Sporting Asset Coordinator, Manager Recreation and Open Space and the Manager Community and Recreation Operations discussed the previous wet weather policy with amendments made to the policy.

The draft Wet Weather Policy (see **Appendix 1** Wet Weather Policy) was finalised.

It is recommended that the draft Wet Weather Policy as attached to this report be adopted with the process utilised by the Sporting Asset Coordinator and Recreation Coordinator in the event of wet weather.

The Recreation Coordinator to communicate the draft Wet Weather Policy through the Dubbo Regional Sports Council Dubbo and Wellington General meetings to be held in March 2018.

## SUMMARY

As a result of the review conducted, it is recommended that the draft Wet Weather Policy be adopted with the process utilised by the Sporting Asset Coordinator and Recreation Coordinator in the event of wet weather.

The Recreation Coordinator to communicate the Wet Weather Policy through the Dubbo Regional Sports Council Dubbo and Wellington General meetings to be held in March 2018.

Appendices:

- [1](#) Dubbo Regional Council - Wet Weather Policy



DUBBO  
REGIONAL  
COUNCIL

# COUNCIL POLICY

## WET WEATHER POLICY

**Date** 14 February 2018

**Council Resolution Date**

**Clause Number**

**Responsible Position** Recreation Coordinator  
**Branch** Open Space and Recreation  
**Division** Community and Recreation  
**Version** 1  
**TRIM Reference Number** ED18/19470  
**Review Period** Annually  
**Review Date** 1 February 2019  
**Consultation** Not applicable

Document Revision History	
Description	Date
<b>Notes</b>	

## **POLICY**

### **PURPOSE**

This policy aims to:

- Safeguard the health and welfare of players;
- Minimise the risk of potential litigation of Council;
- Avoid unnecessary, excessive and costly damage to sporting fields;
- Enable the greatest number of user groups to get the maximum use of fields in fair condition;
- Enable user groups wherever reasonable and possible, time to complete their seasonal competition, but not to the detriment of field quality;
- Assist Council to continue providing good quality sporting fields;
- Avoid the situation where Council is confronted by a long rehabilitation process to restore field condition.

### **BACKGROUND AND RELATED LEGISLATION**

Amendment to the previous Dubbo City Council Wet Weather Policy.

### **SCOPE**

The decision making process required in relation to the closure of Dubbo Regional Council sporting facilities as a result of wet weather.

### **POLICY**

In adhering to this policy, user groups are requested to consider the following points:

- The majority of fields are multi use, fields are used by other groups in the same season and/or their off season. Thus potential damage may impact on other users.
- Repairing and rehabilitating fields' costs money and staff time - user groups ignoring Council directives or advice resulting in serious damage to field would be expected to fully fund the cost of repairs.
- Whilst the completion of events is of the highest priority, cancellations or alternative arrangements must be made when grounds are unplayable.

### **GENERAL POLICY**

All decisions regarding availability of fields are to be made jointly by the Sporting Asset Coordinator and the Recreation Coordinator. One representative of each user group may attend the decision making meeting, including ground inspections. If no mutual decision can be reached, the matter is referred to the Director of Community and Recreation for consideration. If no consensus can be reached by the Director, then the matter is referred to the General Manager for a decision.

Wet weather inspections are to be instigated by the Sporting Asset Coordinator if any rainfall is received that in his/her view could affect the condition of the playing surface if used. In the event that the Sporting Asset Coordinator and Recreation Coordinator are unable to inspect sporting

grounds in Wellington advice can be sourced from the Community and Recreation Operations East On Call Staff Member. The Sporting Asset Coordinator is to contact the Recreation Coordinator as soon as inspections are deemed necessary to make a decision. A more conservative approach in protecting grounds shall be applied for training. This means it is more likely that grounds shall be closed for training as opposed to competition and events.

Inspections may occur on weekdays and weekends. A decision for weekday sport (including the afternoon, night of and the following day) will be made at 2.00 pm with potential updates still able to occur up until 5.30pm. A decision for weekend sport will be made at 2.00 pm Friday for Saturday sport and 2.00 pm Saturday for Sunday sport. However, such a decision may be made earlier if there is an obvious outcome, or if the user requires. A decision of non-closure at these times may still require that further field inspections occur and decisions made prior to the proposed commencement of the event. For example, if a decision of non-closure is made on a Friday however a further inspection is required on the Saturday morning, such inspection shall take place and a decision made no later than 7.30 am.

The Sporting Asset Coordinator and Recreation Coordinator also reserves the right to reverse any original decisions made regarding sporting field closures during a user group event, training or competition when required.

In the event of a ground being declared unfit for play, the scheduled event may be transferred to another ground only if that ground is deemed fit to use and only if there is no likelihood of other users being disadvantaged.

In the communication of decisions made:

- (a) Week day afternoon and night user groups are to reference the Council website after 2pm for decisions. The Recreation Coordinator will also contact user groups affected by field closures as soon as a decision is made.
- (b) The previously nominated representative for a week day event is to be notified by the Recreation Coordinator as soon as the decision is made.
- (c) For weekend user groups, the previously nominated representative is to be notified by the Recreation Coordinator or Sporting Asset Coordinator as soon as a decision is made.

The Recreation Coordinator or Sporting Facility Coordinator should notify relevant Council staff as soon as practicable after a decision is made. Any other notifications (opposing teams, media, etc) are the responsibility of the affected user.

User groups have the right to call off matches if they so desire without any prior consultation with Council. If this occurs and services provided by council have been arranged, during business hours Council's Recreation Coordinator or Open Space and Recreation On Call Staff should be notified by the user group as soon as possible.

In the event of heavy rainfall such that serious damage is likely to result after a decision has been made to proceed with the fixture, the users should exercise the option to abandon part, or all of the program. If the users continue with the game(s), they could be required to contribute to the costs of rehabilitating the playing surface to its pre-match condition.

In the event of wet weather causing ground closures during the season, affected bodies should be encouraged to consider the following possibilities:

- (a) Transferring game(s) to another venue if available without detriment to other users.

- (b) Transferring game(s) to another time
- (c) When compiling the draw, allow for extension of the season to allow for the playing of cancelled games.

In the event of wet weather causing ground closures during final series, affected bodies should be encouraged to consider either:

- (a) Transferring match (s) to another venue if available without detriment to other users.
- (b) Transferring game(s) to another time – either mid-week or extending the season
- (c) Abandoning some preliminary matches to enable later matches to proceed.

In the event where Council staff have placed the covers over turf cricket pitches due to forecasted rainfall it is the responsibility of the user group to remove the covers.

**RESPONSIBILITIES**

Recreation Coordinator and Sporting Asset Coordinator



## REPORT: Ground Allocation Policy

**AUTHOR:** Recreation Coordinator  
**REPORT DATE:** 1 February 2018  
**TRIM REFERENCE:** ID18/198

### EXECUTIVE SUMMARY

Following the amalgamation of the former Dubbo City Council and Wellington Council on 12 May 2016 and the recommendation from the Dubbo Regional Sports Council Management Committee (DRSCMC) a review of the Ground Allocation Policy was conducted.

The review included consultation between the DRSCMC and the Recreation Coordinator, and looked at previous best practices, conflict management, the status of bookings and incumbent user group preference.

As a result of the review it is recommended that the draft Ground Allocation Policy be adopted, with the guidelines from the policy used by Dubbo Regional Sports Council and the Recreation Coordinator for the allocation of sporting grounds.

The Recreation Coordinator to communicate the draft Ground Allocation Policy through the Dubbo Regional Sports Council.

### ORGANISATIONAL VALUES

Customer Focused: Development of a Ground Allocation Policy that meets the needs of user groups.

Integrity: A fair, equitable, consistent and transparent approach be used in the allocation of sporting grounds.

One Team: The elected representatives of the sporting organisations within the LGA collaborate with Council in the development of a policy which meets the needs of both parties.

### FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

### POLICY IMPLICATIONS

Once adopted this policy will become a policy of the Council.

**RECOMMENDATION**

- 1. That the information contained within the report of the Recreation Coordinator dated 1 February 2018 be noted.**
- 2. That the draft Ground Allocation Policy as attached to the report as Appendix 1 be adopted.**
- 3. The policy be communicated through the Dubbo Regional Sports Council Dubbo and Wellington General meetings to be held in March 2018.**

*Tracey Whillock*  
Recreation Coordinator



## BACKGROUND

The former Dubbo City Council adopted a Ground Allocation Policy on the 26 April 2005 which provided a generic guideline in regard to authority of Sports Council to allocation winter and summer sporting ground usage.

## REPORT

Following the amalgamation of the former Dubbo City Council and Wellington Council on 12 May 2016 and the recommendation from the Dubbo Regional Sports Council Management Committee (DRSCMC) March 2017 meeting a review of the Ground Allocation Policy commenced.

With the newly formed Dubbo Regional Sports Council delegated authority to continue to determine the seasonal sporting ground usage allocations consultation began between the Recreation Coordinator and the DRSCMC throughout 2017 to devise equitable guidelines for the allocation of seasonal sporting grounds in the Local Government Area.

Discussions ensued in regard to previous best practices for allocation of sporting grounds, management of conflicts over sporting ground allocations in the past, the status in regard to hierarchy and prestige of bookings and incumbent user group preference.

With the Recreation Coordinator delegated authority to allocate sporting grounds for all one off bookings including, school sport, training and competition games, gala days, carnivals, community events and major sporting events the guidelines were reviewed in respect to the ability to apply the policy to one off bookings by the Recreation Coordinator.

The Dubbo Regional Sports Council endorsed the draft Dubbo Regional Council – Ground Allocation Policy (see **Appendix 1** – Ground Allocation Policy) at the Management Meeting held on Tuesday 21 November 2017 at Council's Wellington Office in order for the policy to be put forward to Council for approval.

It is recommended that the draft – Ground Allocation Policy be adopted with the guidelines from the policy used by Dubbo Regional Sports Council in the allocation of seasonal sporting ground usage and by the Recreation Coordinator in the allocation of sporting grounds for one off bookings.

The Recreation Coordinator to communicate the Dubbo Regional Council – Ground Allocation Policy through the Dubbo Regional Sports Council Dubbo and Wellington General meetings to be held in March 2018.

**SUMMARY**

As a result of the review conducted, it is recommended that the Dubbo Regional Council – Ground Allocation Policy be adopted with the guidelines from the policy used by Dubbo Regional Sports Council and the Recreation Coordinator for the allocation of sporting grounds.

The Recreation Coordinator to communicate the Dubbo Regional Council – Ground Allocation Policy through the Dubbo Regional Sports Council.

Appendices:

- 1 [↓](#) Ground Allocations Policy



**DUBBO  
REGIONAL  
COUNCIL**

# COUNCIL POLICY

## GROUND ALLOCATIONS

**Date** 14 February 2018

**Council Resolution Date**

**Clause Number**

**Responsible Position** Recreation Coordinator  
**Branch** Open Space and Recreation  
**Division** Community and Recreation  
**Version** 1  
**TRIM Reference Number** ED18/18307  
**Review Period** Annually  
**Review Date** 1 February 2018  
**Consultation** Dubbo Regional Sports Council – 21 November 2018

Document Revision History	
Description	Date
<b>Notes</b>	

## POLICY

### PURPOSE

This policy aims to:

- Minimise the risk of potential litigation of Council;
- Enable the greatest number of user groups to get the maximum use of fields;
- Enable user groups wherever reasonable and possible, time to complete their seasonal training and competition.

### BACKGROUND AND RELATED LEGISLATION

Amendment to the previous Dubbo City Council Sporting Ground Policy.

### SCOPE

The decision making process required in relation to the allocation of Dubbo Regional Council sporting facilities.

### POLICY

That the Dubbo Regional Sports Council with the administration support of the Dubbo Regional Council, Recreation Coordinator call for, review applications and approve Summer and Winter Sporting Ground Allocations on a seasonal basis per annum for pre-season, training and competition.

That the Dubbo Regional Council, Recreation Coordinator manage all one off bookings including sporting carnivals, gala days or sporting and community events.

In allocating Sporting Grounds and Facilities the Dubbo Regional Sports Council Management Committee and Recreation Coordinator will adhere to the following guidelines:

- The incumbent sporting organisation be given first priority to sporting grounds, meaning in the first instances priority is given to the sporting organisation who in previous season/s held the allocation for a specific sporting facility. In order for a sporting organisation to overturn the incumbent sporting organisation continuing to maintain the allocation of a specific sporting facility a formal business case/letter must be submitted to the Dubbo Regional Sports Council by the challenging sporting organisation. The Dubbo Regional Sports Council Management Committee are to review the business case/letter and assess on a case by case basis.
- The 'type' or 'level' of booking whether it be seasonal sporting ground allocations or a one off carnival, gala day or major event be considered and preference given in accordance with the hierarchy below:
  1. National Competition/Event
  2. State Competition/Event
  3. Regional Competition/Event
  4. Local Competition
  5. Training
  6. Pre-Season Training

Also senior competition/events/training takes precedent over junior competition/events/training.

- Financial investments made by a sporting organisation to a sporting facility be considered. For example the financial contribution a sporting organisation has made to the development of specific sporting facility infrastructure which they have applied to have allocated.
  
- The overall benefit to the sporting community be considered.

In the event of a user group wishing to challenge a sporting ground allocation made by the Dubbo Regional Sports Council Management Committee or Recreation Coordinator this must be provided in writing to the Manager Recreation and Open Space for review and consideration.

#### **RESPONSIBILITIES**

Recreation Coordinator



DUBBO REGIONAL  
COUNCIL

## REPORT: Sporting Organisation Fees and Charges 2018/2019

**AUTHOR:** Recreation Coordinator  
**REPORT DATE:** 31 January 2018  
**TRIM REFERENCE:** ID18/185

### EXECUTIVE SUMMARY

Following the amalgamation of the former Dubbo City Council and Wellington Council on 12 May 2016, a review of all sporting fees and charges was commenced.

In undertaking such review, consultation was conducted with all sporting organisations across the new Dubbo Regional Council. As a result of community concerns in regard to potential level of fees and to allow consideration by an elected Council, a decision was made by Council to retain the 2016/2017 sporting fees and charges as the base for 2017/2018 and apply a three percent (3%) increase across the board. All sport specific requirements that were negotiated during the review were to be applied to enable accurate costings to be developed, with litter control being costed back to the clubs at full cost recovery.

A further review of sporting ground preparation agreed briefs and the associated fees and charges imposed on all sporting organisations was completed in January 2018.

It is recommended a thirty percent (30%) blanket subsidy be applied to all sporting organisation fees and charges, excluding litter control as per the agreed briefs. Litter control to be charged at full cost recovery if undertaken by Council staff and if required, noting where clubs undertake their own litter control, such fees would not apply.

Of the total sporting organisation fees and charges received by Dubbo Regional Council it is recommended that twenty five (25%) continue to be contributed to the Dubbo Regional Sports Council Playing Field Improvement Fund and made available to all affiliated and fee paying Dubbo and Wellington sporting organisations.

The Recreation Coordinator conducts annual reviews of the sporting ground preparation agreed briefs and the associated fees and charges in consultation with the sporting organisations.

### ORGANISATIONAL VALUES

Customer Focused: Development of sporting ground preparation agreed briefs that are accurate and current as determined by the needs of the sporting organisation

Integrity: The application of equitable and consistent sporting organisation fees and charges based on sporting ground preparation agreed briefs.

One Team: Collaboration between sporting organisations and Council to determine sporting organisation fees and charges.

### **FINANCIAL IMPLICATIONS**

The financial implications associated with the review will see the sporting organisation fees and charges amended in the Dubbo Regional Council Draft Revenue Policy 2018/2019.

### **POLICY IMPLICATIONS**

The fees and charges will be included in the Dubbo Regional Council Draft Revenue Policy from 2018/2019.

### **RECOMMENDATION**

- 1. That the information contained within the report of the Recreation Coordinator dated 31 January 2018 be noted.**
- 2. That a thirty percent (30%) blanket subsidy be applied to all sporting organisation sporting ground preparation fees and charges excluding litter control and included in the 2018/2019 Draft Dubbo Regional Council Revenue Policy.**
- 3. That no subsidy be applied to litter control for any sporting organisation.**
- 4. That the Recreation Coordinator communicate the subsidy to be applied to all sporting organisation fees and charges excluding litter control through the Dubbo Regional Sports Council following adoption by Council.**
- 5. That twenty five percent (25%) of the total revenue from sporting organisation fees and charges be contributed to the Dubbo Regional Sports Council Playing Field Improvement Fund and be made available, upon application and assessment to all sporting organisations who are members of the Council and contribute fees.**
- 6. That the Recreation Coordinator review the sporting ground preparation agreed briefs and associated fees and charges annually.**

*Tracey Whillock*  
Recreation Coordinator

## BACKGROUND

In 1998 the last significant review of fees imposed by Council on sporting organisations for the use of sporting grounds was carried out. The annual sporting organisation fee was calculated based on the sporting organisation's percentage of sporting ground specific preparation requirements. The sporting organisation fees set in 1998/1999 were incorporated into the former Dubbo City Council Revenue Policy.

A review of the new sporting ground fees structure occurred in 2000 where the total funds to be collected by Council from sports was reduced by ten (10) percent. Furthermore for the Dubbo and District Cricket Association an additional subsidy was provided for 2000/2001 due to the significantly higher fees and charges associated with preparing turf wickets.

Limited information is available in regard to the processes and formulas used to calculate the sporting fees and charges applied to sporting organisations in Wellington. The Wellington sporting organisation fees and charges appear to have been set through discussions held at a formal committee meeting of council which incorporated the sporting organisations.

With the amalgamation of the Dubbo City Council and Wellington Council a timely opportunity presented to review the dated sporting ground preparation agreed briefs and recalculate the associated fees and charges imposed on all sporting organisations in the Dubbo Regional Council. The aim of the review focused on accurately capturing specific sporting ground preparation requirements and identifying the associated fees and charges to ensure a streamlined structure that is a fair and equitable process for all sporting organisations across Dubbo Regional Council. Through the implementation of this structure Council can continue to encourage the community to engage in sport without making participation costs prohibitive.

The review of the sporting ground preparation agreed briefs and the associated fees and charges imposed on all sporting organisations commenced in November 2017 and included all sporting clubs reviewing their current agreed briefs (Dubbo) and providing feedback or identifying their sport specific requirements where no agreed briefs were available (Wellington). The feedback received was collated to form a revised sporting ground preparation agreed brief. The Parks and Landcare Manager Operations East and Parks and Landcare Manager Operations West at the time provided unit rate quotations for each sport specific requirement. The unit rates were utilised to individually calculate the fees and charges for each sporting organisation.

Throughout February 2017, meetings were held with representatives from each individual sporting organisation in the Dubbo Regional Council Local Government Area to discuss their individual sporting ground preparation needs and fees. Each sporting organisation was asked to present their current brief and fees to their committee and provide feedback. As a result of the feedback provided amendments were made to their sporting ground preparation brief and the fees recalculated with some sporting organisations opting to complete requirements themselves such as litter control or requesting less line marking etc.



As a result of concerns regarding the potential level of fees and in order to have a further 12 months to refine the fees and charges that would effectively be applied in 2018/2019 and allow consideration by the elected Council, a decision was made by Council to retain the 2016/2017 sporting fees and charges as the base for 2017/2018 and apply a three percent (3%) increase across the board. All sports specific requirements that were negotiated during the review applied with litter control being costed back to the clubs at full cost recovery.

## REPORT

A further review of the sporting ground preparation agreed briefs and the associated fees and charges imposed on all sporting organisations commenced in December 2017. All sporting organisations were asked to review their current agreed briefs and provide feedback. As a result of the feedback received the sporting ground preparation agreed briefs and associated fees and charges were revised.

It is recommended that the continuation of no subsidy be provided to sporting organisations for litter control thus meaning all sporting organisations who require litter control would be charged one hundred percent (100%) actual costs.

Furthermore in maintaining consistency and equitability and in alignment with the Open Space and Recreation budget a standard blanket subsidy of thirty percent (30%) is recommended to be applied to sporting ground preparation costs (excluding litter control) for all sporting organisations as indicated in the table below:

<b>Sporting Organisation</b>	<b>2017/2018 Sporting Fees</b>	<b>Sporting Ground Preparation 100% Actual Costs</b>	<b>Thirty (30%) Subsidy</b>	<b>Proposed 2018/2019 Sporting Fees</b>	<b>Notes</b>
Dubbo and District Football Association	\$8,469.69	\$10,168.26	\$3,050.48	\$7,117.78	DDFA have only asked for the initial string line of all soccer fields and will engage a contractor to complete remarks as per previous agreed briefs.
Dubbo Netball Association	\$7,103.91	\$8,352.54	\$2,505.77	\$5,846.78	DNA fees includes edging of the courts and line marking of the hard courts every 5 years.
Dubbo Touch Association – Summer	\$8,420.25	\$9,039.00	\$2,711.70	\$6,327.30	
Dubbo Touch Association – Winter	\$3,727.57	\$3,742.58	\$1,122.77	\$2,619.81	
Dubbo Demons AFL Club	\$860.05	\$486.86	\$146.06	\$340.80	Dubbo Demons have opted to line mark the fields after purchasing a line marker.

Dubbo City Softball Association	\$0	\$84.00	\$25.20	\$58.80	Dubbo City Softball fees include bin collection.
Dubbo Junior Rugby Club	\$2,440.08	\$3,976.58	\$1,192.97	\$2,783.61	DJRC fees include accurate and current costs for agreed brief requirements.
Dubbo CYMS RLFC	\$6,194.42	\$6,162.12	\$1,848.64	\$4,313.48	Litter control removed and charged at 'actual cost'
Macquarie Raiders RLFC	\$6,194.42	\$6,162.12	\$1,848.64	\$4,313.48	Litter control removed and charged at 'actual cost'
Dubbo Westside RLFC	\$6,194.42	\$5,270.68	\$1,581.20	\$3,689.48	Litter control removed and charged at 'actual cost'
Dubbo Rhino's Rugby Club	\$6,194.42	\$6,788.87	\$2,036.66	\$4,752.21	Litter control removed and charged at 'actual cost' Includes line marking of Barden Park for training.
Dubbo Rugby Club	\$6,194.42	\$6,122.86	\$1,836.86	\$4,286.00	Litter control removed and charged at 'actual cost'
Dubbo and District Junior Rugby League	\$3,601.91	\$6,735.00	\$2,020.50	\$4,714.50	DDJRL fees include line marking costs associated with marking the mini and mod fields.
Dubbo Athletics Club	\$3,729.63	\$9,565.13	\$2,869.54	\$6,695.59	DAAC fees includes a contribution towards line marking of the synthetic track every 6 years.
Dubbo Ultimate Frisbee Federation	\$0	\$60.00	\$18.00	\$42.00	DUFF fees include bin collection.
Dubbo Cycle Club	\$566.50	\$1,832.00	\$549.60	\$1,282.40	DCC fees include line marking of the track every 5 years.
Dubbo and District Junior and Senior Cricket Association	\$52,321.94	\$78,823.01	\$23,646.90	\$55,176.11	DDCA and DDJCA fees include accurate and current costs for the agreed brief requirements.
Wellington Cricket Association	\$5,150.00	\$12,145	\$3,643.50	\$8501.50	WCA fees include accurate and current costs for the agreed brief requirements.
Wellington Soccer Club	\$2,121.80	\$5,643.32	\$1,693.00	\$3,950.32	WSC fees include accurate and current costs for agreed brief requirements.
Wellington Junior Rugby Club	\$668.47	\$1,767.32	\$530.20	\$1,237.12	WJRC fees include accurate and current costs for agreed brief requirements.
Wellington Rugby Club	\$1,300.00	\$1,202.98	\$360.89	\$842.09	
Wellington Little Athletics Club	\$742.63	\$2,272.00	\$681.60	\$1,590.40	WLAC fees include accurate and current costs for agreed brief requirements.
Wellington Junior Rugby League Club	\$577.83	\$1,001.66	\$300.50	\$701.16	WJRL fees include accurate and current costs for agreed brief requirements and cleaning of amenities and change rooms when double headers are played.
Wellington Senior Rugby League Club	\$1,389.47	\$965.66	\$289.70	\$675.96	
Wellington Netball Club	\$562.38	\$560.00	\$168.00	\$392.00	

Wellington Tennis Club	\$562.38	\$560.00	\$168.00	\$392.00	
Wellington Touch Association	\$1,336.94	\$1,580.00	\$474.00	\$1,106.00	
<b>TOTAL</b>	\$136,625.53	\$191,069.55	\$57,320.88	\$133,748.68	

Twenty five percent (25%) of the total sporting organisation revenue received by Dubbo Regional Council in the 2018/2019 financial year will contribute to the Dubbo Regional Sports Council Playing Field Improvement Fund which all affiliated and fee paying sporting organisations from Wellington and Dubbo are able to apply for.

The Recreation Coordinator will communicate the subsidy to be provided to all sporting organisations through the Dubbo Regional Sports Council's Dubbo and Wellington general Meetings to be held in March. The Recreation Coordinator will liaise with sporting organisations to finalise the agreed briefs and associated fees, apply the subsidy and include in the 2018/2019 Dubbo Regional Council Draft Revenue Policy.

Those who remain dissatisfied with their fees and charges will be advised of the opportunity to provide a submission to the 2018/2019 Dubbo Regional Council Draft Revenue Policy when it goes on public exhibition, at which time each application will be addressed.

#### SUMMARY

It is recommended a thirty percent (30%) blanket subsidy be applied to all sporting organisation fees and charges, excluding litter control as per the agreed briefs. Litter control to be charged at full cost recovery if undertaken by Council staff and if required, noting where clubs undertake their own litter control, such fees would not apply.

Of the total sporting organisation fees and charges received by Dubbo Regional Council it is recommended that twenty five (25%) continue to be contributed to the Dubbo Regional Sports Council Playing Field Improvement Fund and made available to all affiliated and fee paying Wellington and Dubbo sporting organisations.

The Recreation Coordinator conduct annual reviews of the sporting ground preparation agreed briefs and the associated fees and charges in consultation with the sporting organisations.



DUBBO REGIONAL  
COUNCIL

## Report of the Sister Cities Advisory Committee - meeting 7 February 2018

**AUTHOR:** Administration Officer - Governance  
**REPORT DATE:** 14 February 2018

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The Committee had before it the report of the Sister Cities Advisory Committee meeting held 7 February 2018.

### RECOMMENDATION

**That the report of the Sister Cities Advisory Committee meeting held on 7 February 2018, be adopted.**

Appendices:

1 [↓](#) Sister Cities Advisory Committee - 7 February 2018 - Reports



DUBBO REGIONAL  
COUNCIL

**REPORT**  
**SISTER CITIES ADVISORY COMMITTEE**  
**7 FEBRUARY 2018**

**PRESENT:** Councillors J Diffey, A Jones, G Mohr and B Shields, C Bray (Community Representative), S Chowdury (Community Representative), C Foley (Community Representative), K Hyland (Community Representative), B Mann (Community Representative) and P Priest (Community Representative).

**ALSO IN ATTENDANCE:**

The General Manager, the Director Community and Recreation, the Sister Cities Officer, the Manager Business Services and G Mann.

Councillor B Shields assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.30pm.

**SC18/1 ELECTION OF CHAIRMAN (ID18/174)**

Councillor B Shields was elected Chairman of the Sister Cities Advisory Committee until period ending September 2018.

**SC18/2 WELLINGTON TOYAMA SISTER CITY RELATIONSHIP (ID18/184)**

The Committee had before it the report dated 31 January 2018 from the Sister Cities Officer regarding Wellington Toyama Sister City Relationship.

**RECOMMENDATION**

- 1. That Council send a delegation led by the Mayor to visit the sister cities of Minokamo and Toyama in May 2018 so that discussions can be held relating to the Sister City relationships.**
- 2. That Councillors, members of the Sister City Advisory Committee and citizens of the local government area be invited to apply to join the delegation for this sister city visit.**
- 3. That Council agree to change the criteria for selection to the Minokamo and Wujiang student exchange programs to include high school students (15-18 years) from all high schools within the Dubbo Regional Council local government area.**
- 4. That an investigation be conducted into cultural sensitivities of Toyama and Minokamo to Dubbo Regional Council having two Japanese Sister Cities.**

**SC18/3 2017 SISTER CITY ACTIVITY REPORT (ID18/133)**

The Committee had before it the report dated 15 January 2018 from the Sister Cities Officer regarding 2017 Sister City Activity Report.

**RECOMMENDATION**

**That the information contained within the report of the Sister Cities Officer dated 15 January 2018 be noted.**

**SC18/4 GENERAL BUSINESS (ID18/177)**

The Committee discussed the following items of General Business:

- Committee informed of the election of New Mayor of Minokamo – Mayor Mr Seeichi Ito.
- It was noted that Karen Hyland from TAFE Western had joined the Committee and that she had taken a group of students to Wujiang to do volunteer work in an orphanage for the past two years. The Committee hope she will give a presentation at our next meeting.
- Councillor A Jones to provide information on her visit to Milyang city (1997).
- Committee discussed the different opportunities for exchange of sporting, music, dance and other cultural clubs and groups.

**SC18/5 LEAVE OF ABSENCE (ID18/175)**

A request for leave of absence was received from Councillor V Etheridge who was absent from the meeting for personal reasons. Such leave of absence were accepted by the Committee and the members concerned were granted leave of absence for this meeting.

The meeting closed at 6.15pm.

.....  
CHAIRMAN

SISTER CITIES ADVISORY COMMITTEE  
7 FEBRUARY 2018

SC18/2



DUBBO REGIONAL  
COUNCIL

## REPORT: Wellington Toyama Sister City Relationship

**AUTHOR:** Sister Cities Officer  
**REPORT DATE:** 31 January 2018  
**TRIM REFERENCE:** ID18/184

### EXECUTIVE SUMMARY

Dubbo Regional Council has three Asian sister cities, Wujiang in China; Minokamo and Osawano/Toyama in Japan. This report focuses on the two Japanese sister cities and explores possible options for the Osawano/Toyama and Wellington sister city relationship under the new entity of Dubbo Regional Council. There had been no significant sister city activity between Osawano/Toyama and Wellington since 2012, until the recent visit to Dubbo in November 2017 by Toyama Mayor Mori. Mayor Mori and Mayor Shields met for general discussions on the future of the Toyama/Osawano sister city relationship. Mayor Mori invited Mayor Shields to visit Toyama in 2018.

### ORGANISATIONAL VALUES

Customer Focused: This report gives consideration to the importance of Council's international sister city relationships while acknowledging the requirement to manage the expectations of our two long standing Japanese sister city partners in order not to offend either city.

Integrity: That the integrity of the Dubbo Regional Council current sister city relationships be maintained and that Council continue to receive reports on sister city activities and input from the Sister City Advisory Committee on the sister city function.

One Team: Community and Recreation will continue with a cooperative approach, inclusive of all sister city stakeholders in its management of the sister city function.

### FINANCIAL IMPLICATIONS

1. All participants of sister city visits from Dubbo Regional Council are responsible for all of the travel/accommodation costs associated with the visit, including the Mayor and Councillors. While in Minokamo and Toyama/Osawano delegates will participate in tours, dinners and other activities at the expense of the host city. The same arrangement currently applies to visitors from Minokamo and Toyama/Osawano to the Dubbo/Wellington Region.
2. There is no current budget provision for the Wellington Toyama/Osawano sister city function in the 2017/2018 budget. Any renewed sister city association would require funding.

**SISTER CITIES ADVISORY COMMITTEE  
7 FEBRUARY 2018**

**SC18/2**

**POLICY IMPLICATIONS**

The current Dubbo Regional Council policy for sister city visits to China and Japan is that all participants are responsible for all of the travel/accommodation costs associated with the visit, including the Mayor, Councillors, residents and Council employees (except the Sister City Officer).

**RECOMMENDATION**

1. That Council send a delegation led by the Mayor to visit the sister cities of Minokamo and Toyama in May 2018 so that discussions can be held.
2. That Councillors, members of the Sister City Advisory Committee and citizens of the local government area be invited to apply to join the delegation for this sister city visit.
3. That Council agree to change the criteria for selection to the Minokamo and Wujiang student exchange programs to include high school students (15-18 years) from all high schools within the Dubbo Regional Council local government area.

*Kylie Sutherland*  
Sister Cities Officer



**SISTER CITIES ADVISORY COMMITTEE  
7 FEBRUARY 2018**

**SC18/2**

**BACKGROUND**

The Wellington/Osawano sister city agreement was signed by President Kevin Offner of Wellington and the Mayor of Osawano on 25 August 1992. In November 1999 the Wellington Japanese gardens were opened. Osawano gifted the Japanese gardens to Wellington at a cost of approximately \$283,838. In 2005 the town of Osawano was merged into the bigger city of Toyama and the sister city relationship between Osawano and Wellington, was transferred to Toyama and Wellington.

Osawano sent approximately 17 students to Wellington between 1988 and 2007, the last being in August 2007. One student delegation from Wellington visited Osawano in 1993. There have only been approximately four delegations from Wellington to Osawano since 1992, while around nine municipal delegations from Osawano/Toyama have visited Wellington. For more detail information refer to the Report on Toyama/Osawano and Wellington Sister City Relations as attached as **Appendix 1** to this report.

There has been no significant sister city activity between Wellington and Toyama/Osawano since 2012 with the last student exchange to Wellington believed to have been in 2007 and the last municipal visit in 2012.

Mayor Mori of Toyama visited Dubbo in November 2017 following the amalgamation of the Wellington and Dubbo local government areas to talk about the future of the Wellington Toyama/Osawano sister city relationship. During talks with Mayor Shields, Mayor Mori indicated that Toyama/Osawano would like to continue the sister city friendship with Wellington. Discussions were of a general nature and included talk around student and delegate exchanges and the possibility that Dubbo Regional Council facilitate an exchange to the Toyama region of local citizens involved in the Landcare movement to share their experiences and expertise. Dubbo Regional Council would also be open to hosting representatives from the Toyama local government on a tour of local Landcare projects in the Dubbo and Wellington districts.

Mayor Mori extended an invitation to Mayor Shields to lead a delegation to Toyama/Osawano in 2018. Mayor Shields accepted this invitation and subsequent communications have tentatively confirmed that this visit will take place around the middle of May 2018 subject to the approval of Council.

**REPORT**

Below are three possible options for the Toyama/Osawano Wellington sister city relationship. Given that Dubbo has a strong sister city relationship with Minokamo, options considered assume that the Toyama/Osawano sister city friendship will remain with Wellington.

**Options 1**

Fund and resource Osawano/Wellington sister city relationships to bring it in line with the service provision of Dubbo's existing sister cities, Wujiang and Minokamo. This would include;

- Subsidises annual reciprocal high school student exchange (all delegates home stayed) as per the established model of the Minokamo and Wujiang student exchanges, should there be a demand from the Wellington community.
- Exchange of municipal delegations (made up of Councillors and town residents) the frequency of which may be on an annual basis; biannually, for special occasion such as sister city anniversaries or as mutually agreed between the two sister city partners. The host city organises the tour itinerary and funds, dinners, tours and other activities for visiting delegates. Home stay accommodation (free) with a local family may be an option for delegates upon request. Wellington residents who participate in these delegations will self-fund all travel and accommodation costs associated with the sister city visits.
- Other sister city activities as required.

**Option 2**

Continue to facilitate the exchange of municipal delegations made up of city officials and residents between Toyama/Osawano and Wellington as agreed between the two sister city partners. This could include the exchange of delegations with the specific purpose of information exchange around the Landcare movement in Australia.

**Option 3**

To discontinue the relationship between Toyama and Wellington.

Option 1 assumes that Dubbo will retain its strong sister city relationship with Minokamo City and that the Osawano sister city relationship will continue to be with the township of Wellington. Council would need to increase funding to the sister city function as this would be an increase in the level of the sister city service provision to the Wellington community. Given that the former Wellington LGA had a population of approximately 8400 (2011 census data) the potential size of student and municipal delegations maybe be smaller than those currently for Dubbo and will be very much dependant on the level of participation and demand from the Wellington community.

Option 2 also assumes that Dubbo and Wellington both retain their current sister city status with the cities of Minokamo and Osawano. The frequency of the municipal exchanges between Toyama and Wellington would depend on demand and could be decided between the two sister city partners. This option would require a lesser financial commitment from Dubbo Regional Council.

**SISTER CITIES ADVISORY COMMITTEE  
7 FEBRUARY 2018**

**SC18/2**

Options 1 and 2 assume that the former Dubbo City Council's policy of not funding any overseas visits for residents, councillors or council staff (exception Sister City Officer) is continued under Dubbo Regional Council.

Option 3 is proposed in the event that Toyama City indicate they would prefer to discontinue sister city relations with Wellington; or if the Wellington Community do not support sister city activities in their town.

Maintaining two Japanese sister cities for one local government area raises the following issues:

- Increased expenditure and resources to Council's sister city function at a time when the new entity of Dubbo Regional Council is looking for cost savings across all of Council's functions.
- Difficulty for Dubbo Regional Council in funding and maintaining two separate Japanese sister city relationships at the same time and meeting both cities expectations.

**SUMMARY**

Mayor Mori was opened to the idea of maintaining the sister city relationship between the two local government areas of Osawano and Wellington. It may be that a gradual approach to the re-introduction of sister city exchanges and other activities between Osawano and Wellington might be a good way to proceed at this time given the many changes and budget constrains for Dubbo Regional Council following the amalgamation. This would have the added advantage of gauging the Wellington communities' interest and commitment to engaging with Osawano to re-establish the sister city connection.

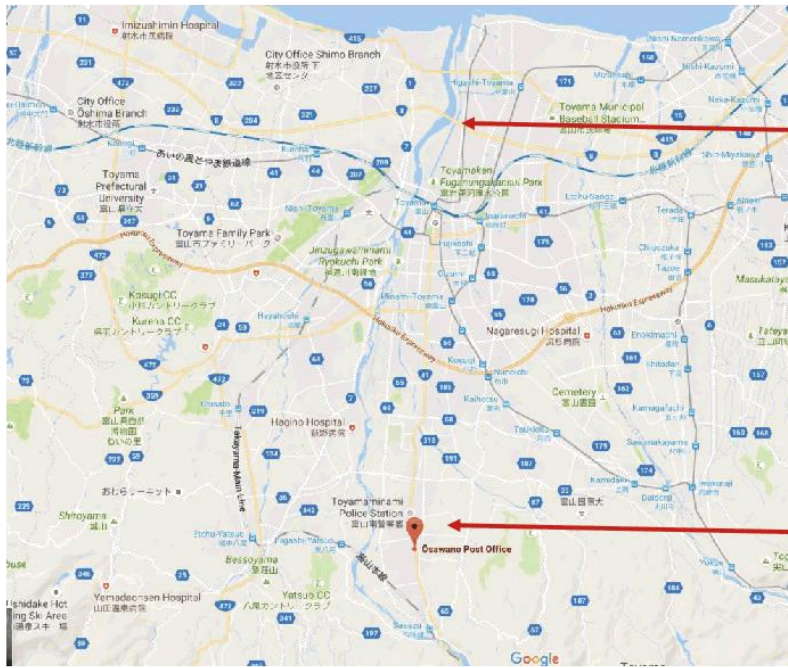
However if Council proceeds, it is imperative to manage the expectation of both Toyama and Minokamo so as not to offend these long standing sister city partners of Wellington and Dubbo. This is particularly important given the level of sister city exchanges and other activity between Wellington and Osawano/Toyama and Dubbo and Minokamo over many years, not to mention the substantial gifts of the Shoyoen and Wellington Japanese gardens to the citizens of Dubbo and Wellington. This can best be achieved by continuing the dialogue with Mayor Mori and Toyama/Osawano to ascertain how they envisage the sister city relationship going forward.

Appendices:

- [1](#) Report to Sister City Advisory Committee - Wellington and Toyama 29/01/2018

***TOYAMA (OSAWANO) WELLINGTON SISTER CITY RELATIONSHIP***

Toyama City and Osawano are located on the west coast of Japan at sea level in Toyama Prefecture in the Chubu region of Japan.



Toyama City (west coast Japan) on Toyama Bay, Sea of Japan.

Osawano a smaller town merged into the Toyama City Administratio

Below is a brief chronological history of the Wellington/Osawano/Toyama sister city relationship which has been sourced from records from the Wellington Branch of Dubbo Regional Council and from Toyama Municipal Government. There have only been three visits to Osawano by Councillors or Council staff from Wellington. Wellington has hosted 17 student delegations from Osawano and sent one student delegation to Osawano. I understand that the students from Osawano who visited Wellington did receive some government subsidy for travel expenses. Three delegations consisting of the town's people of Osawano have visited Wellington, while Osawano Town Assembly visits Wellington once. There have been three Mayoral visits to Wellington by the Mayor or Deputy Mayor of Osawano or Toyama and one visit by the Toyama Cosmopolitan Association.

- Aug 1988 Delegation of Osawano Junior High School Students (13) and Chaperones (3) visit Wellington
- Aug 1989 Delegation of Osawano Junior High School Students (17) and Chaperones (4) visit Wellington
- Aug 1990 Delegation of Osawano Junior High School Students (17) and Chaperones (4) visit Wellington
- Mar 1991 Delegation of Osawano Town Assembly visit Wellington

- Mayor Kevin Offner of Wellington and the Mayor of Osawano signed a sister city agreement on 24 August 1992.
- Aug 1991 Delegation of Osawano Junior High School Students (16) and Chaperones (4) visit Wellington
- Aug 1992 Delegation of Osawano Junior High School Students (16) and Chaperones (4) visit Wellington included additional delegates for signing ceremony of sister-city relationship
- Aug 1993 Delegation of Mayor and Chairman of Osawano Town Assembly
- Aug 1993 Delegation of Osawano Junior High School Students (16) and Chaperones (4) visit Wellington
- **Sept 1993 Wellington high school students(19) and others (23) visit Osawano**
- Aug 1994 Delegation of Osawano Junior High School Students (16) and Chaperones (4) visit Wellington
- Oct 1994 Delegation of Osawano townspeople visit Wellington
- Aug 1995 Delegation of Osawano Junior High School Students (16) and Chaperones (4) visit Wellington
- Jul-Aug 1996 Delegation of Osawano Junior High School Students (18) and Chaperones (5) visit Wellington
- **May 1997 Mr Offner, Mayor of Wellington and Mrs Offner visit Osawano for 4<sup>th</sup> anniversary of township**
- Jul-Aug 1997 Delegation of Osawano Junior High School Students (16) and Chaperones (4) visit Wellington
- October 1997 Delegation of townspeople visit Wellington
- Jul-Aug 1998 Delegation of Osawano Junior High School Students (18) and Chaperones (5) visit Wellington
- Jul-Aug 1999 Delegation of Osawano Junior High School Students (20) and Chaperones (4) visit Wellington
- Oct 1999 Delegation of NSW Assembly visit Osawano
- Nov 1999 Japanese gardens opened and Mayor and Chairman of Osawano Town Assembly visited Wellington for this special occasion.
- **Apr 2000, Mr and Mrs Dennis (Manager of Osawano Japanese Gardens visit Osawano**
- Jul-Aug 2000 Delegation of Osawano Junior High School Students (16) and Chaperones (4) visit Wellington
- Jul-Aug 2001 Delegation of Osawano Junior High School Students (18) and Chaperones (4) visit Wellington
- Oct 2001 Delegation of Osawano townspeople visit Wellington
- Jul-Aug 2002 Delegation of Osawano Junior High School Students (16) and Chaperones (4) visit Wellington
- In 2004 a student delegation of students (29) and chaperones (6) from Osawano visited Wellington from 28 July to 8 August. Correspondence from this time indicates that the exchange was an annual event but had been cancelled in 2003 due to SARS and the Iraqi war.
- **Nov 2004 Mr Tom Knowles (Mayor) and Mrs Knowles visited Osawano for the 50<sup>th</sup> Anniversary of Osawano Town**
- In 2005, the town of Osawano was merged with Toyama City and the sister city relationship was transferred to Toyama City. From recent communications with Osawano, it does appear that the responsibility for the sister city friendship still rests very much with the Osawano.
- Aug 2007 Delegation of Toyama junior high school student (21) and chaperones (5) visit Wellington.



- On the 20<sup>th</sup> Anniversary of the sister city friendship, a Goodwill Delegation (6), led by Deputy Mayor Kunio Oizuki (two members of Toyama Assembly visit Wellington to mark this special occasion.
- Sept 2012 Delegation of Toyama Cosmopolitan Association @ 30 visited Wellington

**The table below provides information on all of DRC sister cities including Toyama (Osawano).**

*DUBBO REGIONAL COUNCIL SISTER CITY INFORMATION*

<i>Description</i>	<i>Dubbo</i>	<i>Minokamo</i>	<i>Wujiang</i>
<b>Population</b> <b>Population per km<sup>2</sup></b>	34, 000 (2011); (30,102 in 1996) 0.0011 km <sup>2</sup>	55,414 (2015) 470.7 km <sup>2</sup>	1,500,000
<b>Area</b>	3425 km <sup>2</sup>	74.81 km <sup>2</sup>	1176 km <sup>2</sup>
<b>Main Industries</b>	Retail, health, manufacturing, transport, tourism, education, construction, business services, agriculture, government services, mining??	Manufacturing of electronics, industrial machinery and metal products, agricultural production	Silk & textile production, cable production and information technology and digital hardware and equipment and rice production
<b>Main Rivers/Lakes</b>	Macquarie River	Kiso River	Lakes – Taipu, Tongli, Jiuli, Nanxin, Chenghu and Taipu River and canals
<b>Weather</b> Temp Range: Yearly Rain Fall	@ -5 to 44 degrees @ 58 cm	@ 0 to 32 degrees @ 191 cm	@ -3 to 35 degrees @ 100 cm
<i>Description</i>	<i>Wellington</i>	<i>Osawano</i>	<i>Toyama</i>
<b>Population</b> <b>Population/km<sup>2</sup></b>	4540 (2011) 0.0011 km <sup>2</sup>	22,805 (2003)	1,088,000 million (2012) 336.05 km <sup>2</sup>
<b>Area</b>		74.66 km <sup>2</sup>	1,241.85 km <sup>2</sup>
<b>Main Industries</b>	Retail, health, manufacturing, transport, tourism, education, construction, business services, Agriculture, government services, mining??	Agriculture	Regional power supply based in Toyama; bearing and industrial robot company, software company
<b>Main Rivers/Lakes/seas</b>	Bell River	Jinzu River	Jinzu River & Sea of Japan
<b>Weather</b> Temp Range: Yearly Rain Fall Snow	@ -5.7 to 43.7 degrees 61.8 cm	@ -11.9 to 39.5 degrees 230 cm 3.8 m	@ -11.9 to 39.5 degrees 230 cm 3.8 m

DUBBO SISTER CITIES ADVISORY COMMITTEE  
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## REPORT: 2017 Sister City Activity Report

**AUTHOR:** Sister Cities Officer  
**REPORT DATE:** 15 January 2018  
**TRIM REFERENCE:** ID18/133

### EXECUTIVE SUMMARY

During 2017 there were two reciprocal student exchange visits to Dubbo from Minokamo in Japan and Wujiang in China. A total of 24 students and 4 chaperones visited Dubbo and were home stayed with local families. The students all attended the Dubbo high school of their host student for one to three days. Dubbo Regional Council hosted two international delegations from Toyama and Wujiang. The Toyama delegation was led by Mayor Mori and stayed one night. The Wujiang delegation was led by Deputy Director Standing Committee of Wujiang District Congress of Suzhou Municipality, Zhang Zhicheng and stayed three nights. Mayor Mori and Mayor Shields met for general discussion on the Osawano/Wellington sister city relationship. Deputy Director Zhang and Mayor Shields signed a revised sister city agreement to reflect the new entity of Dubbo Regional Council. The Shoyoen celebrated its 15<sup>th</sup> anniversary and the delegates who represented Dubbo on the Minokamo and Wujiang student exchange visits marched for the first time in the Dream Festival Lantern Parade with the recently purchased Minokamo and Wujiang lanterns.

### ORGANISATIONAL VALUES

Customer Focused: This report on sister city activities for 2017 demonstrates the customer focused nature of the sister city function at Council.

Integrity: That Council endeavour to maintain and strive to improve the current level of service provision for the sister city function to the community.

One Team: Community and Recreation will continue to network with all stakeholders (local and international) in the delivery of the sister city function to the DRC community.

### FINANCIAL IMPLICATIONS

There are no financial implications arising from this report.

### POLICY IMPLICATIONS

There are no policy implications arising from this report.

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**RECOMMENDATION**

That the information contained within the report of the Sister Cities Officer dated 15 January 2018 be noted.

*Kylie Sutherland*  
Sister Cities Officer



DUBBO SISTER CITIES ADVISORY COMMITTEE  
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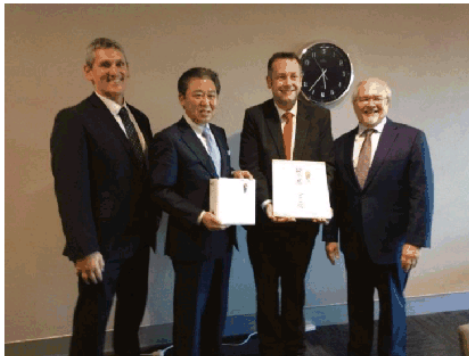
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REPORT

2017 was a year packed full of sister city activities, a sign that this function of Council continues to be well supported by the community.

The following is a list of sister city activities from 2017:

1. Visit to Dubbo by the Wujiang Student Exchange Group (5 boys, 9 girls and 2 teacher chaperones) from Songling No1 Middle School from Thursday 20 July to Wednesday 26 July 2017.
2. Visit to Dubbo by the Minokamo Student Exchange Group (10 girl students and 2 teacher chaperones) from Sunday 30 July to Monday 8 August 2017.
3. Dubbo Student Exchange visit to Wujiang - Wednesday 20 September to Monday 2 October 2017.
4. Dubbo Student Exchange visit to Minokamo Wednesday - 27 September to Monday 9 October 2017.
5. The 15<sup>th</sup> Anniversary celebrations for the Shoyoen organised by Council's Community and Recreation team.
6. Dubbo participants in the Minokamo and Wujiang exchange visits march in the Dream Festival Lantern Parade on Saturday 21 October 2017 with the Minokamo Hydrangea and Wujiang disc lanterns.
7. Official Mayoral visit to Dubbo from Mayor of Toyama City - Masashi Mori on Thursday 9 November 2017. The Mayor was accompanied by Dr Joseph Runzo-Inada (Chief Resilience Officer, Office of Strategic Planning and Resilience) and Ms Maki Hijikata (Office of Strategic Planning and Resilience).
8. Presentation to Council by the Dubbo students who represented our city on the Wujiang and Minokamo Student Exchange Delegations - 20 November 2017.
9. Visit by six municipal delegates from Wujiang from Thursday 23 November to Sunday 26 November 2017. The leader of the delegation Deputy Director Zhang Zhicheng and Mayor Shields signed a revised sister city agreement that recognises the new entity of Dubbo Regional Council.



Murray Wood, Mayor Mori (Toyama/Osawano),  
Mayor Shields & Dr Runzo-Inada

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**Wujiang and Minokamo Student Exchange visits to Dubbo**

I can report another year of successful student exchanges to Dubbo by the Wujiang and Minokamo student delegations. A student exchange program has existed between Dubbo and Minokamo since 1989; while 2017 was the fourth year of the reciprocal high school student exchange facilitated by Council between Dubbo and Wujiang. The visiting students from Wujiang and Minokamo participated in a range of activities and experiences organised by Council including:

- home stay with 2017 Dubbo exchange student participant or Dubbo host family associated with sister city;
- visit to Taronga Western Plains Zoo including visit to the Education Centre for hands on with native animals including a Koala and close up encounter with a Wallaby in the Australian Native Animal enclosure;
- visit to TAFE western rural campus for shearing (students encouraged to try their hand); working dog and whip cracking demonstrations;
- one to three days attending a Dubbo high school with their host student which is always flagged as highlight by the visiting students;
- tour of the Western Plains Cultural Centre and participation in indigenous art and culture workshop with Wujadjuri artist Tim Naden;
- day at Wambangalang doing outdoor activities, learning about Australian flora, fauna and indigenous culture;
- ten pin bowling and pizza night for visiting students and host families;
- official dinner at Dubbo Golf Club, presentation, karaoke and dancing for visitors and host families;
- Macquarie river boat experience;
- complementary visits to Wellington Caves and Old Dubbo Gaol for host families and visiting students;
- and other activities organised by Council and the Dubbo host families.

Key to the continued success of the program is the willingness of Dubbo residents and Dubbo High Schools to host the students in their homes and at school during the exchange visits. This allows the trip to be affordable for participants and promotes cultural exchange at a grass roots level. There are many other organisations and businesses in Dubbo and the region who assist in many ways in hosting these visits and thus ensure a uniquely Aussie travel experience for our international sister city student visitors.

**Dubbo Regional Council Student visits to Minokamo and Wujiang**

The 2017 Student Exchange Groups returned to Dubbo at the end of the Sept/Oct school holidays at the conclusion of their respective tours to Minokamo and Wujiang. Once again the students commented on the exceptional hospitality extended to them by their Minokamo and Wujiang hosts and how touched they were by the kindness extended to them during their stay.

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**15<sup>th</sup> Anniversary of the Shoyoen**

A low key 15<sup>th</sup> Anniversary of the opening of the Shoyoen was organised by the Community and Recreation division on the afternoon of 14 November 2017, entry was by gold coin donation. Tea master Scott Rogers from Melbourne travelled to Dubbo and along with Dirk Staunton from Canberra and Yukiko Cookersley from Sydney to officated over green tea ceremonies/demonstrations for the public with around 125 guests being served green tea and sweets. Entertainment organised for the event was an eclectic mix of Australian and Japanese music including a solo singer/guitarest, Taiko no wa Drummers (traditional Japanese drumming music) and Shakuhachi player (Japanese flute). Food available at the event also reflected the Australian/Japanese cultural mix with the traditional Aussie barbeque run by the Scouts and Japanese sushi. It is estimated that around 900 people visited the gardens during the four hour anniversary event.

This celebration coincided with the visit to Dubbo of the Minokamo gardeners Kondo san and Toshi san. The Minokamo gardeners have been visiting Dubbo annually to undertake routine maintenance at the Shoyoen and to train Council's Community and Recreation staff in Japanese garden design and horticultural techniques. The Anniversary event included the unveiling of a traditional Japanese lantern which was dedication to Kondo san in recognition of his 10 years of strategic advice in maintaining the authenticity of Shoyoen gardens.

**Dream Festival Lantern Parade**

In order to reach a wider audience and educate our community about Council's Asian sister cities, two sister city lanterns have been made and were carried by the 2017 student exchange participants in the lantern parade at the Dream Festival. The plan is to have subsequent Wujiang and Minokamo exchange students participate as lantern bearers in the October Dream Festival lantern parade upon their return from their exchange visits to Minokamo and Wujiang.

**Visits to DRC by Municipal Delegations from Toyama/Osawano and Wujiang**

Mayor Shields welcomed Mayor Mori from Toyama to Dubbo in November for a very brief one night stay to open a dialogue on the future of the Wellington Osawano sister city friendship given the amalgamation of the Dubbo and Wellington local government areas. The Mayor was accompanied by Dr Joseph Runzo-Inada and Ms Maki Hjikata (interpreter). The Mayor hosted a working dinner in the RSL board room where Dr Runzo-Inada gave a very interesting presentation on Toyama City.

The six delegates from Wujiang spent three days in Dubbo visiting Council infrastructure, local businesses including Fletchers International; Tafe western rural campus; Westhaven Factory; the recently opened RFBI Dubbo Masonic Retirement Village, Red Earth Winery, Taronga Western Plains Zoo; Wellington Caves and Kelly's Hill Top Farm at Wongarbron. Below is a list of the delegates and their positions:

Zhang Zhicheng	Deputy Director of Standing Committee of Wujiang Congress
Qian Xiaoming	Director of Wujiang District Administrative Service Centre
Jiang Jian	Director of Wujiang District Civil Affairs Bureau
Jin Jiankang	Director of Wujiang District Culture, Broadcasting & News Publishing Bureau

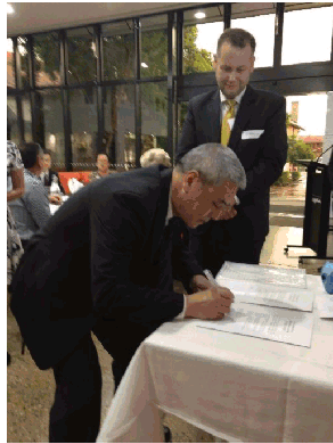
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Xu Heng  
Zeng Jianhong

Deputy Director of Wujiang District Government Office  
Chief of Sister-City Section of Wujiang District Foreign Affairs Office

The delegation was hosted to a special dinner at the Western Plains Cultural Centre - Outlook Café attended by our civic leaders and members of the Dubbo Community involved with hosting the delegates during their stay in our city. A revised sister city agreement was signed to reflect the new entity of Dubbo Regional Council by Mayor Shields and Deputy Director Zhang.



Mayor Shields and Deputy Director Zhang  
Sign the sister city agreement



Dirk Stanton served green tea to many family  
at the Shoyoen 15<sup>th</sup> Anniversary celebration



Minokamo students at TAFE Western  
Rural Campus



Wujiang Exchange group and Dubbo host  
students at the Zoo