



AGENDA

ORDINARY COUNCIL MEETING

24 AUGUST 2023

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

The meeting is scheduled to commence at 5.30pm.

PRAYER:

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

ACKNOWLEDGEMENT OF COUNTRY:

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

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CCL23/207 LEAVE OF ABSENCE (ID23/1097)

CCL23/208 CONFLICTS OF INTEREST (ID23/1092)

In accordance with their Oath/Affirmation under the Act, and Council's Code of Conduct, Councillors must disclose the nature of any pecuniary or non-pecuniary interest which may arise during the meeting, and manage such interests accordingly.

CCL23/209 PUBLIC FORUM (ID23/1087)

CCL23/210 CONFIRMATION OF MINUTES (ID23/1102)

Confirmation of the minutes of the proceedings of the Ordinary Council meeting held on 27 July 2023.

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INFORMATION ONLY MATTERS:

CCL23/211 MAYORAL APPOINTMENTS AND MEETINGS (ID23/1915)

The Council had before it the report dated 3 August 2023 from the Chief Executive Officer regarding Mayoral Appointments and Meetings.

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- CCL23/212 MONTHLY REPORTING SNAPSHOT FOR COUNCILLORS - JULY 2023 (ID23/1790)** 37
- The Council had before it the report dated 2 August 2023 from the Chief Executive Officer regarding Monthly Reporting Snapshot for Councillors - July 2023.

MATTERS CONSIDERED BY COMMITTEES:

- CCL23/213 REPORT OF THE INFRASTRUCTURE, PLANNING AND ENVIRONMENT COMMITTEE - MEETING 10 AUGUST 2023 (ID23/2035)** 49
- The Council had before it the report of the Infrastructure, Planning and Environment Committee meeting held 10 August 2023.

- CCL23/214 REPORT OF THE CULTURE AND COMMUNITY COMMITTEE - MEETING 10 AUGUST 2023 (ID23/2036)** 52
- The Council had before it the report of the Culture and Community Committee meeting held 10 August 2023.

- CCL23/215 REPORT OF THE CORPORATE SERVICES COMMITTEE - MEETING 10 AUGUST 2023 (ID23/2037)** 56
- The Council had before it the report of the Corporate Services Committee meeting held 10 August 2023.

NOTICES OF MOTION:

- CCL23/216 MOTION FOR THE LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2023 (ID23/2023)** 60
- Council had before it a Notice of Motion dated 17 August 2023 from Councillor J Gough regarding the Motion for the Local Government NSW Annual Conference 2023.

- CCL23/217 CONCEPT DUBBO INDOOR AQUATIC CENTRE (ID23/2019)** 63
- Council had before it a Notice of Motion dated 14 August 2023 from Councillor S Chowdhury regarding the Concept Dubbo Indoor Aquatic Centre.

- CCL23/218 TREE PLANTING (ID23/2039)** 65
- Council had before it a Notice of Motion dated 14 August 2023 from Councillor S Chowdhury regarding the Tree Planting.

NOTICES OF RESCISSION:

- CCL23/219 NOTICE OF MOTION OF RESCISSION - CCL23/187 - MATTERS FOR CONSIDERATION AROUND PROVISION OF LAND TO NSW HEALTH FOR THE PURPOSES OF AN ALCOHOL AND OTHER DRUG REHABILITATION FACILITY (ID23/2061)** 67
- Council had before it a Notice of Motion of Rescission dated 17 August 2023 from Councillors R Ivey, M Wright and J Gough.

REPORTS FROM STAFF:

- CCL23/220 BUS SERVICE IMPROVEMENTS IN DUBBO - 16 CITIES PROGRAM 2 (ID23/1999)** 73
- The Council had before it the report dated 7 August 2023 from the Senior Traffic Engineer regarding Bus Service Improvements in Dubbo - 16 Cities Program 2.
- CCL23/221 2023 DUBBO STAMPEDE RUNNING FESTIVAL - TEMPORARY ROAD CLOSURE (ID23/2000)** 98
- The Council had before it the report dated 7 August 2023 from the Senior Traffic Engineer regarding 2023 Dubbo Stampede Running Festival - Temporary Road Closure.
- CCL23/222 2023 STUART TOWN MULTICULTURAL FESTIVAL - ROAD CLOSURE (ID23/2001)** 149
- The Council had before it the report dated 7 August 2023 from the Senior Traffic Engineer regarding 2023 Stuart Town Multicultural Festival - Road Closure.
- CCL23/223 DRAFT PLANNING AGREEMENT - HOLCIM AUSTRALIA PTY LTD (ID23/1419)** 176
- The Council had before it the report dated 9 August 2023 from the Team Leader Growth Planning Projects regarding Draft Planning Agreement - HOLCIM Australia Pty Ltd.
- CCL23/225 DUBBO REGIONAL HOUSING ROADMAP - PROGRESS REPORT (ID23/2021)** 200
- The Council had before it the report dated 9 August 2023 from the Graduate Growth Planner regarding Dubbo Regional Housing Roadmap - Progress Report.

- CCL23/225 THE VOICE: EDUCATION, INFORMATION AND PARTICIPATION (ID23/1903)** 209
The Council had before it the report dated 1 August 2023 from the Director Community, Culture and Places regarding The Voice: Education, Information and Participation.
- CCL23/226 NSW LOCAL GOVERNMENT ELECTIONS 2024 - PRE POLL PERIOD (ID23/2062)** 215
The Council had before it the report dated 17 August 2023 from the Manager Corporate Governance regarding NSW Local Government Elections 2024 - Pre Poll Period.
- CCL23/227 RECOMMENDED CHANGES TO THE AUDIT AND RISK MANAGEMENT COMMITTEE (ID23/2029)** 218
The Council had before it the report dated 10 August 2023 from the Manager Corporate Governance regarding Recommended Changes to the Audit and Risk Management Committee.
- CCL23/228 2022/2023 DELIVERY PROGRAM AND OPERATIONAL PLAN - FINAL PROGRESS REPORT (ID23/2033)** 254
The Council had before it the report dated 11 August 2023 from the Director Strategy, Partnerships and Engagement regarding 2022/2023 Delivery Program and Operational Plan - Final Progress Report.
- CCL23/229 LOCAL SMALL COMMITMENTS ALLOCATION PROGRAM (ID23/2030)** 334
The Council had before it the report dated 10 August 2023 from the Executive Officer Strategy Partnerships and Engagement regarding Local Small Commitments Allocation Program.
- CCL23/230 COMMENTS AND MATTERS OF URGENCY (ID23/1152)**
- CONFIDENTIAL**
- CCL23/231 PEOPLE CULTURE AND SAFETY QUARTERLY METRICS REPORT (ID23/2034)**
The Council had before it the report dated 14 August 2023 from the Manager People Culture and Safety regarding People Culture and Safety Quarterly Metrics Report.

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the Chief Executive Officer 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: personnel matters concerning particular individuals (other than Councillors) (Section 10A(2)(a)).

CCL23/232 QUOTATION FOR THE SUPPLY AND DELIVERY OF TWO MOTOR GRADERS (ID23/1908)

The Council had before it the report dated 2 August 2023 from the Manager Fleet and Depot Services regarding Quotation for the Supply and Delivery of Two Motor Graders.

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the Chief Executive Officer 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)).

CCL23/233 ACQUISITION OF LAND THROUGH TAFE NSW FOR ROAD CORRIDORS CONNECTING CENTRAL WEST PRECINCT TO MITCHELL HIGHWAY (ID23/2031)

The Council had before it the report dated 11 August 2023 from the Manager Infrastructure Strategy and Design regarding Acquisition of Land Through TAFE NSW for Road Corridors Connecting Central West Precinct to Mitchell Highway.

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the Chief Executive Officer 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: personnel matters concerning particular individuals (other than Councillors) (Section 10A(2)(a)).

CCL23/234 ACQUISITION OF LAND FROM THE TRUSTEES OF THE ROMAN CATHOLIC CHURCH FOR THE DIOCESE OF BATHURST FOR BLUERIDGE LINK ROAD (ID23/2002)

The Council had before it the report dated 7 August 2023 from the Manager Property and Land Development regarding Acquisition of Land from the Trustees of the Roman Catholic Church for the Diocese of Bathurst for Blueridge Link Road.

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the Chief Executive Officer 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, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

CCL23/235 PROPOSED EOI FOR THE SALE OR LEASE OF COUNCIL-OWNED LAND AT 69 CHURCH STREET AND 154 TALBRAGAR STREET (ID23/1906)

The Council had before it the report dated 1 August 2023 from the Manager Property and Land Development regarding Proposed EOI for the sale or lease of Council-owned land at 69 Church Street and 154 Talbragar Street.

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the Chief Executive Officer 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, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

CCL23/236 WELLINGTON AERODROME AND RECREATION PARK RUNWAY AND APRON RESEAL (ID23/2022)

The Council had before it the report dated 9 August 2023 from the Manager Dubbo Regional Airport regarding Wellington Aerodrome and Recreation Park Runway and Apron Reseal.

In accordance with the provisions of Section 9 (2A) of the Local Government Act 1993 the Chief Executive Officer 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: commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the Council (Section 10A(2)(d)(ii)).



Confirmation Of Minutes

Confirmation of the minutes of the proceedings of the Ordinary Council meeting held on 27 July 2023.

RECOMMENDATION

That the minutes of the proceedings of the Dubbo Regional Council at the Ordinary Council meeting held on 27 July 2023 comprising pages 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29 and 30 of the series be taken as read, confirmed as correct minutes and signed by the Mayor and the Chief Executive Officer.

APPENDICES:

- [1](#) Minutes - Ordinary Council Meeting - 27/07/2023



REPORT ORDINARY COUNCIL MEETING 27 JULY 2023

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

ALSO IN ATTENDANCE:

The Chief Executive Officer, the Director Organisational Performance, the Manager Governance and Internal Control, the Governance Team Leader, the Director Strategy Partnerships and Engagement, the Communications Partner, the IT Infrastructure Specialist, the Director Development and Environment, the Manager Growth Planning, the Manager Resource Recovery and Efficiency (C Jennings), the Director Infrastructure, the Manager Major Projects (I Whipple), the Director Community, Culture and Places, the Manager Regional Experiences and the Manager Recreation and Open Spaces.

Councillor M Dickerson assumed the Chair of the meeting.

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

The Acknowledgement Of Country was given by Councillor L Burns.

CCL23/176 LEAVE OF ABSENCE (ID23/1096)

There were no requests for leave of absence.

Councillor D Mahon attended via audio-visual link.

CCL23/177 CONFLICTS OF INTEREST (ID23/1091)

The following conflicts of interest were declared:

- Cllr J Black – non-pecuniary – less than significant in CCL23/187.
- Cllr M Dickerson – non-pecuniary – significant in CCL23/191.
- Cllr M Wright – pecuniary – significant in CCL23/198.
- Cllr L Burns – non pecuniary - less than significant in CCL23/201

ORDINARY COUNCIL MEETING - 27 JULY 2023
REPORT**CCL23/178 PUBLIC FORUM (ID23/1086)**

The Council reports having met with the following persons during Public Forum:

- Anita Johnson regarding CCL23/192 Planning Proposal R23-005 – Administrative Amendments to the Dubbo Regional Local Environmental Plan 2022
- Rebecca Davey regarding CCL23/187 Matters for Consideration Around Provision of land to NSW Health for the purposes of an Alcohol and Other Drug Rehabilitation Facility.
- Peter Duggan regarding CCL23/199 - Tree Preservation Order – Introduction of State Environmental Planning Policy (Biodiversity and Conservation) 2021 and CCL23/201 – Destination Dubbo Funding.
- Rebecca Pearson – regarding water fluoridation.
- Jill Cross Antony regarding CCL23/187 Matters for Consideration Around Provision of land to NSW Health for the purposes of an Alcohol and Other Drug Rehabilitation Facility.
- Rebecca Miller regarding CCL23/187 Matters for Consideration Around Provision of land to NSW Health for the purposes of an Alcohol and Other Drug Rehabilitation Facility.

CCL23/179 CONFIRMATION OF MINUTES (ID23/1101)

Confirmation of the minutes of the proceedings of the Ordinary Council meeting held on 22 June 2023 and the Extraordinary Council meeting held on 30 June 2023.

Moved by Councillor S Chowdhury and seconded by Councillor V Etheridge

MOTION

That the minutes of the proceedings of the Dubbo Regional Council at the Ordinary Council meeting held on 22 June 2023 and the Extraordinary Council meeting held on 30 June 2023, attached under separate cover, be taken as read, confirmed as correct minutes and signed by the Mayor and the Chief Executive Officer.

CARRIED

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

Against: Nil.

INFORMATION ONLY MATTERS:**CCL23/180 MAYORAL APPOINTMENTS AND MEETINGS (ID23/1782)**

The Council had before it the report dated 14 July 2023 from the Chief Executive Officer regarding Mayoral Appointments and Meetings.

Moved by Councillor R Ivey and seconded by Councillor V Etheridge

ORDINARY COUNCIL MEETING - 27 JULY 2023
REPORT

MOTION

That the information contained in the report be noted.

CARRIED

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

Against: Nil.

CCL23/181 STATUS OF NOTICES OF MOTION - QUARTERLY UPDATE (ID23/1188)

The Council had before it the report dated 23 May 2023 from the Manager Corporate Governance regarding Status of Notices of Motion - Quarterly Update.

Moved by Councillor J Black and seconded by Councillor M Wright

MOTION

That the report prepared by the Manager Corporate Governance be noted.

CARRIED

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

Against: Nil.

CCL23/182 QUARTERLY REPORT ON COMPLAINT STATISTICS UNDER COUNCIL'S CODE OF CONDUCT (ID23/1189)

The Council had before it the report dated 23 May 2023 from the Manager Corporate Governance regarding Quarterly Report on Complaint Statistics Under Council's Code of Conduct.

Moved by Councillor R Ivey and seconded by Councillor M Wright

MOTION

That the report of the Manager Corporate Governance, dated 23 May 2023, be noted.

CARRIED

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

Against: Nil.

MATTERS CONSIDERED BY COMMITTEES:**CCL23/183 REPORT OF THE INFRASTRUCTURE, PLANNING AND ENVIRONMENT COMMITTEE - MEETING 13 JULY 2023 (ID23/1804)**

The Council had before it the report of the Infrastructure, Planning and Environment Committee meeting held 13 July 2023.

ORDINARY COUNCIL MEETING - 27 JULY 2023
REPORT

Moved by Councillor J Black and seconded by Councillor S Chowdhury

MOTION

That the report of the Infrastructure, Planning and Environment Committee meeting held on 13 July 2023 be adopted, save and except IPEC23/28 which will be dealt with separately.

CARRIED

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

Against: Nil.

IPEC23/28 BENOLONG BRIDGE - TEMPORARY LOAD LIMIT DUE TO TIMBER BRIDGE CONDITION (ID23/1705)

The Council had before it the report dated 3 July 2023 from the Operations Engineer (West) regarding Benolong Bridge - Temporary Load Limit Due to Timber Bridge Condition.

Moved by Councillor J Black and seconded by Councillor P Wells

MOTION

1. **That it is noted that Council will be undertaking the emergency repair works to the existing Benolong Bridge to allow heavy vehicles to access the bridge with the works to be completed by mid-September 2023.**
2. **That \$800,000 of Local Roads and Community Infrastructure round 3 funding be reallocated from Comobella Bridge to Benolong Bridge to meet the project completion deadline for the funding deed.**

CARRIED

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

Against: Nil.

CCL23/184 REPORT OF THE CULTURE AND COMMUNITY COMMITTEE - MEETING 13 JULY 2023 (ID23/1805)

The Council had before it the report of the Culture and Community Committee meeting held 13 July 2023.

Moved by Councillor J Gough and seconded by Councillor V Etheridge

MOTION

That the report of the Culture and Community Committee meeting held on 13 July 2023, be adopted.

CARRIED

**ORDINARY COUNCIL MEETING - 27 JULY 2023
REPORT**

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

Against: Nil.

**CCL23/185 REPORT OF THE CORPORATE SERVICES COMMITTEE - MEETING 13 JULY 2023
(ID23/1806)**

The Council had before it the report of the Corporate Services Committee meeting held 13 July 2023.

Moved by Councillor S Chowdhury and seconded by Councillor V Etheridge

MOTION

That the report of the Corporate Services Committee meeting held on 13 July 2023, be adopted, save and except CSC23/37 which will be dealt with separately.

CARRIED

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

Against: Nil.

CSC23/37 LOCAL GOVERNMENT NSW - 2023 ANNUAL CONFERENCE (ID23/1111)

The Committee had before it the report dated 16 May 2023 from the Governance Team Leader regarding Local Government NSW - 2023 Annual Conference.

Moved by Councillor S Chowdhury and seconded by Councillor J Black

MOTION

1. **That Councillors J Black, S Chowdhury and V Etheridge be selected, alongside the Mayor to act as voting delegates at the Local Government NSW Annual Conference 2023.**
2. **That Councillors L Burns, J Gough, R Ivey, D Mahon and M Wright, attend the Local Government NSW Annual Conference 2023 as non-voting delegates.**

CARRIED

For: Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, P Wells and M Wright.

Against: Nil.

NOTICES OF MOTION:

CCL23/186 NOTICE OF MOTION FOR EXISTING AND FUTURE REST AREA FOR FREIGHT TRAFFIC (ID23/1814)

Council had before it a Notice of Motion dated 20 July 2023 from Councillor S Chowdhury regarding the Notice of Motion for Existing and Future Rest Area for Freight Traffic.

**ORDINARY COUNCIL MEETING - 27 JULY 2023
REPORT**

Moved by Councillor S Chowdhury and seconded by Councillor M Wright

MOTION

That the Chief Executive Officer provide a report to the next available council meeting with an update from Transport for NSW on the status of existing and future rest areas for freight traffic surrounding the Dubbo urban area.

CARRIED

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

Against: Nil.

REPORTS FROM STAFF:

CCL23/187 MATTERS FOR CONSIDERATION AROUND PROVISION OF LAND TO NSW HEALTH FOR THE PURPOSES OF AN ALCOHOL AND OTHER DRUG REHABILITATION FACILITY (ID23/1608)

The Council had before it the report dated 27 June 2023 from the Chief Executive Officer regarding Matters for Consideration Around Provision of Land to NSW Health for the Purposes of an Alcohol and Other Drug Rehabilitation Facility.

Moved by Councillor R Ivey and seconded by Councillor M Wright

MOTION

1. That based upon the information contained within this report and considering the site specifications of Western NSW LHD and the constraints defined by the NSW Minister for Health; they being no extra expense and no substantial time delays, NSW Health be advised that Council is of the opinion it does not have a suitable site option within its property portfolio for the establishment of an Alcohol and Other Drug Rehabilitation Centre.
2. That it be noted that Council has provided information to Western NSW LHD, on potentially suitable Council owned parcels of land and introduced other landholding stakeholders such as Dubbo Aboriginal Lands Council, Crown Lands NSW and Property NSW to the Western NSW LHD project team. It is understood that Western NSW LHD assessed potential sites against following criteria:
 - a. Appropriate zoning for the proposed facility
 - b. 10-15 minutes travel time from Dubbo Hospital
 - c. Appropriate Land size (suitable to the facility and potential growth)
 - d. If parcel required subdividing
 - e. Existing connection to services such as Water, Sewer, Power and Roads
 - f. Details of surrounding Community (proximity to Residential, Shops, Hotels, Schools, Industrial).
3. That it be noted that the sites proffered for consideration included but were not limited to:
 - 93L Railway Lane, Wongarbon (Railway Lane)

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- 20R Bunglegumbie Road, Dubbo (Various lots)
 - Pine Avon Road, Wongarbon (Pine Avon)
 - Green Grove, Dubbo
 - 6L Furneys Road, Terramungamine
 - 85 Cobbora Road, Dubbo
 - Apex Cottage Dubbo (Cemetery Land)
 - Welchman Street, Dubbo (Welchman St)
 - Devil's Hole Reserve, Dubbo
 - Old Dubbo Road, Dubbo
 - Police Paddock Dubbo
 - Angle Park Reserve
 - Land belonging to CSU site
 - Zoological Parks Board Land, Obley Road Dubbo
 - Whylandra Reserve
 - 3L Westview Road, Dubbo (2 sites)
 - 29 Hawthorn Street, Dubbo
 - North Burrabadine Road, Dubbo (Local Land Services land)
4. That, as detailed in the report, that it be noted that the parcels of council owned lands typically would require sub division and the provision of essential services infrastructure at an extra cost and increase in time to the AOD Project.
 5. That in recent meetings between staff of council and Western NSW LHD there was consideration of the North Bunglegumbie site, confirming the requirement of \$1.5 – \$1.7 million expenditure to provide sewer and water services and that this was outside the project funding remit of the Western NSW LHD.
 6. That in regards to the development consent process it be noted that:
 - a. Any related Development Application submitted to Council by or on behalf of the Crown with a capital investment value greater than \$5 million, is required by State Environmental Planning Policy (Planning Systems) 2021, to be determined by the Western Regional Planning Panel (WRPP).
 - b. Council's staff have the responsibility to carry out a professional assessment of the proposal for the WRPP's subsequent determination of the development application. This will include the public exhibition of the application and assessment of submissions received.
 - c. The elected body of Council could choose to make representation in this process by submitting any relevant resolution during the formal exhibition period, for general consideration.

Moved by Councillor J Black and seconded by Councillor S Chowdhury

AMENDMENT 1

1. That based upon the information contained within this report and considering the site specifications of Western NSW LHD and the constraints defined by the NSW Minister for Health; they being no extra expense and no substantial time delays, NSW Health be advised that Council is of the opinion it does not have a suitable site option within its

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property portfolio for the establishment of an Alcohol and Other Drug Rehabilitation Centre.

2. That it be noted that Council has provided information to Western NSW LHD, on potentially suitable Council owned parcels of land and introduced other landholding stakeholders such as Dubbo Aboriginal Lands Council, Crown Lands NSW and Property NSW to the Western NSW LHD project team. It is understood that Western NSW LHD assessed potential sites against following criteria:
 - Appropriate zoning for the proposed facility
 - 10-15 minutes travel time from Dubbo Hospital
 - Appropriate Land size (suitable to the facility and potential growth)
 - If parcel required subdividing
 - Existing connection to services such as Water, Sewer, Power and Roads
 - Details of surrounding Community (proximity to Residential, Shops, Hotels, Schools, Industrial).
3. That, it be noted that the sites proffered for consideration included but were not limited to:
 - 93L Railway Lane, Wongarbron (Railway Lane)
 - 20R Bunglegumbie Road, Dubbo (Various lots)
 - Pine Avon Road, Wongarbron (Pine Avon)
 - Green Grove, Dubbo
 - 6L Furneys Road, Terramungamine
 - 85 Cobbora Road, Dubbo
 - Apex Cottage Dubbo (Cemetery Land)
 - Welchman Street, Dubbo (Welchman St)
 - Devil's Hole Reserve, Dubbo
 - Old Dubbo Road, Dubbo
 - Police Paddock Dubbo
 - Angle Park Reserve
 - Land belonging to CSU site
 - Zoological Parks Board Land, Obley Road Dubbo
 - Whylandra Reserve
 - 3L Westview Road, Dubbo (2 sites)
 - 29 Hawthorn Street, Dubbo
 - North Burrabadine Road, Dubbo (Local Land Services land)
4. That, as detailed in the report, that it be noted that the parcels of council owned lands typically would require sub division and the provision of essential services infrastructure at an extra cost and increase in time to the AOD Project.
5. That in recent meetings between staff of council and Western NSW LHD there was consideration of the North Bunglegumbie site, confirming the requirement of \$1.5 – \$1.7 million expenditure to provide sewer and water services and that this was outside the project funding remit of the Western NSW LHD.
6. That in regards to the development consent process it be noted that:
 - Any related Development Application submitted to Council by or on behalf of the Crown with a capital investment value greater than \$5 million, is required by State Environmental Planning Policy (Planning Systems) 2021, to be determined by the Western Regional Planning Panel (WRPP).

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- Council's staff have the responsibility to carry out a professional assessment of the proposal for the WRPP's subsequent determination of the development application. This will include the public exhibition of the application and assessment of submissions received.
 - The elected body of Council could choose to make representation in this process by submitting any relevant resolution during the formal exhibition period, for general consideration.
7. That the CEO will take all necessary steps to facilitate the Western NSW LHD and/or NSW Health assessing land in the North Bunglegumbie Road area and at Green Grove for suitability for the construction of the Alcohol and Other Drug Rehabilitation Centre, including providing land access, technical advice, and another necessary and reasonable information and advice.
 8. That Council will decide the question as to whether such land is to be provided, if necessary, and after such assessment has occurred.

The amendment on being put to the meeting carried.

CARRIED

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

Against: Nil.

The amendment then became the motion.

FORESHADOWED AMENDMENT

During the discussion of the Amendment 1, Councillor S Chowdhury foreshadowed the following to become an addition to the Amendment 1

9. That it be noted:
 - a. That the Mayor has responded to Ministerial correspondence in a letter dated 7 July 2023 that sought a guarantee that if Council provided land that the AOD facility would be moved from the Spears Drive site.
 - b. That the Mayoral letter of 7 July 2023 be included in the minutes of the July Ordinary Meeting of Council.

Moved by Councillor S Chowdhury and seconded by J Gough

AMENDMENT 2

1. That based upon the information contained within this report and considering the site specifications of Western NSW LHD and the constraints defined by the NSW Minister for Health; they being no extra expense and no substantial time delays, NSW Health be advised that Council is of the opinion it does not have a suitable site option within its property portfolio for the establishment of an Alcohol and Other Drug Rehabilitation Centre.
2. That it be noted that Council has provided information to Western NSW LHD, on

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potentially suitable Council owned parcels of land and introduced other landholding stakeholders such as Dubbo Aboriginal Lands Council, Crown Lands NSW and Property NSW to the Western NSW LHD project team. It is understood that Western NSW LHD assessed potential sites against following criteria:

- Appropriate zoning for the proposed facility
- 10-15 minutes travel time from Dubbo Hospital
- Appropriate Land size (suitable to the facility and potential growth)
- If parcel required subdividing
- Existing connection to services such as Water, Sewer, Power and Roads
- Details of surrounding Community (proximity to Residential, Shops, Hotels, Schools, Industrial).

3. That, it be noted that the sites proffered for consideration included but were not limited to:
 - 93L Railway Lane, Wongarbone (Railway Lane)
 - 20R Bunglegumbie Road, Dubbo (Various lots)
 - Pine Avon Road, Wongarbone (Pine Avon)
 - Green Grove, Dubbo
 - 6L Furneys Road, Terramungamine
 - 85 Cobbora Road, Dubbo
 - Apex Cottage Dubbo (Cemetery Land)
 - Welchman Street, Dubbo (Welchman St)
 - Devil's Hole Reserve, Dubbo
 - Old Dubbo Road, Dubbo
 - Police Paddock Dubbo
 - Angle Park Reserve
 - Land belonging to CSU site
 - Zoological Parks Board Land, Obley Road Dubbo
 - Whylandra Reserve
 - 3L Westview Road, Dubbo (2 sites)
 - 29 Hawthorn Street, Dubbo
 - North Burrabadine Road, Dubbo (Local Land Services land)
4. That, as detailed in the report, that it be noted that the parcels of council owned lands typically would require sub division and the provision of essential services infrastructure at an extra cost and increase in time to the AOD Project.
5. That in recent meetings between staff of council and Western NSW LHD there was consideration of the North Bunglegumbie site, confirming the requirement of \$1.5 – \$1.7 million expenditure to provide sewer and water services and that this was outside the project funding remit of the Western NSW LHD.
6. That in regards to the development consent process it be noted that:
 - Any related Development Application submitted to Council by or on behalf of the Crown with a capital investment value greater than \$5 million, is required by State Environmental Planning Policy (Planning Systems) 2021, to be determined by the Western Regional Planning Panel (WRPP).
 - Council's staff have the responsibility to carry out a professional assessment of the proposal for the WRPP's subsequent determination of the development application. This will include the public exhibition of the application and assessment

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of submissions received.

- The elected body of Council could choose to make representation in this process by submitting any relevant resolution during the formal exhibition period, for general consideration.
7. That the CEO will take all necessary steps to facilitate the Western NSW LHD and/or NSW Health assessing land in the North Bunglegumbie Road area and at Green Grove for suitability for the construction of the Alcohol and Other Drug Rehabilitation Centre, including providing land access, technical advice, and another necessary and reasonable information and advice.
 8. That Council will decide the question as to whether such land is to be provided, if necessary, and after such assessment has occurred.
 9. That it be noted:
 - a. That the Mayor has responded to Ministerial correspondence in a letter dated 7 July 2023 that sought a guarantee that if Council provided land that the AOD facility would be moved from the Spears Drive site.
 - b. That the Mayoral letter of 7 July 2023 be included in the minutes of the July Ordinary Meeting of Council.

The amendment on being put to the meeting was carried.

CARRIED

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

Against: Nil.

The amendment then became the motion.

Moved by Councillor J Black and seconded by Councillor S Chowdhury

AMENDMENT 3

1. **That based upon the information contained within this report and considering the site specifications of Western NSW LHD and the constraints defined by the NSW Minister for Health; they being no extra expense and no substantial time delays, NSW Health be advised that Council is of the opinion it does not have a suitable site option within its property portfolio for the establishment of an Alcohol and Other Drug Rehabilitation Centre.**
2. **That it be noted that Council has provided information to Western NSW LHD, on potentially suitable Council owned parcels of land and introduced other landholding stakeholders such as Dubbo Aboriginal Lands Council, Crown Lands NSW and Property NSW to the Western NSW LHD project team. It is understood that Western NSW LHD assessed potential sites against following criteria:**
 - **Appropriate zoning for the proposed facility**
 - **10-15 minutes travel time from Dubbo Hospital**
 - **Appropriate Land size (suitable to the facility and potential growth)**
 - **If parcel required subdividing**
 - **Existing connection to services such as Water, Sewer, Power and Roads**
 - **Details of surrounding Community (proximity to Residential, Shops, Hotels,**

ORDINARY COUNCIL MEETING - 27 JULY 2023
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-
- Schools, Industrial).
3. That, it be noted that the sites proffered for consideration included but were not limited to:
 - 93L Railway Lane, Wongarbon (Railway Lane)
 - 20R Bunglegumbie Road, Dubbo (Various lots)
 - Pine Avon Road, Wongarbon (Pine Avon)
 - Green Grove, Dubbo
 - 6L Furneys Road, Terramungamine
 - 85 Cobbora Road, Dubbo
 - Apex Cottage Dubbo (Cemetery Land)
 - Welchman Street, Dubbo (Welchman St)
 - Devil's Hole Reserve, Dubbo
 - Old Dubbo Road, Dubbo
 - Police Paddock Dubbo
 - Angle Park Reserve
 - Land belonging to CSU site
 - Zoological Parks Board Land, Obley Road Dubbo
 - Whylandra Reserve
 - 3L Westview Road, Dubbo (2 sites)
 - 29 Hawthorn Street, Dubbo
 - North Burrabadine Road, Dubbo (Local Land Services land)
 4. That, as detailed in the report, that it be noted that the parcels of council owned lands typically would require sub division and the provision of essential services infrastructure at an extra cost and increase in time to the AOD Project.
 5. That in recent meetings between staff of council and Western NSW LHD there was consideration of the North Bunglegumbie site, confirming the requirement of \$1.5 – \$1.7 million expenditure to provide sewer and water services and that this was outside the project funding remit of the Western NSW LHD.
 6. That in regards to the development consent process it be noted that:
 - Any related Development Application submitted to Council by or on behalf of the Crown with a capital investment value greater than \$5 million, is required by State Environmental Planning Policy (Planning Systems) 2021, to be determined by the Western Regional Planning Panel (WRPP).
 - Council's staff have the responsibility to carry out a professional assessment of the proposal for the WRPP's subsequent determination of the development application. This will include the public exhibition of the application and assessment of submissions received.
 - The elected body of Council could choose to make representation in this process by submitting any relevant resolution during the formal exhibition period, for general consideration.
 7. That the CEO will take all necessary steps to facilitate the Western NSW LHD and/or NSW Health assessing land in the North Bunglegumbie Road area and at Green Grove for suitability for the construction of the Alcohol and Other Drug Rehabilitation Centre, including providing land access, technical advice, and another necessary and reasonable information and advice.
 - a. That the Western NSW Health Local Health District be requested to provide a formal publically available response of the council owned parcels as above.

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8. That Council will decide the question as to whether such land is to be provided, if necessary, and after such assessment has occurred.
9. That it be noted:
- a. That the Mayor has responded to Ministerial correspondence in a letter dated 7 July 2023 that sought a guarantee that if Council provided land that the AOD facility would be moved from the Spears Drive site.
 - b. That the Mayoral letter of 7 July 2023 be included in the minutes of the July Ordinary Meeting of Council.

The amendment on being put to the meeting was carried.

CARRIED

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

Against: Nil.

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

CARRIED

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

Against: Nil.

Councillor J Black declared a non-pecuniary, less than significant interest in the matter now before the Council and remained in the room and during the Council's consideration of this matter. The reason for such interest is that Councillor J Black is employed by Parliament of NSW and assigned to the Office of Stephen Lawrence MLC which he was part of the instrumental advocacy for a Rehab Centre and therefore will not affect his decision making on this item.

CCL23/188 COALITION OF REGIONAL ENERGY MAYORS (COREM) (ID23/1808)

The Council had before it the report dated 19 July 2023 from the Chief Executive Officer regarding Coalition of Regional Energy Mayors (CoREM).

Moved by Councillor J Gough and seconded by Councillor S Chowdhury

MOTION

That Council does not accept the invitation to join the Coalition of Regional Energy Mayors (CoREM).

CARRIED

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

Against: Nil

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CCL23/189 DRAFT BINDARI ESTATE DEVELOPMENT CONTROL PLAN - RESULTS OF PUBLIC EXHIBITION (ID23/1199)

The Council had before it the report dated 12 July 2023 from the Team Leader Growth Planning Projects regarding Draft Bindari Estate Development Control Plan - Results of Public Exhibition.

Moved by Councillor M Wright and seconded by Councillor J Black

MOTION

1. That Council adopt the draft Bindari Estate Development Control Plan as attached as Appendix 1 to the report.
2. That Council note the submissions received during the public exhibition period as attached as Appendix 2 to the report.
3. That the draft Bindari Estate Development Control Plan come into effect on 31 July 2023.

CARRIED

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

Against: Nil.

(absent: Councillor L Burns)

Councillor L Burns left the room with the time being 7.04 pm

Councillor L Burns returned to the room with the time being 7.07pm

CCL23/190 DRAFT NET ZERO FRAMEWORK FOR COUNCIL OPERATIONS (ID23/1566)

The Council had before it the report dated 11 July 2023 from the Manager Resource Recovery and Efficiency regarding Draft Net Zero Framework for Council Operations.

Moved by Councillor J Gough and seconded by Councillor V Etheridge

MOTION

1. That the draft Net Zero Framework for Council Operations as attached as Appendix 1 to the report be adopted by Council for the purposes of public exhibition and consultation only.
2. That the draft Net Zero Framework for Council Operations be placed on public exhibition for a period of not less than 28 days and education and consultation activities be undertaken across the community.
3. That following completion of the consultation process, a further report be presented to Council for consideration, including the results of the public exhibition.

CARRIED

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

Against: Nil

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The Mayor who has an interest in this item left the room time being 7.08 pm

At this juncture the Deputy Mayor Clr Ivey will chair the meeting time being 7.08 pm.

CCL23/191 DRAFT JOIRA ROAD PLANNING AGREEMENT - RESULTS OF PUBLIC EXHIBITION (ID23/1712)

The Council had before it the report dated 12 July 2023 from the Development Contributions Planner regarding Draft Joira Road Planning Agreement - Results of Public Exhibition.

Moved by Councillor M Wright and seconded by Councillor V Etheridge

MOTION

1. That Council enter into a Planning Agreement as attached as Appendix 1 to the report, with the Trustees of the Roman Catholic Church for the Diocese of Bathurst.
2. That Council note the submission received during the public exhibition period as attached as Appendix 2 to the report.
3. That Council execute the Planning Agreement by affixing the Common Seal of Council.

CARRIED

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

Against: Nil.

Councillor M Dickerson declared a non-pecuniary, significant interest in the matter now before the Council and left the room and was out of sight during the Council's consideration of this matter. The reason for such interest is that Councillor M Dickerson sits on an advisory-only panel for the Catholic Diocese of Bathurst. This is a volunteer position.

The Mayor returned to the room and resumed the chair time being 7.11 pm.

ORDINARY COUNCIL MEETING - 27 JULY 2023
REPORT**CCL23/192 PLANNING PROPOSAL R23-005 - ADMINISTRATIVE AMENDMENTS TO THE DUBBO REGIONAL LOCAL ENVIRONMENTAL PLAN 2022 (ID23/1619)**

The Council had before it the report dated 18 July 2023 from the Graduate Growth Planner regarding Planning Proposal R23-005 - Administrative Amendments to the Dubbo Regional Local Environmental Plan 2022.

Moved by Councillor V Etheridge and seconded by Councillor P Wells

MOTION

1. That Council note the process and key steps for amending the Dubbo Regional Local Environmental Plan 2022 as attached as Appendix 1 to the report.
2. That Council endorse the Planning Proposal as attached as Appendix 2 to the report, to amend the Dubbo Regional Local Environmental Plan 2022.
3. That Council submit the Planning Proposal to the NSW Department of Planning and Environment for a Gateway Determination.
4. That Council request the Chief Executive Officer (or delegate) be authorised as the Local Plan Making Authority under Section 3.36 of the Environmental Planning and Assessment Act 1979.
5. That Council support a minimum 28 days public exhibition period for the Planning Proposal, subject to the conditions of a Gateway Determination.
6. That following the completion of the public exhibition period, a further report be presented to Council for consideration, including the results of public exhibition.

CARRIED

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

Against: Nil

CCL23/193 AMENDMENTS TO THE KINTYRE HEIGHTS ESTATE DEVELOPMENT CONTROL PLAN - RESULTS OF PUBLIC EXHIBITION (ID23/1637)

The Council had before it the report dated 10 July 2023 from the Graduate Growth Planner regarding Amendments to the Kintyre Heights Estate Development Control Plan - Results of Public Exhibition.

Moved by Councillor P Wells and seconded by Councillor V Etheridge

MOTION

1. That Council adopt the amended Kintyre Heights Estate Development Control Plan as attached as Appendix 1 to the report.
2. That the amended Kintyre Heights Estate Development Control Plan come into effect on 31 July 2023.

CARRIED

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

Against: Nil.

ORDINARY COUNCIL MEETING - 27 JULY 2023
REPORT**CCL23/194 DUBBO REGIONAL COUNCIL REPRESENTATION TO THE TARONGA CONSERVATION SOCIETY AUSTRALIA BOARD (ID23/1815)**

The Council had before it the report dated 20 July 2023 from the Director Organisational Performance regarding Dubbo Regional Council Representation to the Taronga Conservation Society Australia Board.

Moved by Councillor J Gough and seconded by Councillor P Wells

MOTION

That Council nominate the Councillors that hold the positions of, Mayor; Deputy Mayor; and the three Standing Committee chairs and the staff that hold the positions of Chief Executive Officer and Director Strategy, Partnerships and Engagement, to be submitted to the NSW Minister for Environment to be considered for selection to fill the allocated Board position of the Taronga Conservation Society Australia Board.

CARRIED

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

Against: Nil.

CCL23/195 DRAFT CODE OF CONDUCT POLICY AND PROCEDURES FOR THE ADMINISTRATION OF THE CODE OF CONDUCT (ID23/1713)

The Council had before it the report dated 5 July 2023 from the Manager Corporate Governance regarding Draft Code of Conduct Policy and Procedures for the Administration of the Code of Conduct.

Moved by Councillor S Chowdhury and seconded by Councillor M Wright

MOTION

That the draft Code of Conduct Policy and the Procedures for the Administration of the Code of Conduct Policy, attached as Appendix 1 and 2 to the report, be adopted.

CARRIED

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

Against: Nil.

CCL23/196 DRAFT COUNCIL POLICY - CODE OF MEETING PRACTICE (ID23/1780)

The Council had before it the report dated 14 July 2023 from the Governance Team Leader regarding Draft Council Policy - Code of Meeting Practice.

Moved by Councillor J Black and seconded by Councillor M Wright

MOTION

ORDINARY COUNCIL MEETING - 27 JULY 2023
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That the draft Council Policy "Code of Meeting Practice", as attached as Appendix 1 to the report, be adopted by Council for the purposes of Public Exhibition for a period of 28 days, with Clauses 3.11 and 3.12, 3.12(a) and 3.12(b) being replaced with the following prior to being placed on Public Exhibition:

3.11 If the Chief Executive Officer considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the chief executive officer may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.

3.12 A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. If the notice of motion does not identify a funding source, the chief executive officer must either:

(a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or

(b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

3.9 A Councillor may give notice of any business they wish to be considered by the Council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted eight business days before the meeting is to be held.

20.25 The minutes of meetings of each Committee of the Council must be confirmed at the next Ordinary Council meeting.

CARRIED

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

Against: Nil.

CCL23/197 ROAD CLOSURE AND DISPOSAL AGREEMENT - CLASSIFICATION AS OPERATIONAL LAND - CAMPANIA ROAD, RAWSONVILLE (ID23/1711)

The Council had before it the report dated 4 July 2023 from the Property Development Officer regarding Road Closure and Disposal Agreement - Classification as Operational Land - Campania Road, Rawsonville.

Moved by Councillor J Black and seconded by Councillor M Wright

MOTION

1. That Council execute the closure of the subject part of Campania Road, Rawsonville, being Lot 1 of 6.8 hectares in the unregistered deposited plan as attached to this report.

ORDINARY COUNCIL MEETING - 27 JULY 2023
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2. That Council execute the road closure and disposal agreement for the subject land with Mr Thomas John Harvey and Mrs Catherine Michelle Harvey, under the Common Seal of Council.
3. That Council execute the Plan of First Title Creation and Road Closing under the *Roads Act 1993*, and Easement for Overhead Power Lines, under the Common Seal of Council.
4. That upon closure of the road noted in resolution no. 1, that such land be classified as operational land under the *Local Government Act 1993*.
5. That Council delegate to the Chief Executive Officer the power to finalise and execute any documents necessary to complete the matter.
6. That any documents relating to the matter and which cannot be executed by the Chief Executive Officer under delegation, are executed under the Common Seal of Council.

CARRIED

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

Against: Nil.

CCL23/198 EXECUTION OF PLAN OF SUBDIVISION - KESWICK ESTATE STAGE 5 RELEASE 2 (ID23/1765)

The Council had before it the report dated 10 July 2023 from the Property Development Officer regarding Execution of Plan of Subdivision - Keswick Estate Stage 5 Release 2.

Moved by Councillor P Wells and seconded by Councillor V Etheridge

MOTION

That the Plan of Subdivision of Lot 1012 in DP1261855 be executed under the Common Seal of Council.

CARRIED

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

Against: Nil.

(Absent: Councillor M Wright)

Councillor M Wright declared a pecuniary, less than significant interest in the matter now before the Council and left the room and was out of sight during the Council's consideration of this matter. The reason for such interest is that Councillor M Wright and his wife purchased a property in this stage of Keswick estate.

CCL23/199 TREE PRESERVATION ORDER - INTRODUCTION OF STATE ENVIRONMENTAL PLANNING POLICY (BIODIVERSITY AND CONSERVATION) 2021 (ID23/647)

The Council had before it the report dated 23 May 2023 from the Manager Recreation and Open Space regarding Tree Preservation Order - Introduction of State Environmental Planning Policy (Biodiversity and Conservation) 2021.

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Moved by Councillor J Gough and seconded by Councillor S Chowdhury

MOTION

1. That the report dated 23 May 2023 be noted.
2. That Council undertake community consultation regarding the options contained within the report for urban tree management regulation on private and public property including:
 - a. Urban tree height and size options to which the regulations would apply,
 - b. Administration fee structure options including a no fee option.
3. That a report be provided to Council's Ordinary Meeting in October 2023 that provides details on:
 - a. outcome of community consultation,
 - b. options for what a potential Tree Preservation Order structure could look like given that community consultation,
 - c. impact on resource allocation within Council to service a new policy setting, and
 - d. financial adjustments required for the 2023/2024 budget.

CARRIED

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

Against: Nil.

CCL23/200 COMMUNITY SERVICES FUNDING 2023/2024 - COMMUNITY BENEFIT FUNDING IN ACCORDANCE WITH SECTION 356 LOCAL GOVERNMENT ACT 1993 (ID23/1772)

The Council had before it the report dated 12 July 2023 from the Manager Community Services regarding Community Services Funding 2023/2024 - Community Benefit Funding in Accordance with Section 356 Local Government Act 1993.

Moved by Councillor R Ivey and seconded by Councillor S Chowdhury

MOTION

1. That it be noted that the first round of 'Community Services Fund' and 'Community Assistance Fund' for financial year 2023/2024 has been paused pending consideration of this report.
2. That it be noted that under the current framework the Community Services Fund is for all community organisations including Not For Profits, whilst the Community Assistance Fund is for Not-for-Profit organisations only.
3. That to enable access to the budgeted funds by community groups as soon as possible Council resolve to:
 - a. Create one funding pool under the Community Services Fund noting it allows for Not For Profits community based organisations to apply.
4. That Council maintain a maximum of two rounds per financial year noting the administration and governance required for grant programs that distribute public monies to external organisations.

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CARRIED

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

Against: Nil.

CCL23/201 DESTINATION DUBBO FUNDING (ID23/1770)

The Council had before it the report dated 11 July 2023 from the Manager Regional Experiences regarding Destination Dubbo Funding.

Moved by Councillor P Wells and seconded by Councillor V Etheridge

MOTION

1. That the following funding strategy be undertaken as the preferred option to enable Council to complete the Destination Dubbo Projects:
 - a. That Council make a formal submission to Infrastructure NSW that all remaining Infrastructure NSW funds are allocated to complete the Macquarie River Events Precinct and the Heritage Plaza projects.
 - b. That Council prepares an Expression of Interest application for the Growing Regions Program to fund up to 50% of the Wiradjuri Tourism Centre, utilising the Create NSW funds as part of Council's match funding contribution
 - c. That the EOI as expressed in point (b) requires Council to contribute \$2.2 million resourced via an internal loan and that the detailed funding strategy will be developed and provided to Council prior to the full application.
2. That it be noted that this funding strategy would see all three Destination Dubbo projects being completed.
3. That it be noted that should the EOI be unsuccessful an alternate funding strategy for the completion of the Wiradjuri Tourism Centre will be brought to council for further consideration.
4. That Council, recognising the need for this to be a community led experience, continue to engage community and government agencies to establish formal partnerships with Aboriginal owned organisation/s for the future ongoing operations of the Wiradjuri Tourism Centre.

CARRIED

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

Against: L Burns.

Councillor L Burns declared a non-pecuniary, less than significant interest in the matter now before the Council and remained in the room during the Council's consideration of this matter. The reason for such interest is that Councillor L Burns as he is a Traditional Owner and this matter considers a Wiradjuri Cultural item and I will remain in the room.

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CCL23/202 GROWING REGIONS PROGRAM ROUND 1 - EXPRESSIONS OF INTEREST (ID23/1807)

The Council had before it the report dated 19 July 2023 from the Chief Executive Officer regarding Growing Regions Program Round 1 - Expressions of Interest.

Moved by Councillor P Wells and seconded by Councillor V Etheridge

MOTION

1. That the Chief Executive Officer submit the four Expressions of Interest, to the Growing Regions Program Round 1 being:
 - a. Wiradjuri Tourism Centre;
 - b. Animal Shelter Rebuild;
 - c. Macquarie River Sandy Beach Erosion Control works;
 - d. Shared pathway, Wellington (Pioneer Park to Brennans Way).
2. That the Expression of Interest for the Wiradjuri Tourism Centre is submitted by council's determination by item CCL23/201.
3. That Councillors be advised and updated as to the status of submissions as the information becomes available.

CARRIED

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

Against: Nil.

(Absent: Councillor S Chowdhury)

Councillor S Chowdhury left the room time being 8.11pm.

CCL23/203 DRAFT 2023-2027 COMMUNITY ENGAGEMENT STRATEGY (INCLUDING COMMUNITY PARTICIPATION PLAN) (ID23/1801)

The Council had before it the report dated 18 July 2023 from the Manager Customer Experience and Engagement regarding Draft 2023-2027 Community Engagement Strategy (including Community Participation Plan).

Moved by Councillor P Wells and seconded by Councillor M Wright

MOTION

1. That the Draft 2023 – 2027 Community Engagement Strategy (including Participation Plan) be adopted by Council for the purpose of public exhibition.
2. That the Draft 2023 – 2027 Community Engagement Strategy (including Participation Plan) be placed on public exhibition for a period of not less than 28 days.
3. That following completion of public exhibition and community consultation, a further report be presented to Council for consideration, including the results of the public exhibition and community consultation.

CARRIED

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

Councillor S Chowdhury returned to the room time being 8.13pm.

CCL23/204 QUESTIONS ON NOTICE - COUNCILLOR RICHARD IVEY (ID23/1764)

The Council had before it the report dated 10 July 2023 from the Councillor regarding Questions on Notice - Councillor Richard Ivey.

Moved by Councillor R Ivey and seconded by Councillor V Etheridge

MOTION

That the information contained in the report be noted.

CARRIED

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

CCL23/205 QUESTIONS ON NOTICE - COUNCILLOR SHIBLI CHOWDHURY (ID23/1771)

The Council had before it the report dated 11 July 2023 from the Councillor regarding Questions on Notice - Councillor Shibli Chowdhury.

Moved by Councillor S Chowdhury and seconded by Councillor J Black

MOTION

That the information contained in the report be noted.

CARRIED

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

CCL23/206 COMMENTS AND MATTERS OF URGENCY (ID23/1151)

There were no matters recorded under this clause.

The meeting closed at 8.34pm.

.....
CHAIRPERSON



DUBBO REGIONAL
COUNCIL

REPORT: Mayoral Appointments and Meetings

DIVISION: Chief Executive Officer
REPORT DATE: 3 August 2023
TRIM REFERENCE: ID23/1915

EXECUTIVE SUMMARY

Purpose	Provide review or update	
Issue	Details of Mayoral appointments and meetings for the period 15 July 2023 through to 6 August 2023.	
Reasoning	To ensure transparency of Mayoral appointments and meetings.	
Financial Implications	Budget Area	There are no financial implications arising from this report.
Policy Implications	Policy Title	There are no policy implications arising from this report.

STRATEGIC DIRECTION

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

Theme: 4 Leadership

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

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

RECOMMENDATION

That the information contained in the report be noted.

Murray Wood
Chief Executive Officer

MW
Chief Executive Officer

REPORT

Consultation

Details follow in the body of the report regarding all meetings and appointments of the Mayor for the given period. These meetings and appointments are representative of community, business, political and Council consultation.

Resourcing Implications

Nil

For the information of Councillors, the following details of mayoral appointments and attendances are provided:

Monday, 17 July 2023

- Attended radio interview with 2BS.
- Attended radio interview with 2WEB.

Tuesday, 18 July 2023

- Submitted Mayoral Memo to the Daily Liberal.
- Submitted Mayoral Memo to the Wellington and District Leader.
- Attended Vinnies Sleepout Photo Opportunity.

Wednesday, 19 July 2023

- Deputy Mayor, Councillor Richard Ivey attended the Dubbo Chamber Breakfast featuring Samuel Johnson in lieu of the Mayor.
- Attended radio interview with Triple M.
- Attended along with Councillor Jess Gough a media opportunity with Samuel Johnson.

Thursday, 20 July 2023

- Attended the Central-West Orana REZ CRG meeting.
- Attended and recited poetry at Bracken House.
- Attended along with Councillors Jess Gough; Vicki Etheridge; Lewis Burns; Richard Ivey; Pam Wells and Matt Wright a Councillor Workshop – Community Safety and Voice Referendum.

Friday, 21 July 2023

- Attended radio interview with 2DU.
- Attended a meeting with Councillor Matt Wright.
- Attended RSL LifeCare – Bill Newton VC Garden to wish George and Jenny Bruce a happy 50th Wedding Anniversary.

Saturday, 22 July 2023

- Recorded Mayoral Memo with Mark Barnes.
- Attended a meeting with Councillor Shibli Chowdhury.
- Attended the RSL Memorial Club – Central West Region Dinner.

Monday, 24 July 2023

- Attended radio interview with Zoo FM.
- Attended National Property Manager’s Day Luncheon.
- Attended a phone meeting with Councillor Damien Mahon.
- Attended the Official Opening of the Mumbil Public School, Yarning Circle.

Tuesday, 25 July 2023

- Submitted Mayoral Memo to the Daily Liberal.
- Submitted Mayoral Memo to the Wellington and District Leader.
- Attended along with Member for Dubbo, Dugald Saunders MP the Dubbo PCYC press conference regarding NSW Police renewing their commitment to Project Walwaay.
- Attended along with Councillors Jess Gough; Vicki Etheridge; Richard Ivey; Member for Dubbo, Dugald Saunders, MP; Federal Member for Calare the Hon. Andrew Gee, MP and Inspector Bill Russell from NSW Police a Citizenship Ceremony held in Wellington.

Wednesday, 26 July 2023

- Attended the SEGRA National Regional and Economic Development Summit in Toowoomba as part of a panel with Garth Hamilton, MP and the Hon. Mia Davies, MLA to discuss ideas to make regional voices louder.
- Attended Council Briefing.

Thursday, 27 July 2023

- Attended the SEGRA National Regional and Economic Development Summit, Planning and Investment breakout via videoconference.
- Attended along with Councillors Josh Black; Lewis Burns; Shibli Chowdhury; Vicki Etheridge; Jess Gough; Richard Ivey; Damien Mahon (via videoconference); Pam Wells; Matt Wright, Council's Chief Executive Officer Murray Wood; Director Strategy Partnerships and Engagement; Natasha Comber; Director Infrastructure; Luke Ryan; Director Community, Culture and Places, Craig Arms; Director Organisational Performance, Jane Bassingthwaighte and Director Development and Environment, Stephen Wallace, Emeritus Mayor Allan Smith; former Councillors Jane Diffey; Kevin Parker; John Walkom; Tina Reynolds; Richard Mutton; Sam Peacocke; Doug Butcherine and Brian Semmler, former Administrator Michael Kneipp and former Director Technical Services Steward McLeod the official opening of the new Council Chamber.
- Attended Ordinary Council Meeting.

Friday, 28 July 2023

- *Deputy Mayor Councillor Richard Ivey attended the Mumbil Hall War Memorial and Kitchen upgrade opening in lieu of the Mayor.*
- Attended interview with ABC.
- Attended radio interview with 2DU.
- Attended to pre-record interview regarding reopening of Wheelers Lane Stage One.
- Attended radio interview with DC FM.
- Attended radio interview with Binjang.
- Attended Wellington Correctional Centre NAIDOC Celebrations.
- Attended interview with WIN TV.
- Attended radio interview with 2WEB.
- Attended media interview with Sarah from ACM.

Saturday, 29 July 2023

- Recorded Mayoral Memo with Mark Barnes.

Sunday, 30 July 2023

- Attended along with Member for Dubbo, Dugald Saunders MP the Most Wuthering Heights Day Ever Event at the Old Dubbo Gaol.

Monday, 31 July 2023

- Attended radio interview with 2BS.
- Attended radio interview with 2WEB.

Tuesday, 1 August 2023

- Submitted Mayoral Memo to the Daily Liberal.
- Submitted Mayoral Memo to the Wellington and District Leader.
- Attended a meeting Council's Chief Executive Officer, Murray Wood.
- Attended a meeting with Mick Etheridge.
- Attended along with Council's Chief Executive Officer, Murray Wood and Director Infrastructure Luke Ryan a meeting with Principals of Schools from Sheraton Road.
- Attended the Dubbo Airport Aerial Firefighting Series Asia Pacific Conference Pre-Event Reception to welcome participants.

Wednesday, 2 August 2023

- Attended radio interview with Triple M.
- Attended along with Council's Chief Executive Officer, Murray Wood the Regional Cities NSW Sydney Delegation.
- Attended the Regional Cities NSW delegation meeting with the Hon. Paul Scully, MP, Minister for Planning and Public Spaces.
- Attended the Regional Cities NSW delegation meeting with Ms Katelyn Meredith, Advisor to the NSW Premier.
- Attended the Regional Cities NSW delegation meeting with NSW Treasurer, the Hon. Daniel Mookhey MLC and the Hon. Stephen Lawrence, MLC.
- Attended Regional Cities NSW delegation meeting with the Hon. Rose Jackson MLC, Minister for Water, Minister for Housing, Minister for Homelessness, Minister for Mental Health, Minister for Youth, and Minister for the North Coast.
- Attended Regional Cities NSW delegation meeting with Ms Janelle Saffin, MP, Member for Lismore.
- Attended along with Council's Chief Executive Officer, Murray Wood the Regional Cities NSW dinner.

Thursday, 3 August 2023

- Attended along with Council's Chief Executive Officer, Murray Wood the Regional Cities NSW meeting with the Hon. Wendy Tuckerman MP.
- Attended along with Council's Chief Executive Officer, Murray Wood the Regional Cities NSW August Board Meeting.
 - The meeting included, but was not limited to meeting with the Hon. John Graham, MLC, Special Minister of State, Minister for Roads, Minister for the Arts, Minister for Music and the Night-time Economy, and Minister for Jobs and Tourism.
 - The meeting included, but was not limited to meeting with the Hon. Tara Moriarty, MLC, Minister for Agriculture, Minister for Regional NSW and Minister for Western NSW.

Friday, 4 August 2023

- Attended along with Council's Chief Executive Officer, Murray Wood the Country Mayors August Meeting.
- Attended a phone interview with Sarah from ACM.

Saturday, 5 August 2023

- Recorded Mayoral Memo with Mark Barnes.
- Attended along with Councillor Shibli Chowdhury the farewell dinner party for the Minokamo Japanese Delegation.



REPORT: Monthly Reporting Snapshot for Councillors - July 2023

DIVISION: Chief Executive Officer
REPORT DATE: 2 August 2023
TRIM REFERENCE: ID23/1790

EXECUTIVE SUMMARY

Purpose	Provide review or update	
Issue	Provide high level report snapshots for Councillors regarding Council's Financial Performance, Facility Performance and Major Capital Projects.	
Reasoning	Councillors are provided high level data and reporting on a monthly basis for visibility and oversight on performance trends.	
Financial Implications	Budget Area	Various
	Funding Source	Various
	Proposed Cost	Nil
	Ongoing Costs	Nil
Policy Implications	Policy Title	There are no policy implications arising from this report
	Impact on Policy	Nil

STRATEGIC DIRECTION

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

- Theme: 4 Leadership
- CSP Objective: 4.1 Council provides transparent, fair and accountable leadership and governance
- Delivery Program Strategy: 4.1.2 Council's decision-making processes are open, transparent and accountable
- Theme: 4 Leadership
- CSP Objective: 4.1 Council provides transparent, fair and accountable leadership and governance
- Delivery Program Strategy: 4.1.3 Council provides quality customer service

RECOMMENDATION

- 1. That the information contained within the report of the Chief Executive Officer dated 1 July 2023, be noted.**
- 2. That the proposed changes to the presentation of Major Capital Projects dashboard, as outlined in the report, be endorsed.**

Murray Wood
Chief Executive Officer

MW
Chief Executive Officer

BACKGROUND

Previous Resolutions of Council

11 May 2023	1. <i>That the report from the Chief Executive Officer dated 11 April 2023, be noted.</i>
CSC23/19	2. <i>That the report in the current format continue to be produced monthly until the end of the current Council term.</i>
	3. <i>That upon election of a new Council in September 2024, a review of the Monthly Report for Councillors be undertaken in consideration of the new Councillor's priorities.</i>

REPORT

This report is a standing monthly report for Councillors and provides high level data, statistics and commentary for Councillors from the below mentioned dashboards. It should be noted that select data is public facing, data that is not public facing is not provided within the monthly report and is provided to Councillors via other methods.

Data collected at the time of the reporting may not have been validated/audited and numbers are subject to change pending published annual reports.

The report will include data from the Financial Performance Dashboard and Facility and the Services Performance Dashboard.

Highlights/Staff Commentary

Financial Performance Dashboard – results for December 2022. Due to a system error the figures were inadvertently pushed automatically to the dashboard twice. This error has been corrected and the July report reflects this update to the data. System improvements have been made to ensure the error does not occur again.

Overdue Debts – The July debtor increase can be attributed to the River Street property sale between DRC and Transport for NSW.

The Major Capital Projects Dashboard is public facing and is published on Council's corporate website dubbo.nsw.gov.au.

Staff are proposing the following changes:

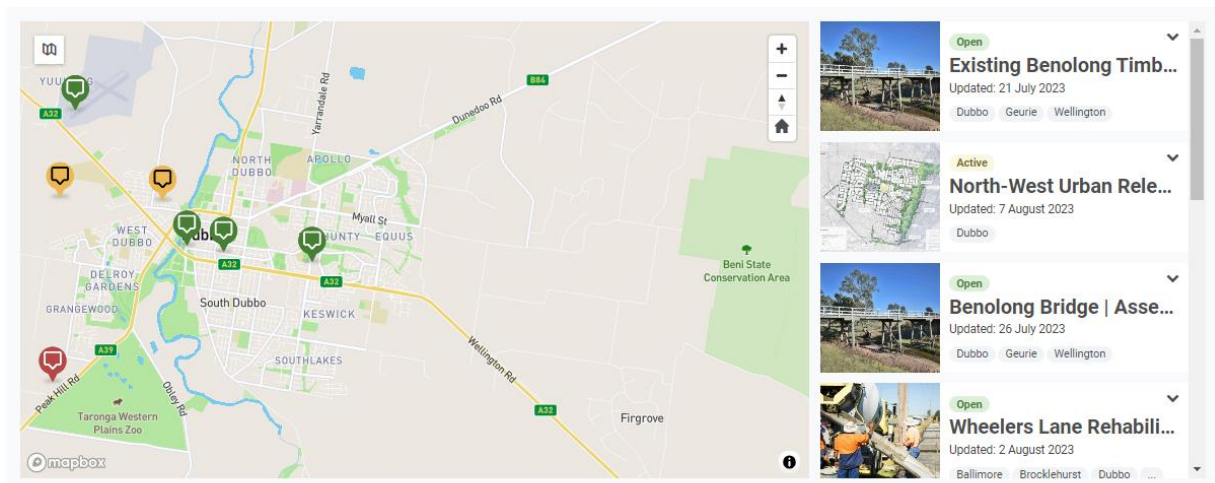
- That the Major Capital Projects Dashboard (PowerBi) be disabled for the public and be used only internally.
- That the webpage ("I Want To" > "View Major Projects" > "Major Projects) be deleted.
- That Council's YourSay platform yoursay.dubbo.nsw.gov.au be the preferred published source for major capital works.

- That the menu list (“Our Region & Environment” > “Major Projects”) be the support source of major capital works, listing projects by name with direct link to the relevant project page on YourSay, where applicable.
- That the menu list (“Our Region & Environment” > “Major Projects”) be updated to contain only current and recently (within 60 days of completion) major projects.
- That major project information be retained by creating a webpage to archive completed projects.

Case for change:

- Council successfully launch the YourSay platform in May 2023 and has since published over 40 projects. The presentation and user experience of the platform has surpassed the PowerBi dashboard and meets the intended outcome of the original Notice of Motion seeking dashboard reporting.
- The platform has been furthered develop to include an interactive map, highlighting projects.
- Whilst the collective “status” of the projects can only be seen as open, active or closed, the individual project timelines provide community with detailed information as to the status, proposed timeline, milestone achievements and overall progress. This level of detail was not achieved with the PowerBi dashboard.
- Project templates will be updated to include, where applicable, strategic links. These will connect the project back to Council’s Community Strategic Plan, Delivery Program and Operational Plan and other strategic documents.

Examples of the YourSay Platform increased functionally.



FAQ

- ? Why do we need to reduce our greenhouse gas emissions?
- ? What does achieving 'net zero' emissions mean?
- ? What are the existing global to local commitments for reducing greenhouse gas emissions?
- ? What are the benefit the local community in Council adopting a Net Zero Framework for its operations?

All submissions must include the reference FILE22/224

SUBMIT YOUR SAY

Open

SUBMISSION - Draft Net Zero Framework FILE22/224

First Name Required

Last Name Required

Organisation or Community Group
For those submitting on behalf of an organisation or local community group.

Contact Number

Council Decides
A report outlining results from public exhibition and consultation will be considered.

See less

Document Library

- Draft Net Zero Framework PDF (3.35 MB)
- 2022 Dubbo Regional Council Zero Emissions Fleet Strategy and Implementation Plan PDF (1.61 MB)
- 2020-2025 Dubbo Regional Council Energy Strategy & Implementation Plan PDF (3.34 MB)

Links & Resources

- Dubbo Regional Council Plans and Strategies
- Cities Power Partnership
- NSW Government Net Zero Plan
- State of the Climate 2022
- Causes of Climate Change
- Get Net Zero Right
- Sustainable Development Climate Action

Quick Poll
Where do you play a role?

Timeline

- Council endorsement 28 July 2022**
Councillors endorsed report CCL22/197 at the Ordinary Council Meeting held on Thursday 28 July 2022 to proceed with the replacement of Benolong Bridge, with construction to commence before demolition.
- Community & Residents Informed**
The project team have contacted adjacent property owners to inform them of the project scope and proposed impacts.

Broader community are invited to follow this project by joining the Your Say community - [register here](#)
- Project Commences June 2023**
Road re-alignment within the area has begun.
- Bridge Construction**
Onsite bridge construction works are expected to commence in mid-August 2023.
- New Bridge open to the public**
The new bridge and approach roads are planned for opening to the public by March 2024.
- Bridge demolition**
The Old Timber Benolong Bridge will be demolished during this window.

The Customer Experience Charter Metrics Dashboard remains on track to be developed and will be reported on in September 2023.

This report is provided for the information of Councillors.

APPENDICES:

- 1 Monthly Reporting Snapshot - July 2023

Due to the end of FY process data exports of the following graphs were not available at the time of the report publication.

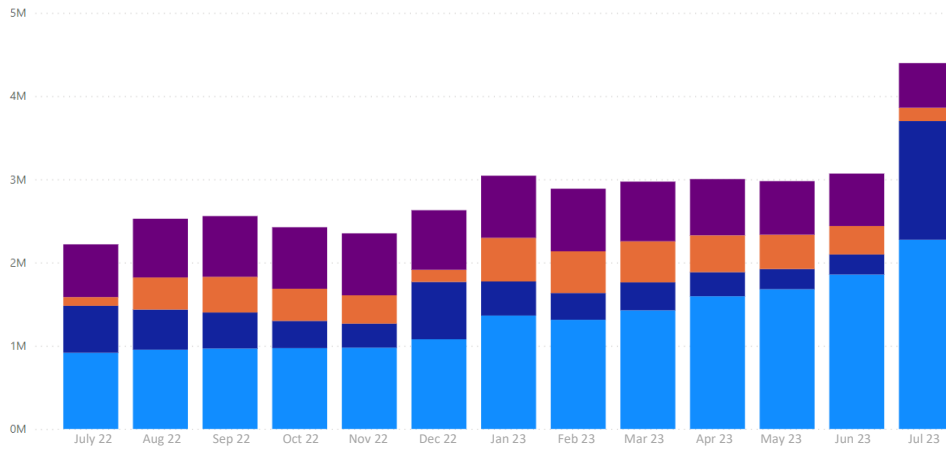
- Current FY YTD Revenue
- Current FY YTD Expenditure
- Current FY Monthly Revenue
- Current FY Monthly Expenditure

Overdue Debts

Associated fees are outlined in Council's Fees & Charges document, however the overdue debt balances shown below do not include rates, annual charges or capital grants

2023 Overdue Debt

● Current Debt ● 31-60 Days Debt ● 61-90 Days Debt ● 90+ Days Debt

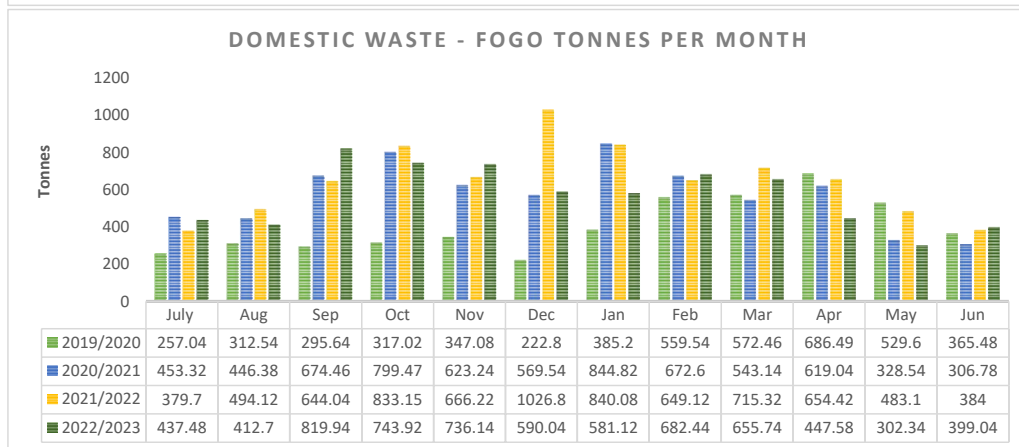




FACILITY AND SERVICE
PERFORMANCE DASHBOARD

REPORT PRINT DATE: 11/08/2023

SERVICES PERFORMANCE

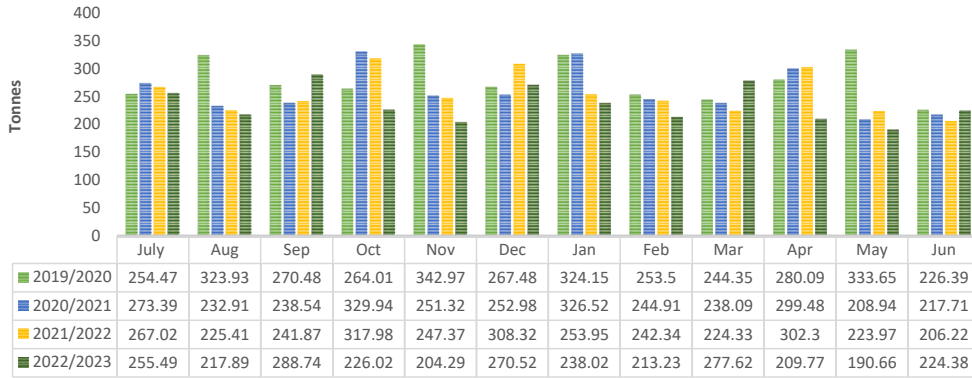




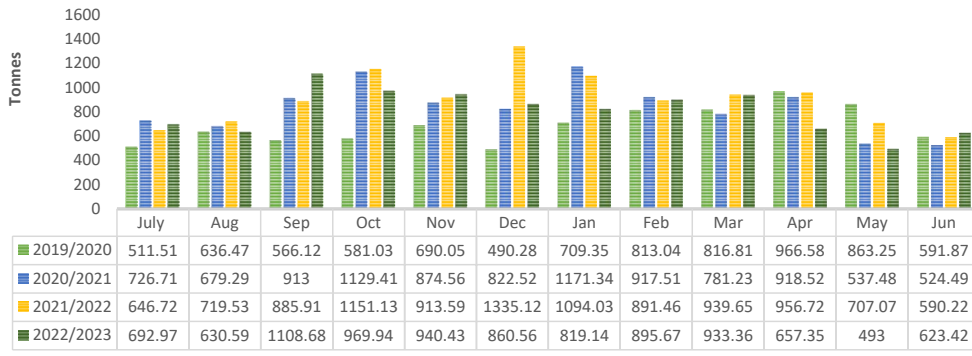
FACILITY AND SERVICE
PERFORMANCE DASHBOARD

REPORT PRINT DATE: 11/08/2023

DOMESTIC WASTE - RECYCLING TONNES PER MONTH



DOMESTIC WASTE - DIVERTED FROM LANDFILL
TONNES PER MONTH

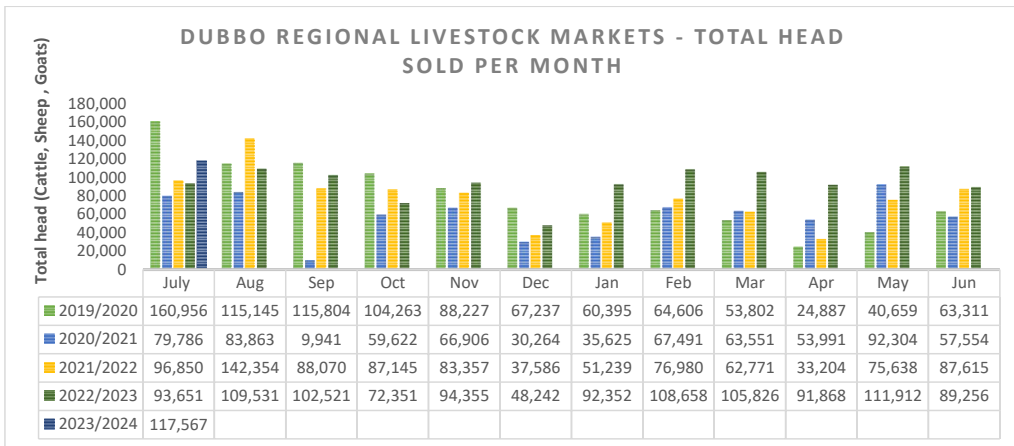
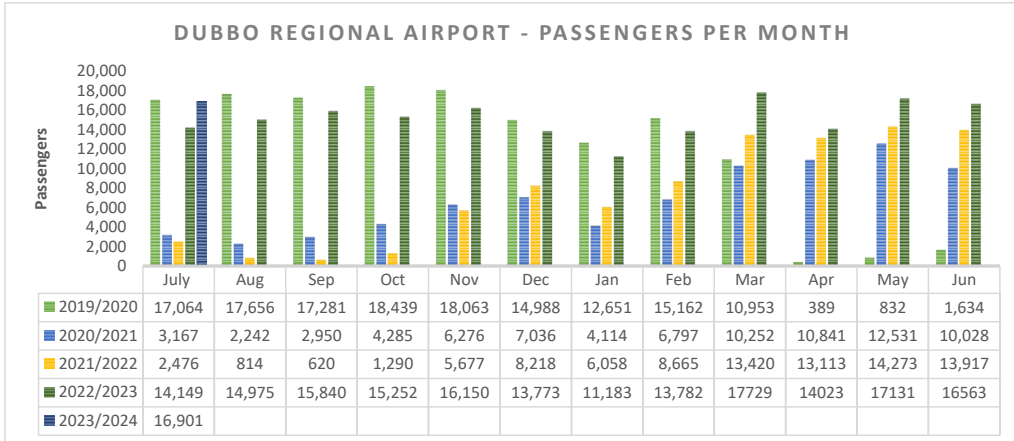




FACILITY AND SERVICE
PERFORMANCE DASHBOARD

REPORT PRINT DATE: 11/08/2023

VISITORS & VOLUME – COMMERCIAL

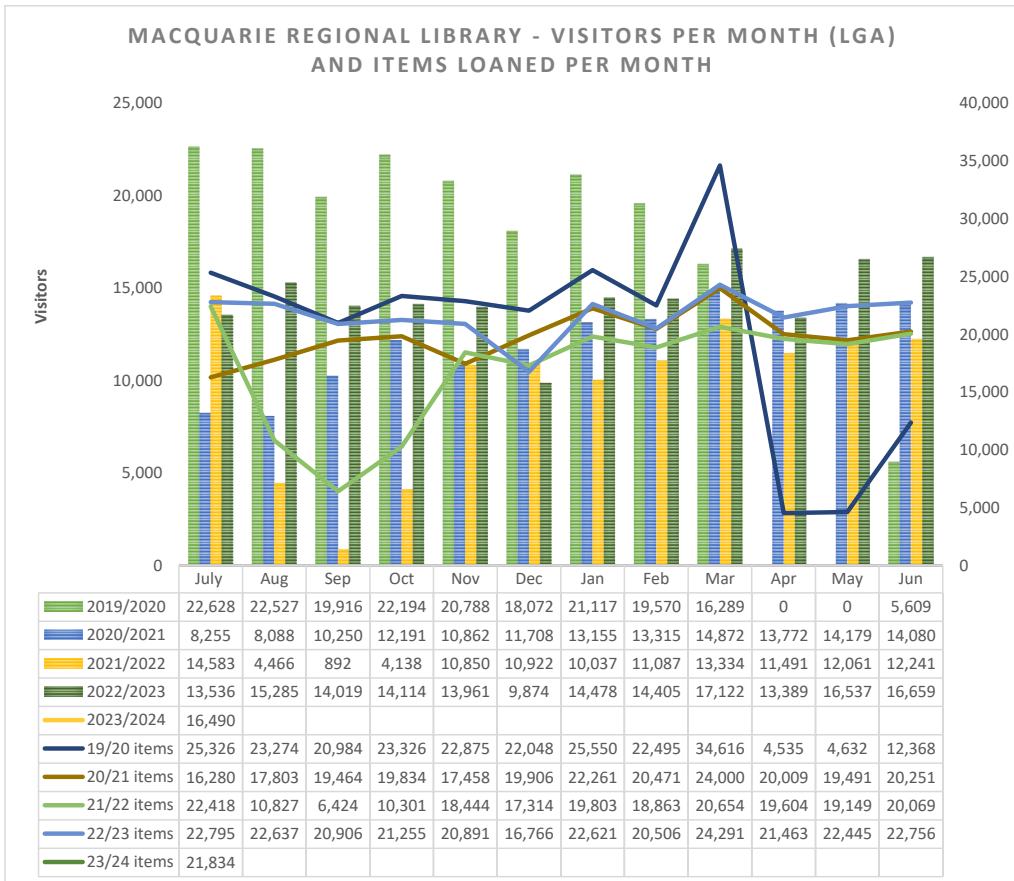
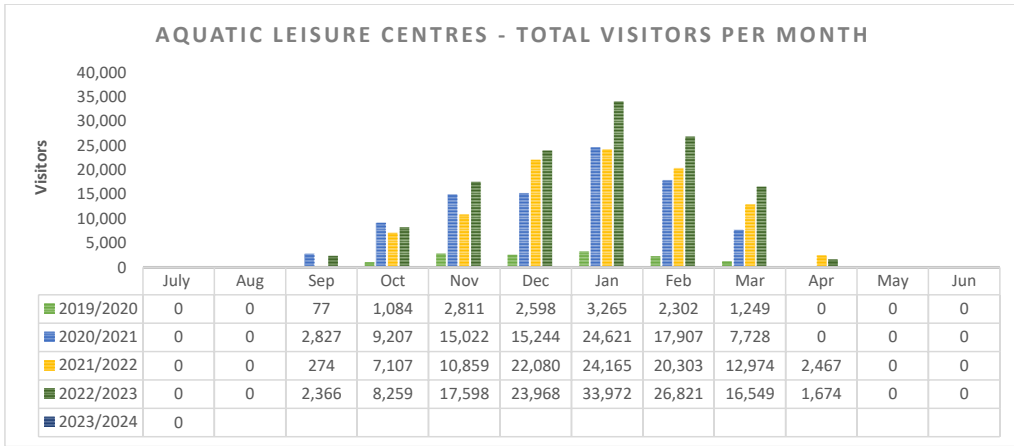




FACILITY AND SERVICE
PERFORMANCE DASHBOARD

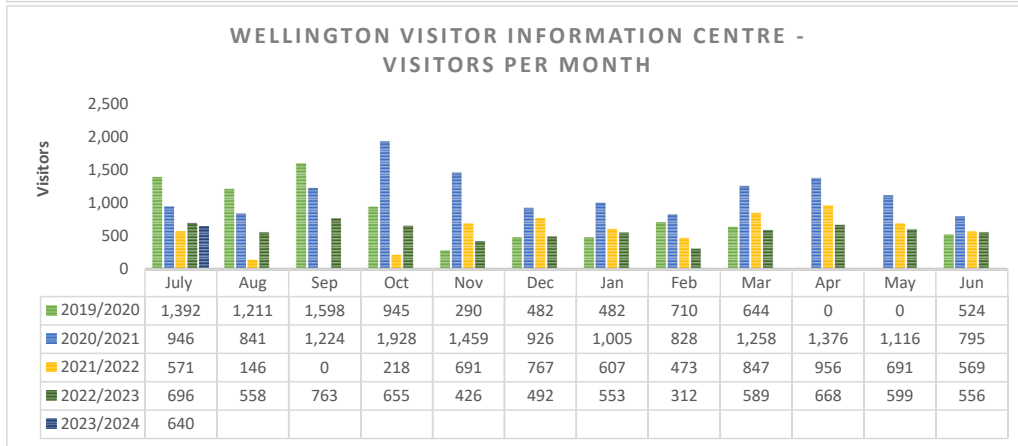
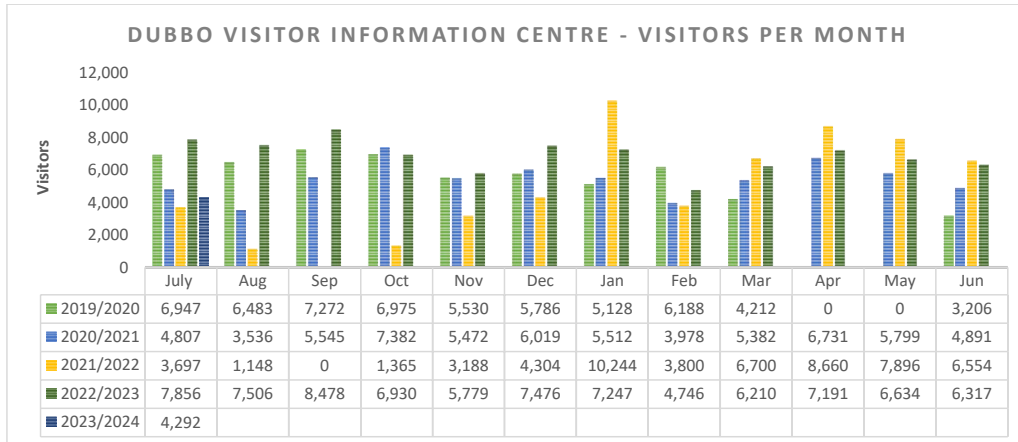
REPORT PRINT DATE: 11/08/2023

VISITORS & CUSTOMERS – COMMUNITY





VISITORS & CUSTOMERS – TOURISM & CULTURAL

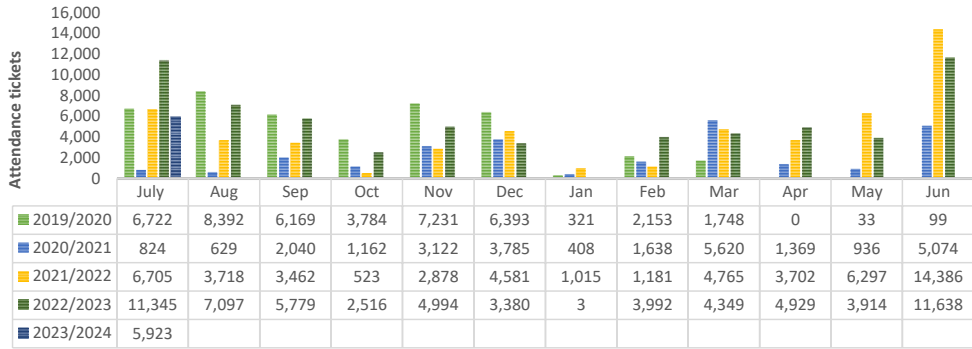




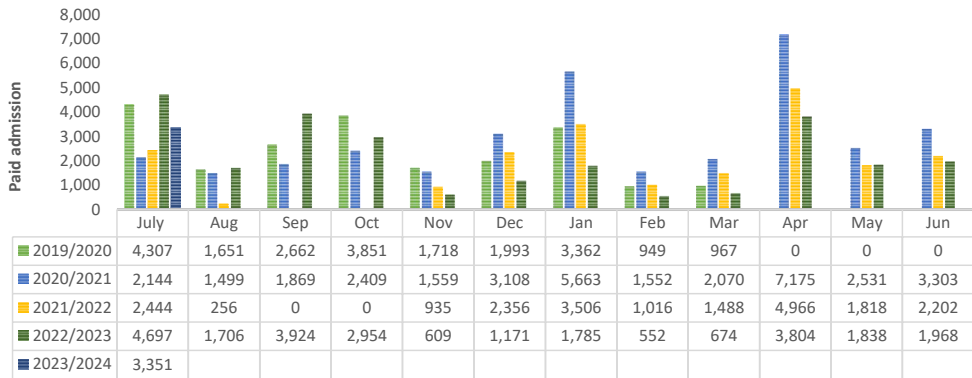
FACILITY AND SERVICE
PERFORMANCE DASHBOARD

REPORT PRINT DATE: 11/08/2023

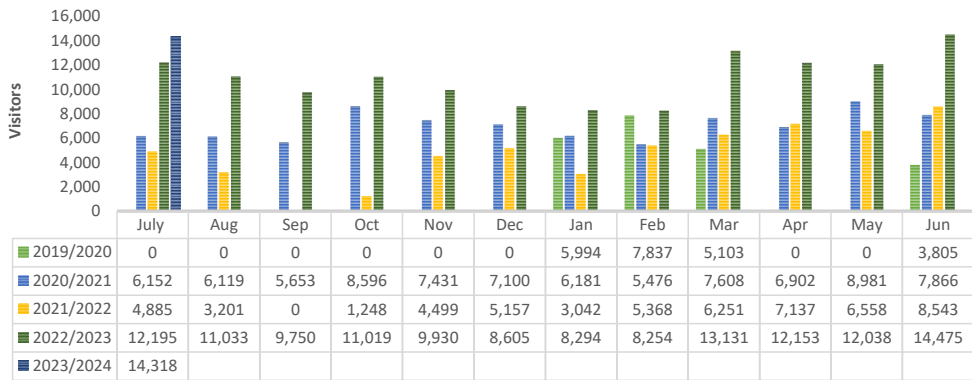
DUBBO REGIONAL THEATRE AND CONVENTION CENTRE -
ATTENDANCE/TICKETS PER MONTH



WELLINGTON CAVES - PAID ADMISSION PER MONTH



WESTERN PLAINS CULTURAL CENTRE - VISITORS PER MONTH





**DUBBO REGIONAL
COUNCIL**

**Report of the Infrastructure, Planning and
Environment Committee - meeting 10
August 2023**

**AUTHOR: Governance Officer
REPORT DATE: 15 August 2023**

The Council had before it the report of the Infrastructure, Planning and Environment Committee meeting held 10 August 2023.

RECOMMENDATION

That the report of the Infrastructure, Planning and Environment Committee meeting held on 10 August 2023, be adopted.



**REPORT
INFRASTRUCTURE, PLANNING AND
ENVIRONMENT COMMITTEE
10 AUGUST 2023**

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

ALSO IN ATTENDANCE: The Chief Executive Officer, the Director Organisational Performance, the Governance Team Leader, the Governance Officer, the Director Strategy Partnership and Engagement, the Communications Partner, the IT Infrastructure Specialist, the Director Development and Environment, the Director Infrastructure and the Director Community Culture and Places (C Arms).

Councillor J Black assumed the chair of the meeting.

The proceedings of the meeting commenced at 5.33pm.

IPEC23/31 ACKNOWLEDGEMENT OF COUNTRY (ID23/1220)

Councillor P Wells delivered an Acknowledgment to Country.

IPEC23/32 LEAVE OF ABSENCE (ID23/1236)

Request for leave of absence were received from Councillor L Burns who were absent from the meeting due to personal reasons.

Moved by Councillor P Wells and seconded by Councillor M Wright

MOTION

That such request for Leave of Absence be accepted and Councillors L Burns be granted leave of absence from this meeting.

CARRIED

Clr D Mahon attended via audio visual link.

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

Against: Nil.

IPEC23/33 CONFLICTS OF INTEREST (ID23/1224)

There were no Conflicts of Interest declared.

**IPEC23/34 SAXA ROAD - COMOBELLA CROSSING, MITCHELL CREEK CAUSEWAY OPTIONS
(ID23/1750)**

The Committee had before it the report dated 10 July 2023 from the Operations Engineer (West) regarding Saxa Road - Comobella Crossing, Mitchell Creek Causeway Options.

Moved by Councillor R Ivey and seconded by Councillor V Etheridge

MOTION

- 1. That Council seek tenders for a design and construction of either a box culvert crossing or a bridge to replace the damaged Comobella crossing culvert in line with Options 2 and 3 outlined within the business paper IPEC23/34.**
- 2. That Council seek funding under the Bridge Replacement Program and Disaster Recovery Funding Arrangements program to supplement project costs.**
- 3. That Council write to the Minister for Roads advising of the importance of this crossing to secure the necessary funding for the replacement crossing.**

CARRIED

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

Against: Nil.

IPEC23/35 BUILDING SUMMARY - JULY 2023 (ID23/1836)

The Committee had before it the report dated 31 July 2023 from the Director Development and Environment regarding Building Summary - July 2023.

Moved by Councillor M Wright and seconded by Councillor S Chowdhury

MOTION

That the report of the Director Development and Environment, dated 31 July 2023, be noted.

CARRIED

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

Against: Nil.

The meeting closed at 5.40pm.

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CHAIRPERSON



**DUBBO REGIONAL
COUNCIL**

Report of the Culture and Community Committee - meeting 10 August 2023

AUTHOR: Governance Officer
REPORT DATE: 15 August 2023

The Council had before it the report of the Culture and Community Committee meeting held 10 August 2023.

RECOMMENDATION

That the report of the Culture and Community Committee meeting held on 10 August 2023, be adopted.



REPORT
CULTURE AND COMMUNITY COMMITTEE
10 AUGUST 2023

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

ALSO IN ATTENDANCE: The Chief Executive Officer, the Director Organisational Performance, the Governance Team Leader, the Governance Officer, the Director Strategy Partnership and Engagement, the Communications Partner, the IT Infrastructure Specialist, the Director Development and Environment, the Director Infrastructure and the Director Community Culture and Places (C Arms).

Councillor J Gough assumed the chair of the meeting.

The proceedings of the meeting commenced at 5.42pm.

CCC23/63 LEAVE OF ABSENCE (ID23/1240)

Request for leave of absence were received from Councillor L Burns who were absent from the meeting due to personal reasons.

Moved by Councillor S Chowdhury and seconded by Councillor P Wells

MOTION

That such request for Leave of Absence be accepted and Councillors L Burns be granted leave of absence from this meeting.

CARRIED

Clr D Mahon attended via audio visual link.

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

Against: Nil.

CCC23/64 CONFLICTS OF INTEREST (ID23/1228)

There were no Conflicts of Interest declared.

**CCC23/65 REPORT OF THE AQUATICS WORKING PARTY - MEETING 17 JULY 2023
(ID23/1901)**

The Committee had before it the report of the Aquatics Working Party meeting held 17 July 2023.

Moved by Councillor J Black and seconded by Councillor S Chowdhury

MOTION

That the report of the Aquatics Working Party meeting held on 17 July 2023, be adopted.

CARRIED

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

Against: Nil.

**CCC23/66 REPORT OF THE DISABILITY ACCESS AND INCLUSION ADVISORY COMMITTEE -
MEETING 24 JULY 2023 (ID23/1900)**

The Committee had before it the report of the Disability Access and Inclusion Advisory Committee meeting held 24 July 2023.

Moved by Councillor P Wells and seconded by Councillor V Etheridge

MOTION

That the report of the Disability Access and Inclusion Advisory Committee meeting held on 24 July 2023, be adopted.

CARRIED

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

Against: Nil.

**CCC23/67 REPORT OF THE SOCIAL JUSTICE ADVISORY COMMITTEE/YOUTH COUNCIL -
MEETING 1 AUGUST 2023 (ID23/1557)**

The Committee had before it the report of the Social Justice Advisory Committee meeting held 1 August 2023.

Moved by Councillor P Wells and seconded by Councillor V Etheridge

MOTION

That the report of the Social Justice Advisory Committee and Youth Council meeting held on 1 August 2023, be adopted.

CARRIED

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

Against: Nil.

**CCC23/68 REPORT OF THE PUBLIC SPACES TREE COMMITTEE - MEETING 2 AUGUST 2023
(ID23/1916)**

The Committee had before it the report of the Public Spaces Tree Committee meeting held 2 August 2023.

Moved by Councillor J Black and seconded by Councillor P Wells

MOTION

That the report of the Public Spaces Tree Committee meeting held on 2 August 2023, be adopted.

CARRIED

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

Against: Nil.

CCC23/69 COMMUNITY SAFETY WORKSHOP: A VALUES BASED APPROACH (ID23/1816)

The Committee had before it the report dated 20 July 2023 from the Director Community, Culture and Places regarding Community Safety Workshop: A Values Based Approach.

Moved by Councillor P Wells and seconded by Councillor V Etheridge

MOTION

That the information contained within this report be noted.

CARRIED

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

Against: Nil.

**CCC23/70 MACQUARIE REGIONAL LIBRARY PERFORMANCE REPORT
APRIL TO JUNE 2023 (ID23/1775)**

The Committee had before it the report dated 13 July 2023 from the Manager Macquarie Regional Library regarding Macquarie Regional Library Performance Report April to June 2023.

Moved by Councillor R Ivey and seconded by Councillor M Wright

MOTION

That the Macquarie Regional Library Performance Report for April to June 2023 be noted.

CARRIED

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

Against: Nil.

The meeting closed at 5.59pm.

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CHAIRPERSON



**DUBBO REGIONAL
COUNCIL**

Report of the Corporate Services Committee - meeting 10 August 2023

**AUTHOR: Governance Officer
REPORT DATE: 15 August 2023**

The Council had before it the report of the Corporate Services Committee meeting held 10 August 2023.

RECOMMENDATION

That the report of the Corporate Services Committee meeting held on 10 August 2023, be adopted.



DUBBO REGIONAL
COUNCIL

REPORT
CORPORATE SERVICES COMMITTEE
10 AUGUST 2023

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

ALSO IN ATTENDANCE: The Chief Executive Officer, the Director Organisational Performance, the Governance Team Leader, the Governance Officer, the Director Strategy Partnership and Engagement, the Communications Partner, the IT Infrastructure Specialist, the Director Development and Environment, the Director Infrastructure and the Director Community Culture and Places (C Arms).

Councillor M Dickerson assumed the chair of the meeting.

The proceedings of the meeting commenced at 6.00pm.

CSC23/44 LEAVE OF ABSENCE (ID23/1244)

Request for leave of absence were received from Councillor L Burns who were absent from the meeting due to personal reasons.

Moved by Councillor V Etheridge and seconded by Councillor P Wells

MOTION

That such request for Leave of Absence be accepted and Councillors L Burns be granted leave of absence from this meeting.

CARRIED

Clr D Mahon attended via audio visual link.

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

Against: Nil.

CSC23/45 CONFLICTS OF INTEREST (ID23/1232)

There were no Conflicts of Interest declared.

CSC23/46 INVESTMENT UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT - JULY 2023 (ID23/1892)

The Committee had before it the report dated 1 August 2023 from the Graduate Accountant regarding Investment Under Section 625 of the Local Government Act - July 2023.

Moved by Councillor J Gough and seconded by Councillor P Wells

MOTION

That the information contained within the Investment under Section 625 of the Local Government Act Report, dated 1 August 2023, be noted.

CARRIED

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

Against: Nil.

CSC23/47 AUSTRALIA DAY - SURVEY RESULTS FOR 2023 CEREMONIES AND PLANNING FOR 2024 CEREMONIES (ID23/1899)

The Committee had before it the report dated 31 July 2023 from the Manager Corporate Governance regarding Australia Day - Survey results for 2023 ceremonies and planning for 2024 ceremonies.

Moved by Councillor P Wells and seconded by Councillor V Etheridge

MOTION

1. That the report of the Manager Corporate Governance be noted.
2. That the Australia Day Ceremonies for Wellington and Dubbo be held on the evening of Thursday 25 January 2024 at 6.30pm.
3. That an Expression of Interest process be undertaken to form Australia Day Committees for Dubbo and Wellington.
4. That food and beverage options, along with activities are to be similar at both ceremonies.

LOST

For: Councillors M Dickerson, V Etheridge, R Ivey, P Wells

Against: Councillors J Black, S Chowdhury, J Gough, D Mahon and M Wright.

Moved by Councillor M Wright and seconded by Councillor S Chowdhury

FORESHADOWED MOTION

1. **That the report of the Manager Corporate Governance be noted.**
2. **That the Australia day Ceremonies for Wellington and Dubbo to be held similar to last year, with the Wellington ceremony to be held on the evening of Thursday 25 January 2024 at 6.30pm and the Dubbo ceremony to be held on the morning of Friday 26**

January 2024 8.00am

3. That an Expression of Interest process be undertaken to form Australia Day Committees for Dubbo and Wellington.
4. That food and beverage options, along with activities are to be similar at both ceremonies.

CARRIED

For: Councillors J Black, S Chowdhury, J Gough, V Etheridge, R Ivey, D Mahon and M Wright.

Against: Councillors M Dickerson and P Wells

The meeting closed at 6.29pm.

.....
CHAIRPERSON



DUBBO REGIONAL
COUNCIL

NOTICE OF MOTION: Motion for the Local Government NSW Annual Conference 2023

REPORT DATE: 17 August 2023

FILE: ID23/2023

Council had before it a Notice of Motion dated 17 August 2023 from Councillor J Gough regarding the Motion for the Local Government NSW Annual Conference 2023 as follows:

I would like to place the following notice of motion on the agenda for the 24 August 2023 Ordinary meeting of Council.

1. *That Council resolves to submit the following motion for consideration by the delegates at the LGNSW Conference in November 2023.*
2. *That LGNSW formally request the NSW Government to undertake comprehensive reform of the existing Code of Conduct complaint system with specific regard to:*
 - a. *Code of Conduct complaints about Councillors be lodged directly with the Office of Local Government to centralise the code of conduct complaint system, increasing efficiency, transparency and fairness.*
 - b. *The Office of Local Government assume full responsibility for the entire process of triaging complaints and managing or undertaking preliminary assessment and full investigation, to resolve complaints.*
 - c. *In the event that any individual complainant lodges three or more unsuccessful complaints in relation to any Councillors within a single term, such complainant shall be deemed a vexatious complainant. As a consequence, the said complainant will be barred from lodging any further complaints against that specific Council for the remaining term.*

RECOMMENDATION

1. **That Council resolves to submit the following motion for consideration by the delegates at the LGNSW Conference in November 2023.**
2. **That LGNSW formally request the NSW Government to undertake comprehensive reform of the existing Code of Conduct complaint system with specific regard to:**
 - a. **Code of Conduct complaints about Councillors be lodged directly with the Office of Local Government to centralise the code of conduct complaint system, increasing efficiency, transparency and fairness.**
 - b. **The Office of Local Government assume full responsibility for the entire process of triaging complaints and managing or undertaking preliminary assessment and full investigation, to resolve complaints.**

- c. In the event that any individual complainant lodges three or more unsuccessful complaints in relation to any Councillors within a single term, such complainant shall be deemed a vexatious complainant. As a consequence, the said complainant will be barred from lodging any further complaints against that specific Council for the remaining term.

JG
Councillor

APPENDICES:

- [1](#) Notice of Motion - Clr J Gough - Local Government NSW Annual Conference 2023 -
Signed

Councillor Jess Gough

PO Box 81
DUBBO NSW 2830

17 August 2023

The Chief Executive Officer
Dubbo Regional Council
PO Box 81
DUBBO NSW 2830

Dear Murray

NOTICE OF MOTION – MOTION FOR LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2023

I would like to place the following notice of motion on the agenda for the 24 August 2023 Ordinary meeting of Council.

1. *That Council resolves to submit the following motion for consideration by the delegates at the LGNSW Conference in November 2023.*
2. *That LGNSW formally request the NSW Government to undertake comprehensive reform of the existing Code of Conduct complaint system with specific regard to:*
 - a. *Code of Conduct complaints about Councillors be lodged directly with the Office of Local Government to centralise the code of conduct complaint system, increasing efficiency, transparency and fairness.*
 - b. *The Office of Local Government assume full responsibility for the entire process of triaging complaints and managing or undertaking preliminary assessment and full investigation, to resolve complaints.*
 - c. *In the event that any individual complainant lodges three or more unsuccessful complaints in relation to any Councillors within a single term, such complainant shall be deemed a vexatious complainant. As a consequence, the said complainant will be barred from lodging any further complaints against that specific Council for the remaining term.*

Yours faithfully



Jess Gough
Councillor



DUBBO REGIONAL
COUNCIL

NOTICE OF MOTION: Concept Dubbo Indoor Aquatic Centre

REPORT DATE: 14 August 2023

FILE: ID23/2019

Council had before it a Notice of Motion dated 14 August 2023 from Councillor S Chowdhury regarding the Concept Dubbo Indoor Aquatic Centre as follows:

That the CEO provide a report back to council that:

- a. includes previous architectural concept designs for indoor aquatic facilities, and*
- b. costs and associated quantity surveying for construction, operational costs and provide funding alternatives.*

RECOMMENDATION

That the CEO provide a report back to council that:

- a. includes previous architectural concept designs for indoor aquatic facilities, and**
- b. costs and associated quantity surveying for construction, operational costs and provide funding alternatives.**

SC
Councillor

APPENDICES:

- 1** [Notice Of Motion - Ordinary Council meeting 24/08/2023 - Clr S Chowdhury - Concept Dubbo Indoor Aquatic Centre](#)

Councillor Shibli Chowdhury
PO Box 81
DUBBO NSW 2830

14 August 2023

The Chief Executive Officer
Dubbo Regional Council
PO Box 81
DUBBO NSW 2830

Dear Murray

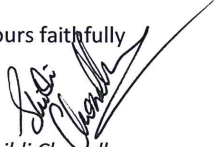
NOTICE OF MOTION – CONCEPT DUBBO INDOOR AQUATIC CENTRE

I would like to place the following notice of motion on the agenda for the 24 August 2023 Ordinary meeting of Council;

That the CEO provide a report back to council that:

- a. includes previous architectural concept designs for indoor aquatic facilities, and*
- b. costs and associated quantity surveying for construction, operational costs and provide funding alternatives.*

Yours faithfully


Shibli Chowdhury
Councillor



NOTICE OF MOTION: Tree Planting

REPORT DATE: 14 August 2023
FILE: ID23/2039

Council had before it a Notice of Motion dated 14 August 2023 from Councillor S Chowdhury regarding the Tree Planting as follows:

That the CEO provide a report on potential community tree planting activities from existing funding.

RECOMMENDATION

That the CEO provide a report on potential community tree planting activities from existing funding.

SC
Councillor

APPENDICES:

- 1 [Notice Of Motion - Ordinary Council meeting 24/08/2023 - Clr S Chowdhury - Tree Planting](#)

Councillor Shibli Chowdhury
PO Box 81
DUBBO NSW 2830

14 August 2023

The Chief Executive Officer
Dubbo Regional Council
PO Box 81
DUBBO NSW 2830

Dear Murray

NOTICE OF MOTION – TREE PLANTING

I would like to place the following notice of motion on the agenda for the 24 August 2023 Ordinary meeting of Council;

That the CEO provide a report on potential community tree planting activities from existing funding.

Yours faithfully



Shibli Chowdhury
Councillor



NOTICE OF MOTION OF RESCISSION: Notice of Motion of Rescission - CCL23/187 - Matters for Consideration Around Provision of Land to NSW Health for the Purposes of an Alcohol and Other Drug Rehabilitation Facility

REPORT DATE: 17 August 2023
FILE: ID23/2061

Council had before it a Notice of Motion of Rescission dated 17 August 2023 from Councillors R Ivey, M Wright and J Gough as follows:

We the undersigned give notice that we intend to move a motion to rescind the following resolution (Clause CCL23/187) regarding Notice of Motion of Rescission - CCL23/187 - Matters for Consideration Around Provision of Land to NSW Health for the Purposes of an Alcohol and Other Drug Rehabilitation Facility.

“That the following report, as resolved on 27 July 2023 being CCL23/187 be rescinded:

1. *That based upon the information contained within this report and considering the site specifications of Western NSW LHD and the constraints defined by the NSW Minister for Health; they being no extra expense and no substantial time delays, NSW Health be advised that Council is of the opinion it does not have a suitable site option within its property portfolio for the establishment of an Alcohol and Other Drug Rehabilitation Centre.*
2. *That it be noted that Council has provided information to Western NSW LHD, on potentially suitable Council owned parcels of land and introduced other landholding stakeholders such as Dubbo Aboriginal Lands Council, Crown Lands NSW and Property NSW to the Western NSW LHD project team. It is understood that Western NSW LHD assessed potential sites against following criteria:*
 - *Appropriate zoning for the proposed facility*
 - *10-15 minutes travel time from Dubbo Hospital*
 - *Appropriate Land size (suitable to the facility and potential growth)*
 - *If parcel required subdividing*
 - *Existing connection to services such as Water, Sewer, Power and Roads*
 - *Details of surrounding Community (proximity to Residential, Shops, Hotels, Schools, Industrial).*

3. *That, it be noted that the sites proffered for consideration included but were not limited to:*
 - *93L Railway Lane, Wongarbone (Railway Lane)*
 - *20R Bunglegumbie Road, Dubbo (Various lots)*
 - *Pine Avon Road, Wongarbone (Pine Avon)*
 - *Green Grove, Dubbo*
 - *6L Furneys Road, Terramungamine*
 - *85 Cobbora Road, Dubbo*
 - *Apex Cottage Dubbo (Cemetery Land)*
 - *Welchman Street, Dubbo (Welchman St)*
 - *Devil's Hole Reserve, Dubbo*
 - *Old Dubbo Road, Dubbo*
 - *Police Paddock Dubbo*
 - *Angle Park Reserve*
 - *Land belonging to CSU site*
 - *Zoological Parks Board Land, Obley Road Dubbo*
 - *Whylandra Reserve*
 - *3L Westview Road, Dubbo (2 sites)*
 - *29 Hawthorn Street, Dubbo*
 - *North Burrabadine Road, Dubbo (Local Land Services land)*
4. *That, as detailed in the report, that it be noted that the parcels of council owned lands typically would require sub division and the provision of essential services infrastructure at an extra cost and increase in time to the AOD Project.*
5. *That in recent meetings between staff of council and Western NSW LHD there was consideration of the North Bunglegumbie site, confirming the requirement of \$1.5 – \$1.7 million expenditure to provide sewer and water services and that this was outside the project funding remit of the Western NSW LHD.*
6. *That in regards to the development consent process it be noted that:*
 - *Any related Development Application submitted to Council by or on behalf of the Crown with a capital investment value greater than \$5 million, is required by State Environmental Planning Policy (Planning Systems) 2021, to be determined by the Western Regional Planning Panel (WRPP).*
 - *Council's staff have the responsibility to carry out a professional assessment of the proposal for the WRPP's subsequent determination of the development application. This will include the public exhibition of the application and assessment of submissions received.*
 - *The elected body of Council could choose to make representation in this process by submitting any relevant resolution during the formal exhibition period, for general consideration.*
7. *That the CEO will take all necessary steps to facilitate the Western NSW LHD and/or NSW Health assessing land in the North Bunglegumbie Road area and at Green Grove for suitability for the construction of the Alcohol and Other Drug Rehabilitation Centre, including providing land access, technical advice, and another necessary and reasonable information and advice.*

- a. *That the Western NSW Health Local Health District be requested to provide a formal publically available response of the council owned parcels as above.*
8. *That Council will decide the question as to whether such land is to be provided, if necessary, and after such assessment has occurred.*
9. *That it be noted:*
 - a. *That the Mayor has responded to Ministerial correspondence in a letter dated 7 July 2023 that sought a guarantee that if Council provided land that the AOD facility would be moved from the Spears Drive site.*
 - b. *That the Mayoral letter of 7 July 2023 be included in the minutes of the July Ordinary Meeting of Council.”*

RECOMMENDATION

That Council determine this Notice of Motion of Rescission.

RI
Councillor

APPENDICES:

- 1 [↓](#) Notice of Motion of Rescission - Clr R Ivey - Land to NSW Health for Alcohol and Other Drug Rehabilitation Facility - Signed

17 August 2023

Mr Murray Wood
Chief Executive Officer
Dubbo Regional Council
PO Box 81
DUBBO NSW 2830

Dear Murray

CCL23/187 – NOTICE OF MOTION OF RESCISSION

MATTERS FOR CONSIDERATION AROUND PROVISION OF LAND TO NSW HEALTH FOR THE PURPOSES OF AN ALCOHOL AND OTHER DRUG REHABILITATION FACILITY

We, the undersigned, give notice that we intend to move the following Notice of Motion of Rescission:

“That the following report, as resolved on 27 July 2023 being CCL23/187 be rescinded:

1. *That based upon the information contained within this report and considering the site specifications of Western NSW LHD and the constraints defined by the NSW Minister for Health; they being no extra expense and no substantial time delays, NSW Health be advised that Council is of the opinion it does not have a suitable site option within its property portfolio for the establishment of an Alcohol and Other Drug Rehabilitation Centre.*
2. *That it be noted that Council has provided information to Western NSW LHD, on potentially suitable Council owned parcels of land and introduced other landholding stakeholders such as Dubbo Aboriginal Lands Council, Crown Lands NSW and Property NSW to the Western NSW LHD project team. It is understood that Western NSW LHD assessed potential sites against following criteria:*
 - *Appropriate zoning for the proposed facility*
 - *10-15 minutes travel time from Dubbo Hospital*
 - *Appropriate Land size (suitable to the facility and potential growth)*
 - *If parcel required subdividing*
 - *Existing connection to services such as Water, Sewer, Power and Roads*
 - *Details of surrounding Community (proximity to Residential, Shops, Hotels, Schools, Industrial).*
3. *That, it be noted that the sites proffered for consideration included but were not limited to:*
 - *93L Railway Lane, Wongarbron (Railway Lane)*
 - *20R Bunglegumbie Road, Dubbo (Various lots)*
 - *Pine Avon Road, Wongarbron (Pine Avon)*
 - *Green Grove, Dubbo*

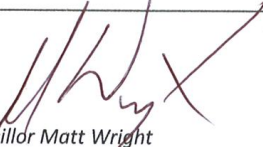
- 6L Furneys Road, Terramungamine
 - 85 Cobbora Road, Dubbo
 - Apex Cottage Dubbo (Cemetery Land)
 - Welchman Street, Dubbo (Welchman St)
 - Devil's Hole Reserve, Dubbo
 - Old Dubbo Road, Dubbo
 - Police Paddock Dubbo
 - Angle Park Reserve
 - Land belonging to CSU site
 - Zoological Parks Board Land, Obley Road Dubbo
 - Whylandra Reserve
 - 3L Westview Road, Dubbo (2 sites)
 - 29 Hawthorn Street, Dubbo
 - North Burrabadine Road, Dubbo (Local Land Services land)
4. *That, as detailed in the report, that it be noted that the parcels of council owned lands typically would require sub division and the provision of essential services infrastructure at an extra cost and increase in time to the AOD Project.*
 5. *That in recent meetings between staff of council and Western NSW LHD there was consideration of the North Bunglegumbie site, confirming the requirement of \$1.5 – \$1.7 million expenditure to provide sewer and water services and that this was outside the project funding remit of the Western NSW LHD.*
 6. *That in regards to the development consent process it be noted that:*
 - *Any related Development Application submitted to Council by or on behalf of the Crown with a capital investment value greater than \$5 million, is required by State Environmental Planning Policy (Planning Systems) 2021, to be determined by the Western Regional Planning Panel (WRPP).*
 - *Council's staff have the responsibility to carry out a professional assessment of the proposal for the WRPP's subsequent determination of the development application. This will include the public exhibition of the application and assessment of submissions received.*
 - *The elected body of Council could choose to make representation in this process by submitting any relevant resolution during the formal exhibition period, for general consideration.*
 7. *That the CEO will take all necessary steps to facilitate the Western NSW LHD and/or NSW Health assessing land in the North Bunglegumbie Road area and at Green Grove for suitability for the construction of the Alcohol and Other Drug Rehabilitation Centre, including providing land access, technical advice, and another necessary and reasonable information and advice.*
 - a. *That the Western NSW Health Local Health District be requested to provide a formal publically available response of the council owned parcels as above.*
 8. *That Council will decide the question as to whether such land is to be provided, if necessary, and after such assessment has occurred.*
 9. *That it be noted:*

-
- a. That the Mayor has responded to Ministerial correspondence in a letter dated 7 July 2023 that sought a guarantee that if Council provided land that the AOD facility would be moved from the Spears Drive site.
 - b. That the Mayoral letter of 7 July 2023 be included in the minutes of the July Ordinary Meeting of Council."

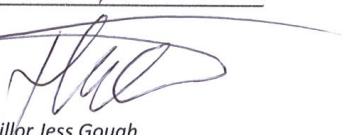
Yours faithfully



Councillor Richard Ivey



Councillor Matt Wright



Councillor Jess Gough



REPORT: Bus Service Improvements in Dubbo - 16 Cities Program 2

DIVISION: Infrastructure
REPORT DATE: 7 August 2023
TRIM REFERENCE: ID23/1999

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none"> Seek endorsement Seek direction or decision Fulfil legislated requirement/Compliance 	
Issue	<ul style="list-style-type: none"> The 16 Regional Cities Bus Services Improvement Program is a Transport for New South Wales (TfNSW) initiative to improve commercial bus services to regional cities. The Program for Dubbo City commenced in early 2022. The Program has progressed to a Round 2 for a further referral to Council following further ongoing investigations, consultation and development of the proposed bus network that incorporates new and improved bus routes, increased and extended bus services, increased number and full time bus zones. Bus Stops and Bus Zones are a regulatory parking control facility that requires referral to and consideration of the Local Traffic Committee and subsequent resolution of Council. 	
Reasoning	<ul style="list-style-type: none"> The Public Bus Transport Services throughout the Dubbo City urban area have been provided by Dubbo Bus Lines and have continued to expand in line with the ongoing growth and development of the City. This has historically seen the introduction of improved services and bus facilities such as bus zones, j-pole bus stop installations and bus shelters. TfNSW has instigated the 16 regional Cities Program to broadly expand and improve the commercial bus services to major regional cities throughout NSW. Public Transport is a critical function for broader community accessibility within the Dubbo Local Government Area that is supported by improvements to the Ogden Coaches Town Link Services between Wellington, Dubbo and Narromine. The expansion and efficiency improvements to the bus services in Dubbo will encourage increased patronage and enhance the public transport service option across the City. Seeking concurrence to the Round 2 of regulatory changes, installation of new and changes to existing bus transport facilities in Dubbo as identified in the TfNSW 16 Regional Cities Program for Dubbo. 	
Financial Implications	Budget Area	N/A
	Funding Source	N/A

	Proposed Cost	The 16 regional Cities Program for Dubbo is funded by TfNSW.
	Ongoing Costs	There are no financial implications arising from this report.
Policy Implications	Policy Title	There are no policy implications arising from this report.
	Impact on Policy	There are no policy implications arising from this report.
Consultation		Consultation has been arranged by TfNSW.

STRATEGIC DIRECTION

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

Theme: 2 Infrastructure
 CSP Objective: 2.1 The road transportation network is safe, convenient and efficient
 Delivery Program Strategy: 2.1.2 The road network meets the needs of the community in terms of traffic capacity, functionality and economic and social connectivity

Theme: 2 Infrastructure
 CSP Objective: 2.1 The road transportation network is safe, convenient and efficient
 Delivery Program Strategy: 2.1.5 Council works collaboratively with the government and stakeholders on transport-related issues

RECOMMENDATION TO THE LOCAL TRAFFIC COMMITTEE

1. That Council approval be granted for the implementation of the Transport for New South Wales 16 Regional Cities Bus Services Improvement Program to 17 locations in Dubbo in accordance with Appendix 1 – Proposed New and Modified Bus Zone Locations for 16 Cities Dubbo – Round 2 (excel spreadsheet) and Appendix 2 – Bus Zone Locations incorporating:
 - a. Modification/Formalisation to existing Bus Zones.
 - b. New Bus Zones.
 - c. Time restricted bus zones changed to full time zones (24/7).
 - d. New and expanded bus routes.
 - e. Bus Services on Sundays.
 - f. Increased bus services to selected bus routes.
 - g. New J-pole signs and additional bus shelters throughout the City.
 - h. Removal of time restricted and unrestricted car parking spaces to achieve bus access to kerbside.
 - i. Relocation of an existing accessible parking space.
 - j. Conversion of some existing No Parking Zones.

- k. Modifications to on street line marking at selected locations.

LOCAL TRAFFIC COMMITTEE CONSIDERATION

This matter was considered by the Local Traffic Committee at its meeting held on Monday 7 August 2023. The Committee had unanimous support in the adoption of the recommendation.

RECOMMENDATION

1. That Council approval be granted for the implementation of the Transport for New South Wales 16 Regional Cities Bus Services Improvement Program to 17 locations in Dubbo in accordance with Appendix 1 – Proposed New and Modified Bus Zone Locations for 16 Cities Dubbo – Round 2 (excel spreadsheet) and Appendix 2 – Bus Zone Locations incorporating:
 - a. Modification/Formalisation to existing Bus Zones.
 - b. New Bus Zones.
 - c. Time restricted bus zones changed to full time zones (24/7).
 - d. New and expanded bus routes.
 - e. Bus Services on Sundays.
 - f. Increased bus services to selected bus routes.
 - g. New J-pole signs and additional bus shelters throughout the City.
 - h. Removal of time restricted and unrestricted car parking spaces to achieve bus access to kerbside.
 - i. Relocation of an existing accessible parking space.
 - j. Conversion of some existing No Parking Zones.
 - k. Modifications to on street line marking at selected locations.

Luke Ryan
Director Infrastructure

DV
Senior Traffic Engineer

BACKGROUND

The existing bus public transport service is provided by Dubbo Buslines who, over the past 20 odd years and more, have seen both major and minor modifications to bus time table services and routes and new infrastructure across the City in keeping pace with the growth and urban expansion of the City. In more recent years, there have been changes extending night time services in Dubbo and the Ogden Coaches inter town service between Wellington, Dubbo and Narromine.

Over the past 15 months, TfNSW had initially undertaken broader community and stakeholder consultation. The consultation incorporated, flyers, online and on board bus survey, online interactive map, social media, hotline and email, advertisements and live information sessions. Some of the survey results included with more buses to outer estates, destinations such as shopping, entertainment, health and education venues, increased services (Sundays), connectivity and access to more bus routes during school bus periods. Dubbo Hospital (Health Services) was considered a top priority for improved access and services. Earlier investigation has been undertaken of this site and is still on going.

An initial report on the Transport for New South Wales (TfNSW) 16 Regional Cities Bus Services Improvement Program was prepared for the Local Traffic Committee's consideration at its meeting of 1 May 2023 with some 74 bus zones and bus stops identified for implementation and or upgrading with improvements to bus route services.

Council at its Ordinary meeting of 25 May 2023 resolved to adopt the Committees Recommendation:

That Council approval be granted for the implementation of the Transport for New South Wales 16 Regional Cities Bus Services Improvement Program to 70 locations in Dubbo in accordance with Appendix 1 – Proposed New and Modified Bus Zone Locations for 16 Cities Dubbo (excel spreadsheet) and Appendix 2 – Bus Zone Locations incorporating:

- a. Modification/Formalisation to existing Bus Zones and Bus Stops (J-Pole signs).*
- b. New Bus Zones and Bus Stops.*
- c. Time restricted bus zones changed to full time zones (24/7).*
- d. New and expanded bus routes.*
- e. Bus Services on Sundays.*
- f. Increased bus services to selected bus routes.*
- g. New J-pole signs and additional bus shelters throughout the City.*
- h. Removal of time restricted and unrestricted car parking spaces to achieve bus access to kerbside.*
- i. Relocation of an existing accessible parking space.*
- j. Conversion of some existing No Parking Zones.*
- k. Modifications to on street line marking at selected locations.*

REPORT

The 16 Regional Cities Bus Services Improvement Program is an initiative by Transport for New South Wales (TfNSW) to modernise, encourage increased patronage and enhance the public bus transport services and experience within the Dubbo Urban Area. The program has been running for several years with Dubbo being one of the earlier Cities to be implemented, commencing in early 2022. The program has now progressed to Round 2 with an additional 14 new and 3 amended bus zones provided for Council consideration.

The outcomes of the program investigation have identified issues related to the efficiency and service levels of the existing bus routes and associated bus infrastructure such as bus zones, j-pole bus stops and formalised bus zone locations.

In progressing to Round 2 there has been further community and stakeholder engagement, as a consequence identifying additional improvements to the bus route network and services, expanding on the existing routes to provide greater flexibility and reach the broader urban area. The infrastructure to support the proposed bus network will see a further 17 bus zones as included into the report. Additional consultation was undertaken with letters and face to face contact to adjoining property owners and/or tenants affected by the new and modified bus facilities.

The proposed expansion and modification of the Dubbo City Bus Transportation network provides a significant improvement and benefit to bus services for the community with increased routes, more direct and efficient service levels 7 days a week, additional and improved bus zones and stops and enhanced bus stop facilities.

It should be noted that site 7 requires the removal of a street tree which has not been considered from a traffic management perspective. More consultation will be required for this site.

Concerns were raised by businesses with Site 8 removing parking for customers with a permanent bus zone.

Site 86 is located along the frontage of Dubbo South Public School. Amendments have been made to the original proposal to address the concerns from the School by reducing the bus zone to 15 metres which allows the school to maintain timed bus zone operations during peak school hours.

The Transport for New South Wales 16 Regional Cities Bus Services Improvement Program for the 17 locations in Dubbo are attached as **Appendix 1 - Proposed New and Modified Bus Zone Locations for 16 Cities Dubbo Round 2 and Appendix 2 - Bus Zone Locations**.

The attached documents provide the outcomes of the consultation and requirements for the implementation of the bus facilities.

Consultation

- TfNSW has undertaken all the community and stakeholder consultation with ongoing meetings and communication with relevant Council staff. Initial community consultation sought feedback on the current bus services and what improvements are required to provide a better service to the community. A complete over haul has been undertaken of the cities bus services with relevant stakeholders including Council.
- Site inspections were undertaken by TfNSW of each bus zone location with further consultation with affected adjoining properties. There has been a positive response and endorsement from the consultation with some amendments required for some bus zones.
- Consultation and feedback on sites 83 and 84 close on 13 August 2023. At this stage there has been no comments received. These two bus zone sites have been previously identified by Council at the development application stage for the proposed commercial development on the corner of Boundary Road and Stream Avenue, Southlakes.

APPENDICES:

[1](#) 16 Cities Program Report - Proposed New and Modified Bus Zone Locations - Round 2

[2](#) Appendix 2 - 16 Cities Program - Bus Zone Locations

APPENDIX NO: 1 - 16 CITIES PROGRAM REPORT - PROPOSED NEW AND MODIFIED BUS ZONE LOCATIONS - ROUND 2

ITEM NO: CCL23/220

Transport for NSW

Proposed new and modified Bus Zone locations for 16 Cities Dubbo - Round 2

July 2023

TNSW Location ID	TSN	Location Description	Issue Description	Bus Zone Description	Impacted addresses	Consultation undertaken	Consultation date	Recommendation to Council
7	28301154	Bourke St opp Roper St Northbound	This new bus stop will serve a new route for the first time. TNSW is seeking the approval for the creation of a full-time 20m length bus zone at location depicted in the accompanying figure. A bus zone is recommended at this location to allow a bus to safely stop to allow passengers to access the surrounding commercial area.	A reduced 20m length bus zone is able to be accommodated at this location as the bus can use the two driveways as appropriate draw-in and draw-out lengths, reducing the impact on parking.	33 Bourke Street	Attended site and spoke with manager at Hertz whom supported a bus zone as it would ensure vehicles were not parked outside the property which often causes sight distance issues. A subsequent letter was emailed to property owner with information on the proposed bus zone. No concerns have been received.	4 May: Attended site to discuss proposal with occupants, spoke with Manager who was supportive of proposal 12 May: Letter emailed to property owner and occupant (Hertz)	Approve the creation of a full-time 20m length bus zone at the location depicted in the accompanying figure.
8	2830490	Bourke St at Roper St Southbound	This new bus stop will serve a new route for the first time. TNSW is seeking the approval for the creation of a full-time 18m length bus zone at location depicted in the accompanying figure. A bus zone is recommended at this location to allow a bus to safely stop to allow passengers to access the surrounding commercial area.	A reduced 18m length bus zone is able to be accommodated at this location as the bus can use the Roper Street intersection as an appropriate draw-in length, reducing the impact on parking.	38 Bourke Street	Letter mailed to property owner. Attended site and spoke with Ray White Commercial who didn't see it as an issue as they have off-street parking and generally park in Roper Street. Advised they would pass it on to their Principal. Subsequent correspondence with occupant advised they did not support the proposed bus zone due to loss of on-street parking that would impact their business and the adjacent cafe, as well as flooding that occurs along Bourke St during heavy rain events and creating traffic hazards along Bourke St. Subsequently received additional concerns from Truckline (across the road) that their customers park trucks there, and then cross Roper Street to attend their business. A Bus Stop only at this location would result in greater impacts to parking, due to the regulations around Bus Stops requiring 20m before the sign, and 10m after the sign. This would remove more parking than what is proposed with the 18m Bus Zone. Correspondence notes are available to DRC upon request.	31 March: Letter mailed to property owner 4 April: Attended site and spoke with Ray White Commercial 19 April: Received phone call from occupant 19 April: Email received from occupant 19 April: Spoke with occupants over the phone, subsequently emailed letter that occupant did not receive 21 April: Received email with attached letter noting concerns with photos of flooding 24 May: Response provided to Truckline	Approve the creation of a full-time 18m length bus zone at the location depicted in the accompanying figure.
73	28301237	Whylandra St before East St Northbound	This is a new bus stop. TNSW is seeking the approval for the creation of a full-time 22m length bus zone at location depicted in the accompanying figure. A bus zone is recommended at this location to allow a bus to safely stop to allow passengers to access the surrounding residential area, McDonald's and accommodation providers.	A reduced 22m length bus zone is able to be accommodated at this location as the bus can use the driveway as an appropriate draw-out length, reducing the impact on parking.	101-107 Whylandra Street	Letter mailed to property owners and property occupants. No concerns have been received.	1 May: Letter mailed to property owners and property occupants	Approve the creation of a full-time 22m length bus zone at the location depicted in the accompanying figure.
74	28301233	West Dubbo Bowling Club, Whylandra St Southbound	This is a new bus stop. TNSW is seeking the approval for the creation of a full-time 21m length bus zone to replace the existing timed 'No Parking' zone (10pm-7am Vehicles Under 6m Exceeded) at location depicted in the accompanying figure. A bus zone is recommended at this location to allow a bus to safely stop to allow passengers to access the surrounding residential area and West Dubbo Bowling Club.	A reduced 21m length bus zone is able to be accommodated at this location as the bus can use the existing No Stopping zone as an adequate draw-out length, reducing the impact on parking.	82 Whylandra Street	Letter mailed to property owner. No concerns have been received.	1 May: Letter mailed to property owner	Approve the creation of a full-time 21m length bus zone at the location depicted in the accompanying figure.
75	28301234	Dubbo Parklands, Whylandra St Southbound	This is a new bus stop. TNSW is seeking the approval for the creation of a full-time 21m length bus zone to replace the existing No Parking zone at location depicted in the accompanying figure. A bus zone is recommended at this location to allow a bus to safely stop to allow passengers to access the surrounding accommodation providers with direct access to Taronga Western Plains Zoo.	A reduced 21m length bus zone is able to be accommodated at this location as the bus can use the driveway as an appropriate draw-out length, reducing the impact on parking.	N/A - DRC land	N/A - DRC land	N/A - DRC land	Approve the creation of a full-time 21m length bus zone at the location depicted in the accompanying figure.
76	2830125	Darling St at Charlotte St Northbound	This is an existing bus stop with a J-Pole. TNSW is seeking the approval for the creation of a full-time 20m length bus zone at location depicted in the accompanying figure. A bus zone is recommended at this location to formalise the existing regulatory bus stop that is in place, as sight observations on multiple occasions have observed vehicles parked in front of the current bus stop signage, meaning a bus is unable to stop at this location.	A reduced 20m length bus zone is able to be accommodated at this location as the bus can use the Charlotte Street intersection as an appropriate draw-in length.	323 Darling Street	Letter mailed to property owner. No concerns have been received.	6 June: Letter mailed to property owner	Approve the creation of a full-time 20m length bus zone at the location depicted in the accompanying figure.
77	28301127	Dubbo Showground, Wingewarra St Eastbound	This is a new bus stop. TNSW is seeking the approval for the creation of a full-time 27m length bus zone to replace the existing No Stopping zone and part of a parallel parking zone at location depicted in the accompanying figure. A bus zone is recommended at this location to allow passengers to access the surrounding residential area and Dubbo Showground.	A reduced 27m length bus zone is able to be accommodated at this location as the bus can use Fitzroy Street as an appropriate draw-in length.	N/A - DRC land	N/A - DRC land	N/A - DRC land	Approve the creation of a full-time 27m length bus zone at the location depicted in the accompanying figure.
78	2830564	Wingewarra St opp Dubbo Showground Westbound	This is a new bus stop. TNSW is seeking the approval for the creation of a full-time 30m length bus zone to replace the existing No Stopping zone and part of a parallel parking zone at location depicted in the accompanying figure. A bus zone is recommended at this location to allow passengers to access the surrounding residential area and Dubbo Showground.	30m bus zone.	199 Wingewarra Street 201 Wingewarra Street	Letter mailed to property owners and property occupants of both properties. No concerns have been received.	6 June: Letter mailed to property owners and property occupants	Approve the creation of a full-time 30m length bus zone at the location depicted in the accompanying figure.

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1 of 2

APPENDIX NO: 1 - 16 CITIES PROGRAM REPORT - PROPOSED NEW AND MODIFIED BUS ZONE LOCATIONS - ROUND 2

ITEM NO: CCL23/220

Transport for NSW

Proposed new and modified Bus Zone locations for 16 Cities Dubbo - Round 2

July 2023

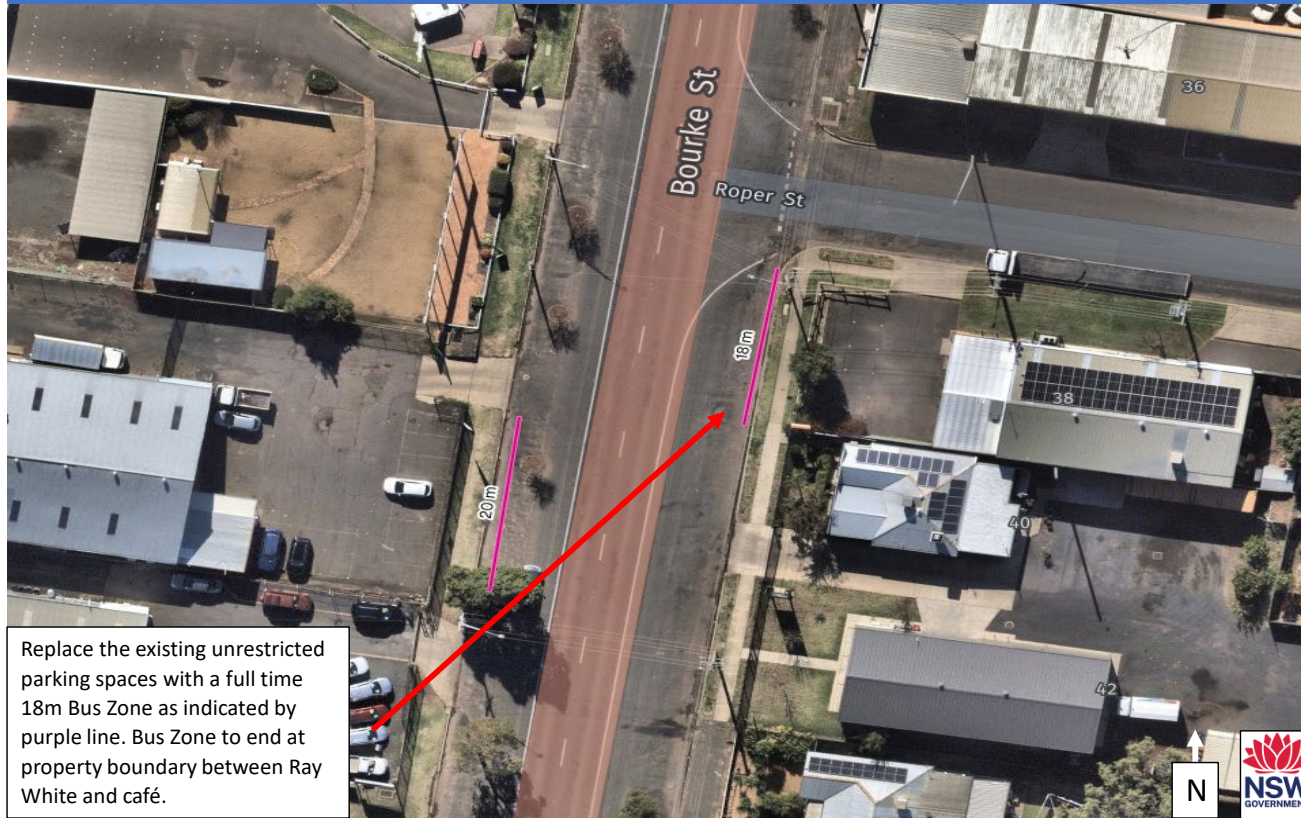
79	2830590	Whylandra St at Alfred St Northbound	This is a new bus stop. TNSW is seeking the approval for the creation of a full-time 21m length bus zone at location depicted in the accompanying figure. A bus zone is recommended at this location to allow a bus to safely stop to allow passengers to access the surrounding residential, commercial and retail areas, as well as local accommodation providers.	A reduced 21m length bus zone is able to be accommodated at this location as the bus can use the approaching driveway. No Stopping zone and Alfred Street as appropriate draw-in and draw-out lengths.	33-43 Whylandra Street	Letter mailed to property owner. No concerns have been received.	6 June: Letter mailed to property owner	Approve the creation of a full-time 21m length bus zone at the location depicted in the accompanying figure.
80	2830589	Sheraton Rd after Davidson Dr Northbound	This is a new bus stop and school bus transfer stop. TNSW is seeking the approval for the creation of a full-time 50m length bus zone at location depicted in the accompanying figure. A bus zone has been requested by Dubbo Buses at this location to allow several school buses to stop simultaneously to allow the transfer of students between buses.	An increased 50m length bus zone to allow multiple buses to stop simultaneously.	N/A - DRC land	N/A - DRC land	N/A - DRC land	Approve the creation of a full-time 50m length bus zone at the location depicted in the accompanying figure.
81	2830171	Dubbo Buses Depot, White St Westbound	This is a new bus stop and bus driver handover location. TNSW is seeking the approval for the creation of a full-time 31m length bus zone at location depicted in the accompanying figure. A bus zone has been requested by Dubbo Buses at this location to allow buses to stop safely to allow drivers to changeover, without causing any time constraints to passengers services within Dubbo.	An increased 31m length bus zone to take-up entire frontage of Dubbo Buses depot.	27-31 White Street	Letter emailed to property owner. Dubbo Buses (property owner and occupant) supportive of proposal.	19 July: Letter mailed to property owner	Approve the creation of a full-time 31m length bus zone at the location depicted in the accompanying figure.
82	2830172	White St opp Dubbo Buses Depot Eastbound	This is a new bus stop and bus driver handover location. TNSW is seeking the approval for the creation of a full-time 15m length bus zone at location depicted in the accompanying figure. A bus zone has been requested by Dubbo Buses at this location to allow buses to stop safely to allow drivers to changeover, without causing any time constraints to passengers services within Dubbo.	A reduced 15m length bus zone is able to be accommodated at this location as the bus can use driveways appropriate draw-in and draw-out lengths.	30-36 White Street	Contact with owner unable to be made due to land being a historical record; there are no ratepayers details on file.	N/A	Approve the creation of a full-time 15m length bus zone at the location depicted in the accompanying figure.
83	2830137	Stream Ave after Boundary Rd Southbound	This new bus stop will serve a new route for the first time. TNSW is seeking the approval for the creation of a full-time 30m length bus zone at location depicted in the accompanying figure. A bus zone is recommended at this location to allow a bus to safely stop to allow passengers to access the future residential area and Southlakes Shopping Centre. This bus zone is recommended to be installed now to future proof the location. Exact location dependent on confirmed shopping centre driveway entrance and exist points.	30m bus zone.	MAAS	Letter mailed to property owner (MAAS). No concerns have so far been received, however consultation is open until 13 August 2023.	19 July: Letter mailed to property owner	Approve the creation of a full-time 30m length bus zone at the location depicted in the accompanying figure.
84	2830196	Stream Ave at Boundary Rd Northbound	This new bus stop will serve a new route for the first time. TNSW is seeking the approval for the creation of a full-time 30m length bus zone at location depicted in the accompanying figure. A bus zone is recommended at this location to allow a bus to safely stop to allow passengers to access the future residential area and Southlakes Shopping Centre. This bus zone is recommended to be installed now to future proof the location.	30m bus zone.	MAAS	Letter mailed to property owner (MAAS). No concerns have so far been received, however consultation is open until 13 August 2023.	19 July: Letter mailed to property owner	Approve the creation of a full-time 30m length bus zone at the location depicted in the accompanying figure.
85	2830151	Whylandra St opp Elizabeth Lane	This is an existing bus zone. TNSW is seeking the approval for the conversion of the timed bus zone (9am-4pm Monday to Friday) to a full-time bus zone at location depicted in the accompanying figure. This extension of hours is to cater for route buses using this bus zone earlier and later, Monday to Sunday.	Convert timed bus zone to full-time bus zone.	30-32 Whylandra Street	Letter mailed to property owner. No concerns have been received.	1 May: Letter mailed to property owner	Approve the conversion of the timed bus zone (9am-4pm Monday to Friday) to a full-time bus zone at the location depicted in the accompanying figure.
86	2830291	Dubbo South Public School, Fitzroy St	This is an existing school bus zone. TNSW is seeking the approval for the conversion of part of the timed bus zone (8-9:30am & 2:30-4pm on school days) to a full-time bus zone at location depicted in the accompanying figure. The approval is being sought for the southernmost 15m section only, with the remaining timed bus zone staying as is. This extension of hours is to cater for route buses using this bus zone Monday to Sunday.	Convert southernmost 15m timed bus zone to full-time bus zone.	293 Fitzroy Street (Dubbo South Public School)	Letter mailed to property owner. Principal of Dubbo South PS mailed a letter addressing concerns about the number of school buses already using the bus zone. TNSW has advised that route services are not currently planned to use this part of Fitzroy Street during the times that school bus services operate. TNSW has amended the initial proposal from the entire length full-time bus zone to 15m only, allowing the school to maintain timed bus zone operations during peak school hours. Dubbo South PS also has an additional bus zone on Dalton Street that will remain as a timed school bus zone and will not be used for route services.	6 June: Letter mailed to property owner 10 July: Letter received from Dubbo South Public School 31 July: Bus zone proposal amended	Approve the conversion of part (the southernmost 15m) of the timed bus zone (8-9:30am & 2:30-4pm on school days) to a full-time bus zone at the location depicted in the accompanying figure.
87	2830137	St Laurence's Primary School, Fitzroy St	This is an existing school bus zone. TNSW is seeking the approval for the conversion of part of the timed bus zone (8-9:30am & 2:30-4pm on school days) to a full-time bus zone at location depicted in the accompanying figure. The approval is being sought for the southernmost 20m section only, with the remaining timed bus zone staying as is. This extension of hours is to cater for route buses using this bus zone Monday to Sunday.	Convert southernmost 20m timed bus zone to full-time bus zone.	47 Jubilee Street (St Laurence's Primary School)	Letter mailed to property owner. No concerns have been received.	6 June: Letter mailed to property owner	Approve the conversion of part (the southernmost 20m) of the timed bus zone (8-9:30am & 2:30-4pm on school days) to a full-time bus zone at the location depicted in the accompanying figure.

Location 7 – Proposed new full time northbound Bus Zone in Bourke Street, opposite Roper Street



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Location 8 – Proposed new full time southbound Bus Zone in Bourke Street, after Roper Street



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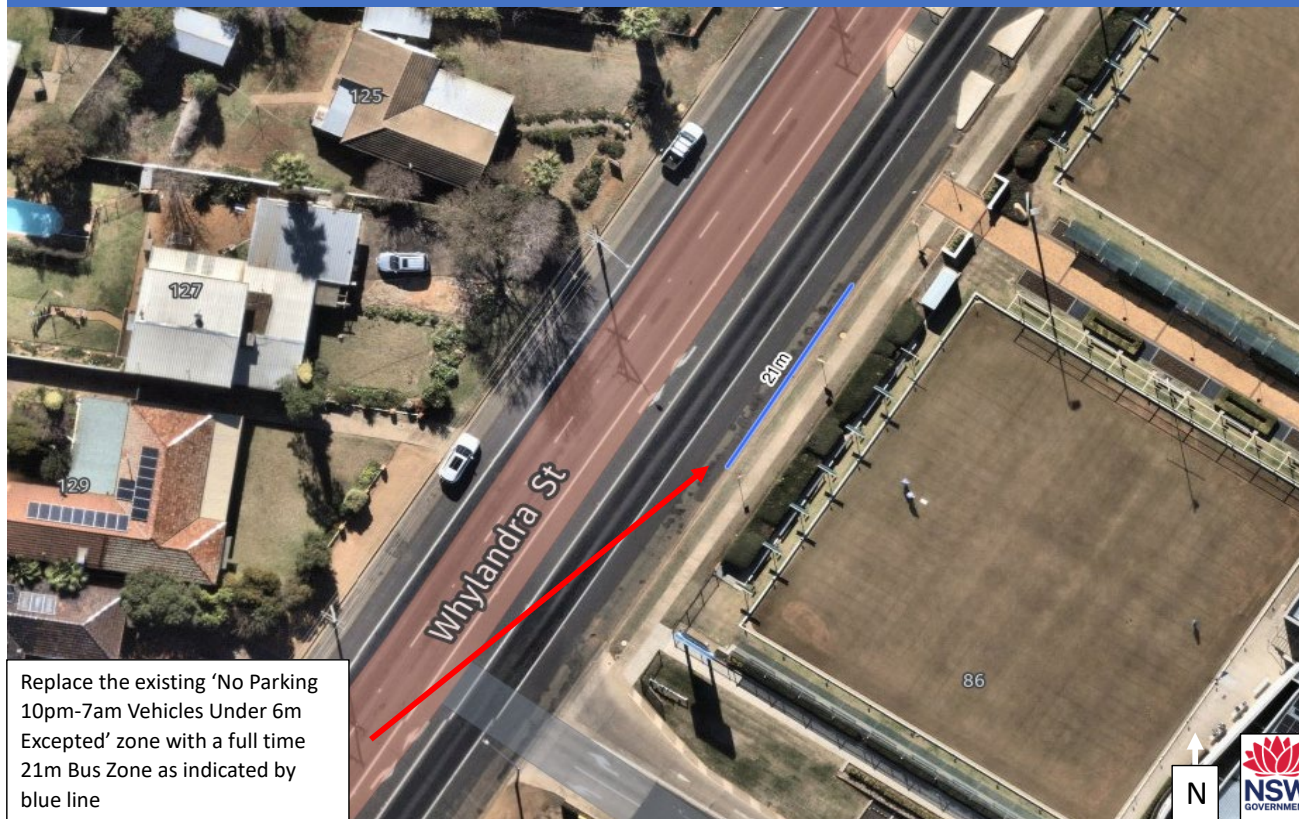
Location 73 – Proposed new full time northbound Bus Zone in Whylandra Street, before East Street



Replace the existing unrestricted parking spaces with a full time 22m Bus Zone as indicated by blue line

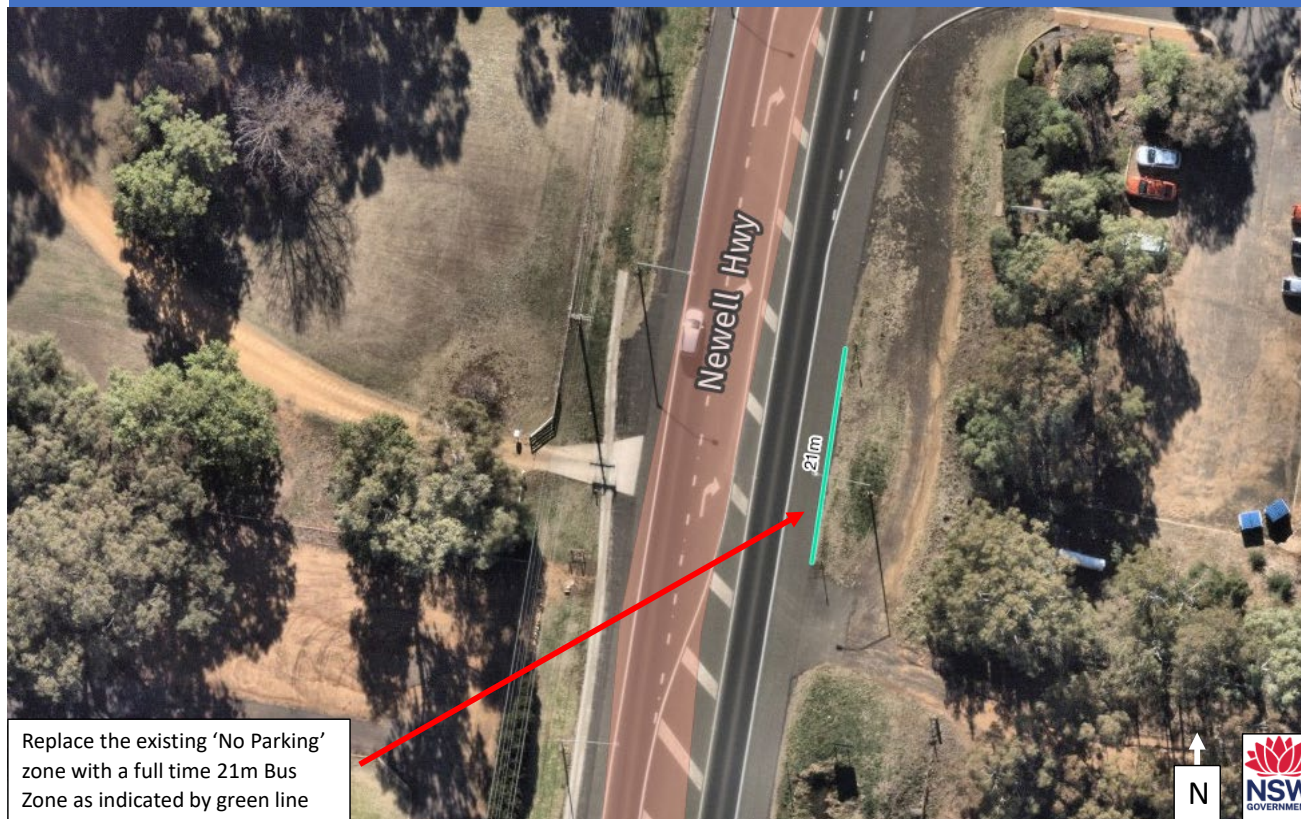
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Location 74 – Proposed new full time southbound Bus Zone in Whylandra Street, outside West Dubbo Bowling Club



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Location 75 – Proposed new full time southbound Bus Zone in Whylandra Street, outside Dubbo Parklands



Replace the existing 'No Parking' zone with a full time 21m Bus Zone as indicated by green line

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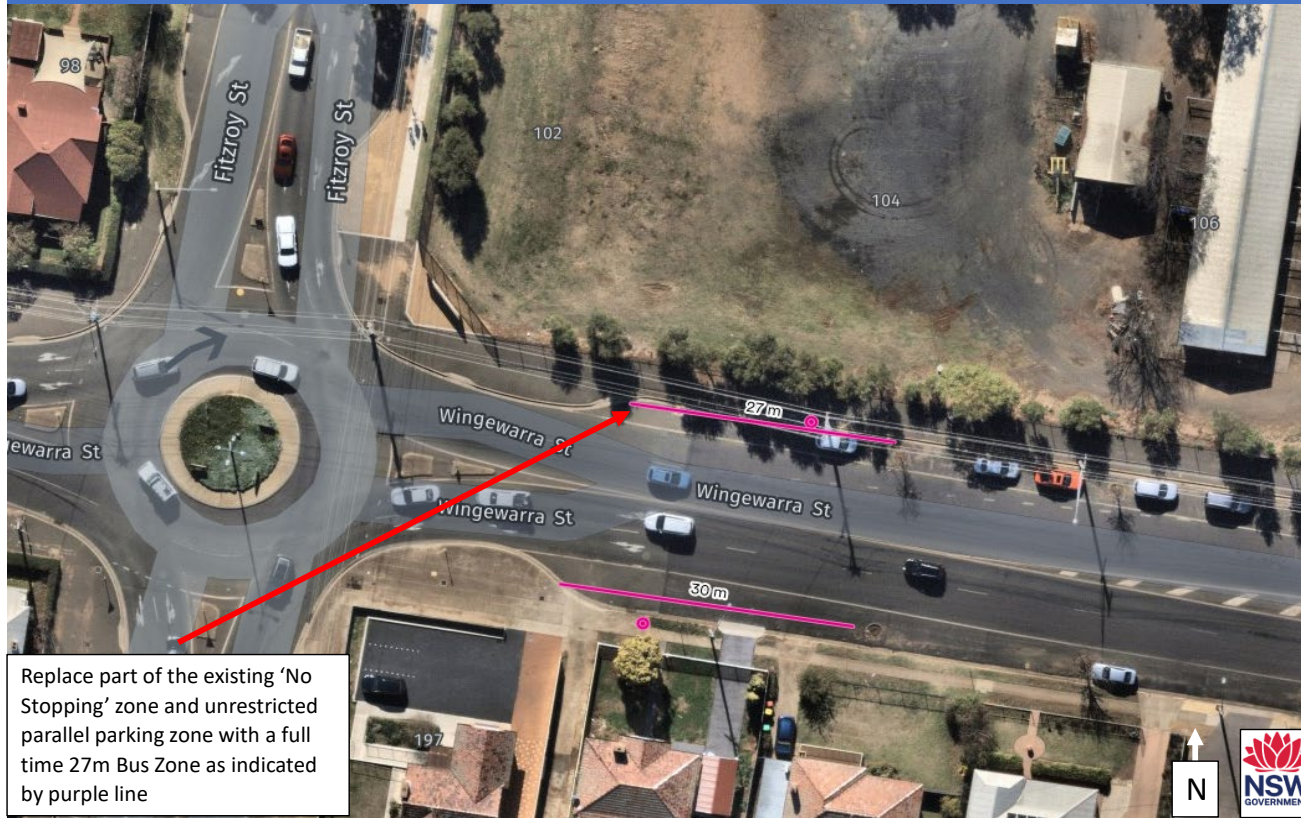
Location 76 – Proposed new full time northbound Bus Zone in Darling Street, after Charlotte Street



This is a current Bus Stop with vehicles currently parking there resulting in buses being unable to stop. Create a full time 21m Bus Zone as indicated by purple line to reinforce no parking regulations.

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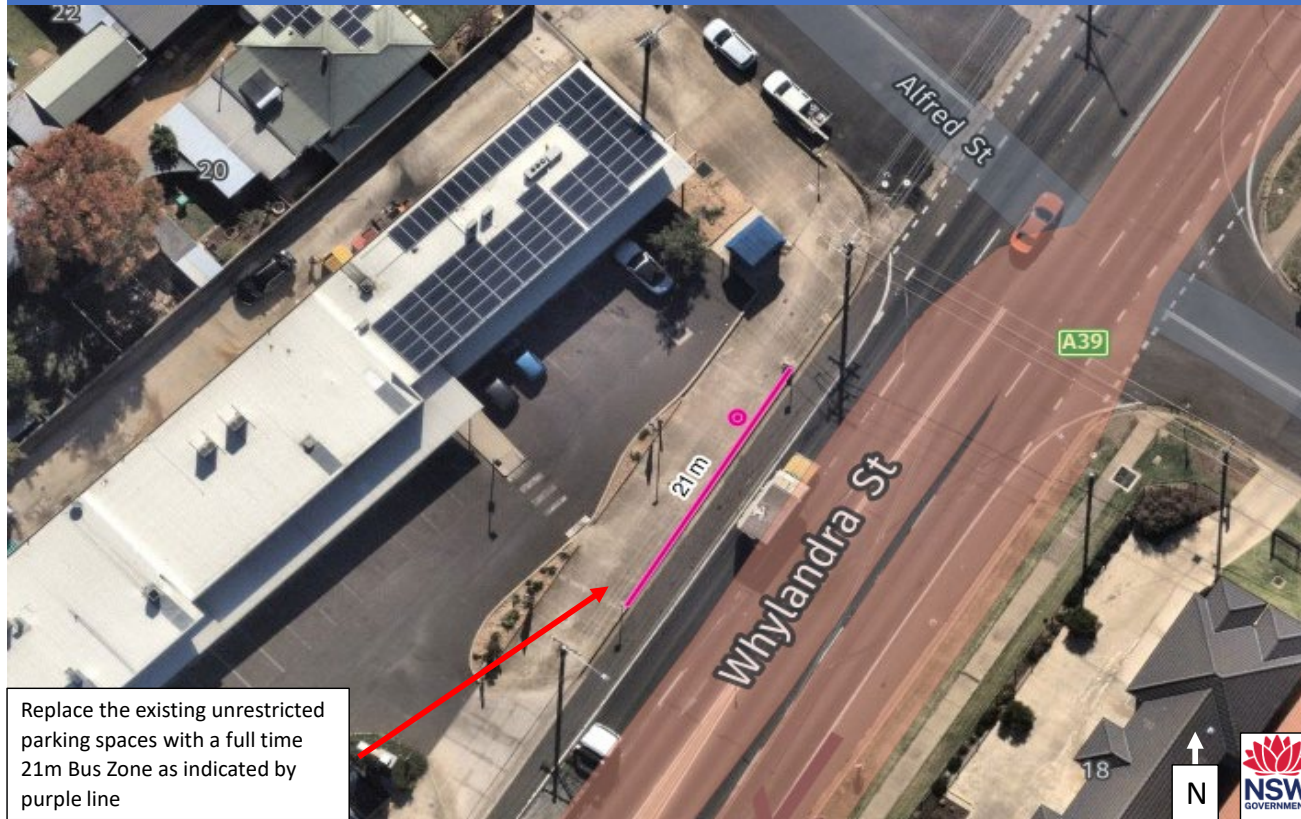
Location 77 – Proposed new full time eastbound Bus Zone in Wingewarra Street, outside Dubbo Showground



Location 78 – Proposed new full time westbound Bus Zone in Wingewarra Street, before Fitzroy Street



Location 79 – Proposed new full time northbound Bus Zone in Whylandra Street, before Alfred Street



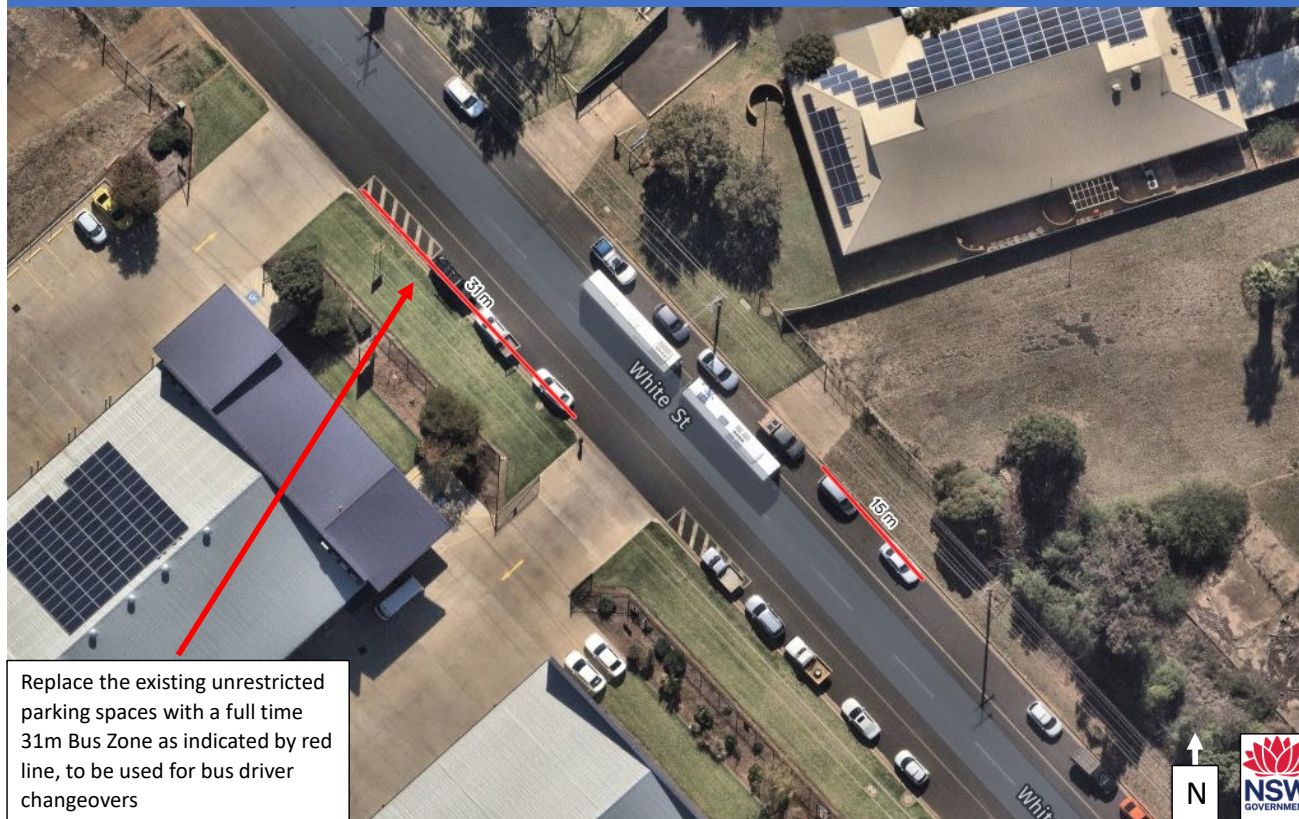
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Location 80 – Proposed new full time northbound Bus Zone in Sheraton Road, after Davidson Drive



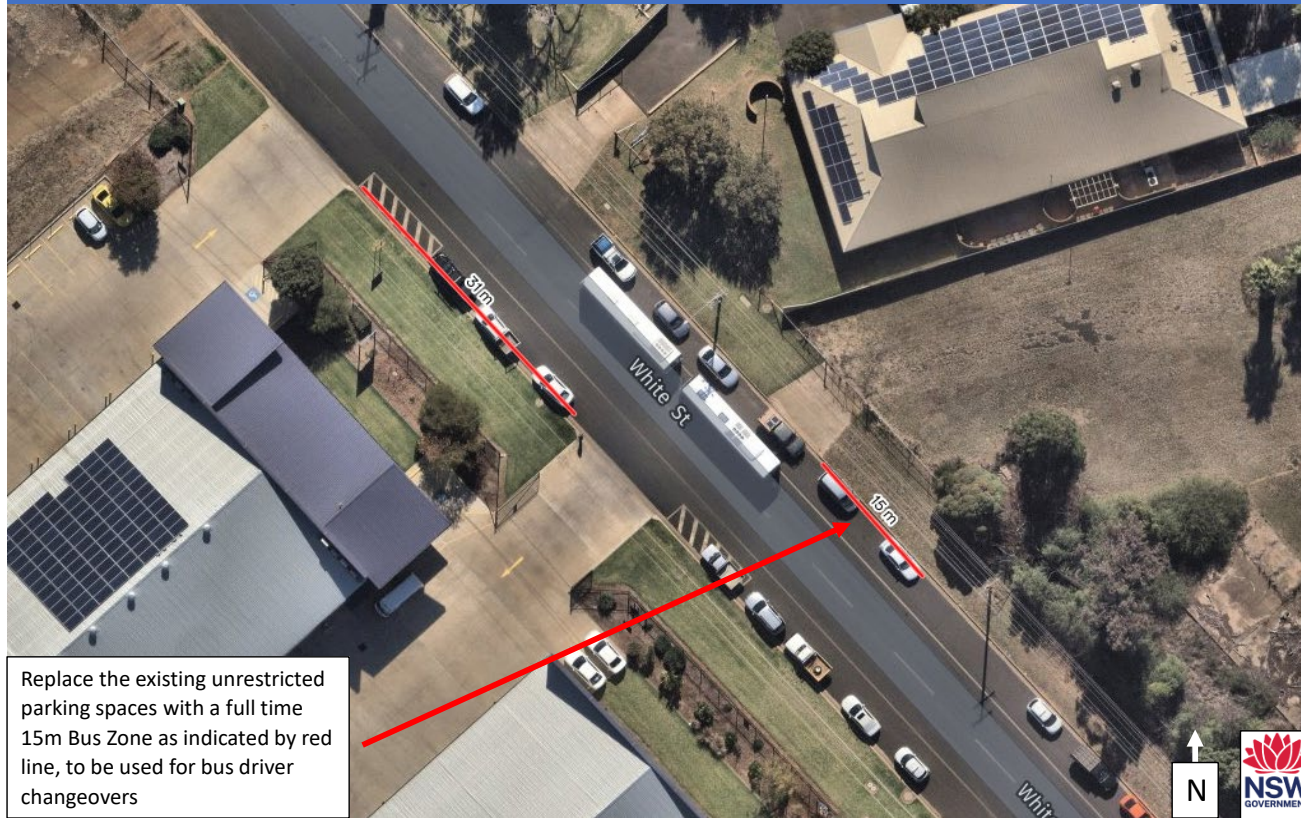
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Location 81 – Proposed new full time westbound Bus Zone in White Street, outside Dubbo Buslines depot



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Location 82 – Proposed new full time eastbound Bus Zone in White Street, opposite Dubbo Buslines depot



Replace the existing unrestricted parking spaces with a full time 15m Bus Zone as indicated by red line, to be used for bus driver changeovers

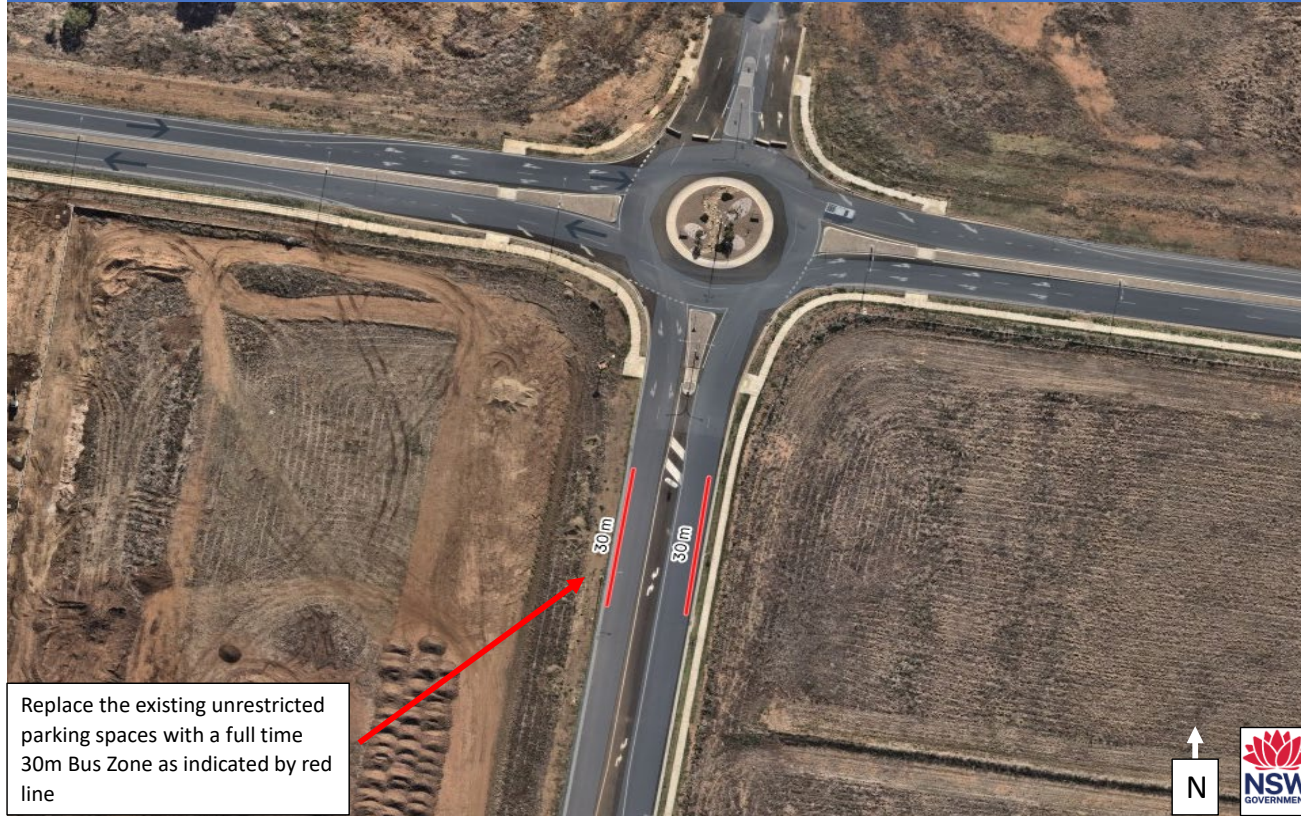
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Location 83 – Proposed new full time southbound Bus Zone in Stream Avenue, after Boundary Road, outside the future Southlakes Shopping Centre



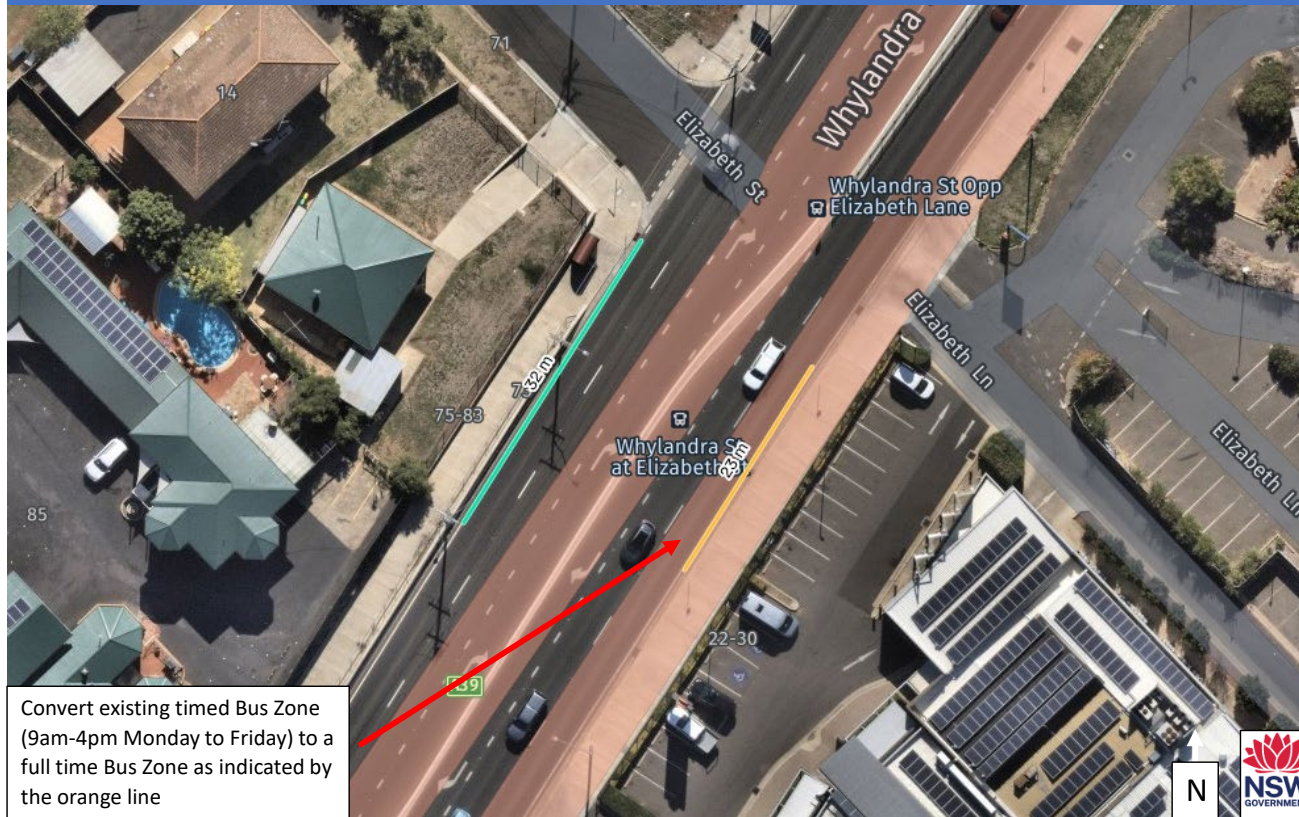
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Location 84 – Proposed new full time northbound Bus Zone in Stream Avenue, before Boundary Road, opposite the future Southlakes Shopping Centre



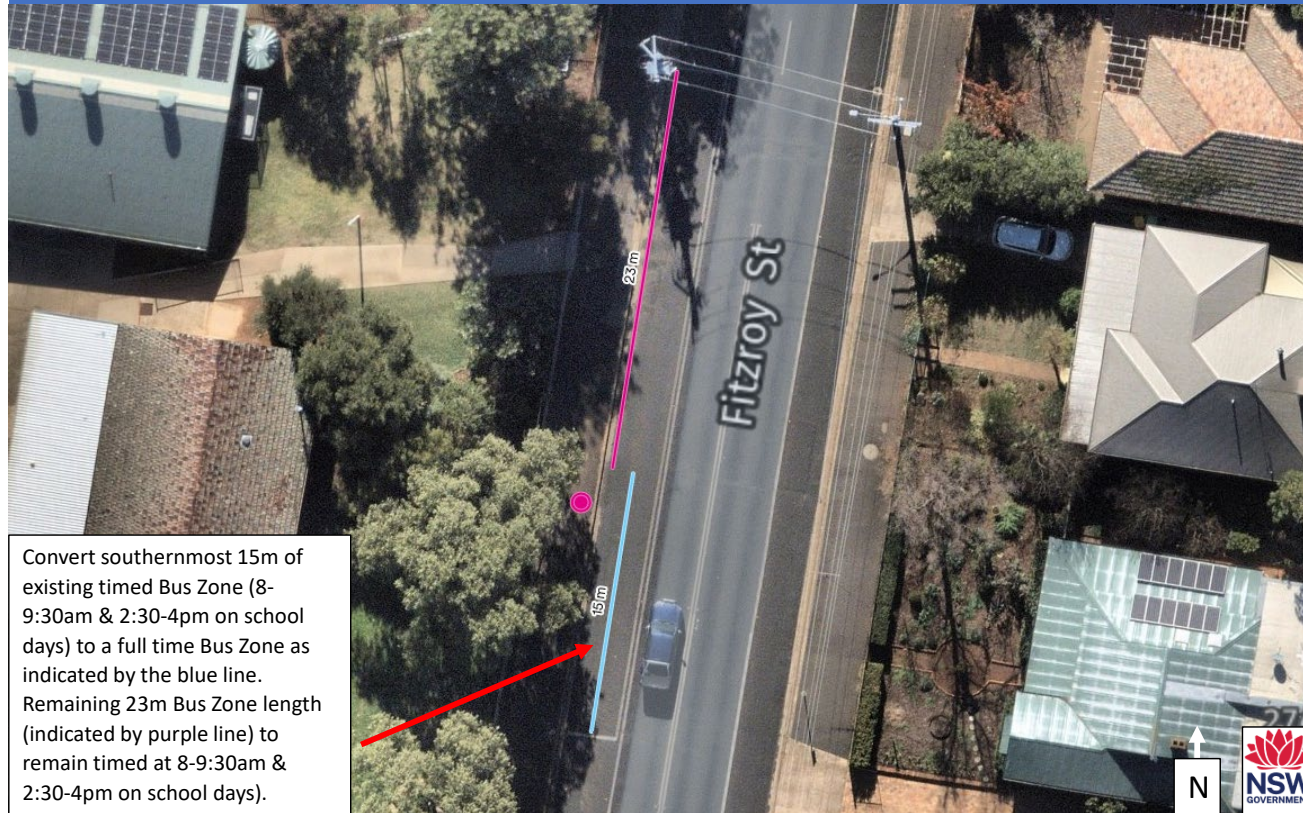
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Location 85 – Convert existing timed southbound Bus Zone to a full time Bus Zone in Whylandra Street, after Elizabeth Lane



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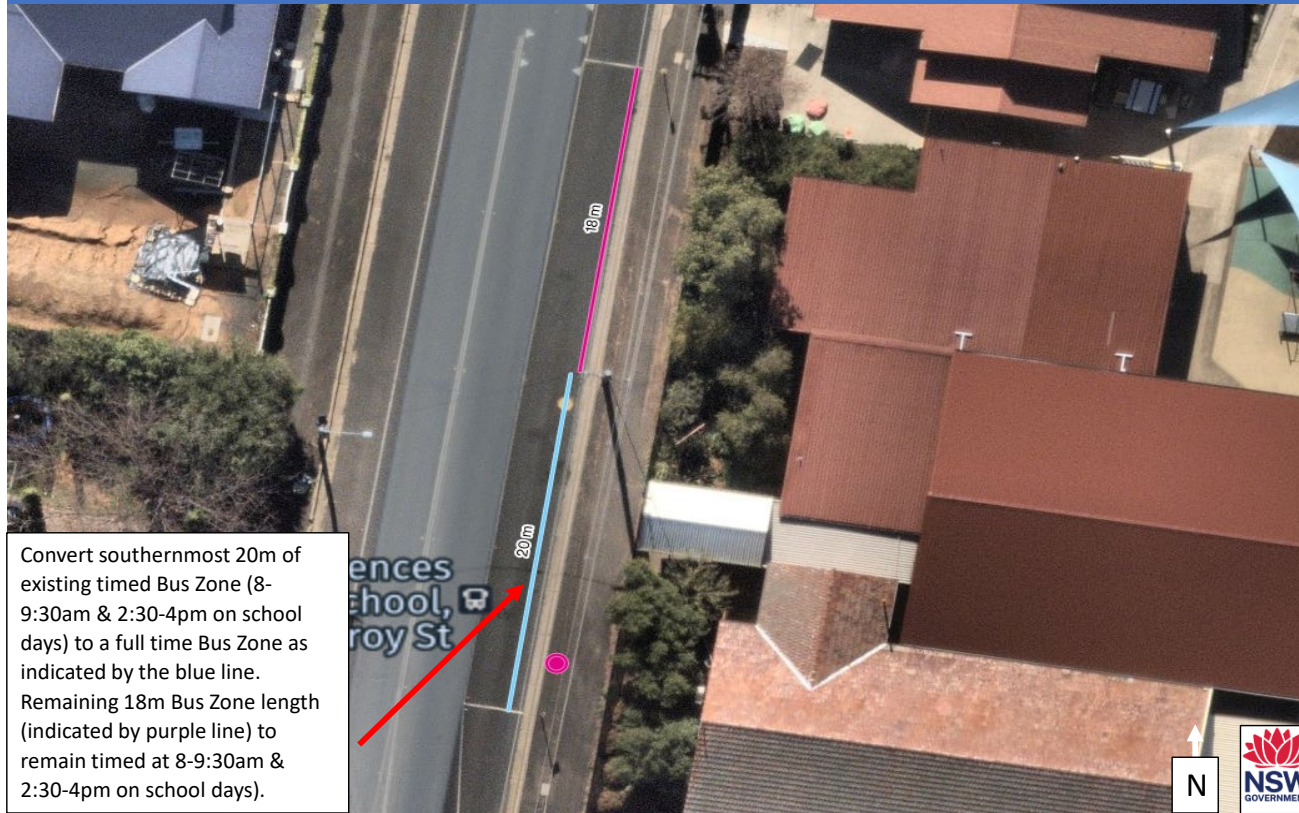
Location 86 – Convert part of existing timed northbound Bus Zone to a full time Bus Zone in Fitzroy Street, outside Dubbo South Public School



Convert southernmost 15m of existing timed Bus Zone (8-9:30am & 2:30-4pm on school days) to a full time Bus Zone as indicated by the blue line. Remaining 23m Bus Zone length (indicated by purple line) to remain timed at 8-9:30am & 2:30-4pm on school days).

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Location 87 – Convert part of existing timed southbound Bus Zone to a full time Bus Zone in Fitzroy Street, outside St Laurence's Primary School



Convert southernmost 20m of existing timed Bus Zone (8-9:30am & 2:30-4pm on school days) to a full time Bus Zone as indicated by the blue line. Remaining 18m Bus Zone length (indicated by purple line) to remain timed at 8-9:30am & 2:30-4pm on school days).

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REPORT: 2023 Dubbo Stampede Running Festival - Temporary Road Closure

DIVISION: Infrastructure
REPORT DATE: 7 August 2023
TRIM REFERENCE: ID23/2000

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none"> Seek endorsement Fulfil legislated requirement/compliance 	
Issue	<ul style="list-style-type: none"> The 2023 Dubbo Stampede Running Festival is to be held on Sunday, 27 August 2023 utilising a section of Obley Road, Tracker Riley Cycleway, and a section of Macquarie Street and the Regand Park Track, between Macquarie Street and Tamworth Street, via the Park's southern access, adjacent to Council's John Gilbert Water Treatment Plant. The Dubbo Stampede proposes temporary road closures of Obley Road, between the Newell Highway and Camp Road intersections, and Tamworth Street, on the western side of South Street, for the purposes of facilitating the 2023 Dubbo Stampede Running Festival. The running event will be undertaken from 6.15 am to 1.00 pm consisting of a marathon (42.2 km), half marathon (21.1 km), 10 km run, 5.3 km run and Wallaby Wheel and 1 km inclusive event. As the event requires temporary closures of roads that will impact local traffic and transport systems, but does not impact major traffic and transport systems, it can be classified as a Class 2 Special Event based on the <i>Guide to Traffic and Transport Management for Special Events</i> and thus it is recommended that this special event be referred to the Local Traffic Committee for consideration. 	
Reasoning	The Committee concur with the events as proposed and conditioned by Council and NSW Police.	
Financial Implications	Budget Area	There are no financial implications as a result of this report. The cost associated with organising the running events will be borne by the Dubbo Running Festival.
Policy Implications	Policy Title	There are no policy implications arising from this report.

STRATEGIC DIRECTION

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

Theme:	2 Infrastructure
CSP Objective:	2.1 The road transportation network is safe, convenient and efficient
Delivery Program Strategy:	2.1.1 Traffic management facilities enhance the safety and efficiency of the road network
Theme:	2 Infrastructure
CSP Objective:	2.1 The road transportation network is safe, convenient and efficient
Delivery Program Strategy:	2.1.2 The road network meets the needs of the community in terms of traffic capacity, functionality and economic and social connectivity

RECOMMENDATION TO THE LOCAL TRAFFIC COMMITTEE

1. That the application of the Dubbo Running Festival Committee Incorporated be approved for the undertaking of the Dubbo Stampede Running Event on Sunday 27 August 2023, between 6.15 am and 1.00 pm, on condition of the NSW Police, Transport for NSW (TfNSW) and subject to the following conditions of Dubbo Regional Council (Council):
 - a. A temporary road closure will be implemented between 6.00 am and 10.15 am on Obley Road, commencing on the southern side of Taronga Western Plains Zoo access south of the intersection on Camp Road, including the implementation of a Traffic Control Plan and detour via the Newell Highway and Camp Road intersection. 'Zoo Local Traffic' access only will be available at the intersection of the Newell Highway and Obley Road.
 - b. That temporary road closures be implemented between 6.00 am and 12.00 noon in Tamworth Street, west of the intersection of South Street, to its conclusion and changed traffic conditions for Macquarie Street between 6.00 am and 10.15 am and Huckel Street between 7.00 am and 11.45 am.
 - c. The submissions of a Traffic Management Plan (TMP) and Traffic Control Plan (TCP) for Council approval in accordance with Australian Standard 1742.3 and TfNSW's Guide to Traffic Control at Worksites, prepared by an accredited person. Council's TCP TM7052 is to be implemented for the event.
 - d. The concurrence of TfNSW, Special Events and Operational Planning - Transport Management Centre for the implementation of event and detour of Obley Road signage on the Newell Highway.
 - e. Traffic controllers and trained course marshals are to be provided at all road

closure points, and other locations as identified in the Event Management Plan, with restricted access only to emergency and authorised vehicles. All traffic controllers are to be specifically authorised for the event with current TfNSW certification.

- f. Council's Executive Manager Governance and Internal Control must sight a copy of the current Public Liability Insurance Policy, for a minimum amount of \$20 million, on which Dubbo Regional Council, TfNSW and NSW Police are specifically noted to be indemnified against any action resulting from the event.
- g. The applicant is responsible for the provision of all traffic control required for the event in accordance with the TCP.
- h. The applicant is responsible for all costs associated with the placement of a public notification and advice to the residents within the closed and affected roads, prior to the event advising of the 2023 Dubbo Stampede Running Festival.
- i. All traffic advisory signs to be placed in accordance with the approved TCP and the Traffic and Event Management Plan.
- j. The NSW Police consent and conditions for the running of the event as considered necessary.
- k. The applicant is to provide Council with a signed and dated copy of the Traffic and Event Management Plan.
- l. The applicant to submit to Council all the appropriate documentation required, accepting the above terms and conditions, before final approval will be granted.
- m. All costs associated with implementing these event conditions are to be met by the event organiser.
- n. That in the event of the Tamworth Street footbridge being closed due to flooding; the 'Contingency Plan' as detailed in the Event and Traffic Management Plan shall be invoked requiring the closure of Tamworth and South streets, and the use of Huckel Street in accordance with Appendices 7, 8 and 9 of the TMP and the TCP TM7052 (Appendix 1 - Sheet 2).

LOCAL TRAFFIC COMMITTEE CONSIDERATION

This matter was considered by the Local Traffic Committee at its meeting held on Monday 7 August 2023. The Committee had unanimous support in the adoption of the recommendation.

RECOMMENDATION

1. **That the application of the Dubbo Running Festival Committee Incorporated be approved for the undertaking of the Dubbo Stampede Running Event on Sunday 27 August 2023, between 6.15 am and 1.00 pm, on condition of the NSW Police, Transport for NSW (TfNSW) and subject to the following conditions of Dubbo Regional Council (Council):**
 - a. **A temporary road closure will be implemented between 6.00 am and 10.15 am on Obley Road, commencing on the southern side of Taronga Western Plains Zoo access south of the intersection on Camp Road, including the implementation of a Traffic Control Plan and detour via the Newell Highway and Camp Road intersection. 'Zoo Local Traffic' access only will be available at**

- the intersection of the Newell Highway and Obley Road.
- b. That temporary road closures be implemented between 6.00 am and 12.00 noon in Tamworth Street, west of the intersection of South Street, to its conclusion and changed traffic conditions for Macquarie Street between 6.00 am and 10.15 am and Huckel Street between 7.00 am and 11.45 am.
 - c. The submissions of a Traffic Management Plan (TMP) and Traffic Control Plan (TCP) for Council approval in accordance with Australian Standard 1742.3 and TfNSW's Guide to Traffic Control at Worksites, prepared by an accredited person. Council's TCP TM7052 is to be implemented for the event.
 - d. The concurrence of TfNSW, Special Events and Operational Planning - Transport Management Centre for the implementation of event and detour of Obley Road signage on the Newell Highway.
 - e. Traffic controllers and trained course marshals are to be provided at all road closure points, and other locations as identified in the Event Management Plan, with restricted access only to emergency and authorised vehicles. All traffic controllers are to be specifically authorised for the event with current TfNSW certification.
 - f. Council's Executive Manager Governance and Internal Control must sight a copy of the current Public Liability Insurance Policy, for a minimum amount of \$20 million, on which Dubbo Regional Council, TfNSW and NSW Police are specifically noted to be indemnified against any action resulting from the event.
 - g. The applicant is responsible for the provision of all traffic control required for the event in accordance with the TCP.
 - h. The applicant is responsible for all costs associated with the placement of a public notification and advice to the residents within the closed and affected roads, prior to the event advising of the 2023 Dubbo Stampede Running Festival.
 - i. All traffic advisory signs to be placed in accordance with the approved TCP and the Traffic and Event Management Plan.
 - j. The NSW Police consent and conditions for the running of the event as considered necessary.
 - k. The applicant is to provide Council with a signed and dated copy of the Traffic and Event Management Plan.
 - l. The applicant to submit to Council all the appropriate documentation required, accepting the above terms and conditions, before final approval will be granted.
 - m. All costs associated with implementing these event conditions are to be met by the event organiser.
 - n. That in the event of the Tamworth Street footbridge being closed due to flooding; the 'Contingency Plan' as detailed in the Event and Traffic Management Plan shall be invoked requiring the closure of Tamworth and South streets, and the use of Huckel Street in accordance with Appendices 7, 8 and 9 of the TMP and the TCP TM7052 (Appendix 1 - Sheet 2).

Luke Ryan
Director Infrastructure

DV
Senior Traffic Engineer

BACKGROUND

Council has received an Event Application (**Appendix 1**) from the Dubbo Running Festival Committee Incorporated seeking Council approval to conduct the Dubbo Stampede Running Festival that incorporates temporary road closures on several urban and rural roads. The 2023 Dubbo Stampede will include the Regand Park Track, consequently Macquarie Street will only be partially used, and Tamworth and South streets will not need to be fully closed. However, in the event that the Tamworth Street footbridge is closed due to flooding, a 'Contingency Plan' has been developed that will revert back to the original course along Macquarie Street from Margaret Crescent, including Huckel to Tamworth and South streets, continuing north along the Tracker Riley Cycleway back to the Zoo.

The event organisers have undertaken to ensure that all risks have been addressed to provide the optimum road safety environment for competitors and the general public (refer to Risk Management Plan in (**Appendix 3**)).

REPORT

Consultation

- Local Traffic Committee, including representatives from NSW Police, the Local State Member of Parliament, Transport for NSW and Council will review and discuss all matters put to the Committee.

Resourcing Implications

- The Dubbo Running Festival will bear the costs associated with organising the races. There are no resource implications for Council in relation to this event.

Event Description/Traffic Management Plan and Traffic Control Plan

The 2023 Dubbo Stampede Running Festival is proposed for Sunday, 27 August 2023, between the hours of 6.15 am to 1.00 pm that involves five separate events:

- 1 km
- 5.5 km run
- 10 km run
- Half marathon - 21.1 km
- Full marathon - 42.2 km.

The start and finish of the five separate races will be within the Taronga Western Plains Zoo. The Zoo will accommodate the event parking onsite, and on Zoo land on the northern side of Obley Road, east of the Newell Highway intersection. Descriptions of each run route can be viewed in the Traffic Management Plan (**Appendix 4**).

1 km

From the start point 1 km from the finish line, entrants run in a clockwise direction through/around the Zoo to the finish line opposite the public play area.

5.5 km Run

This run is undertaken wholly within the Zoo incorporating a single lap of the internal loop road, in a clockwise direction around the Zoo.

10 km Run

This event commences in the Zoo, continues northbound within the Zoo to Obley Road, then south to the 10 km turnaround point towards Camp Road and return to the Zoo entrance and follows the internal 5.5 km route to the start/finish point within the Zoo.

21.1 km Half Marathon

The half marathon follows the same route as the 10 km run, however on the return leg, (northbound from Camp Road) runners will proceed east to the Dundullimal turnoff and the Tracker Riley Cycleway to Macquarie Street. Runners will then join Macquarie Street (north of Huckel Street and the John Gilbert Water Treatment Plant); turn left into the Regand Park Track to Tamworth Street; continue across Tamworth Street to connect with the off-road Tracker Riley Cycleway along the eastern side of the River corridor, west over the Serisier Bridge, continuing south on the Tracker Riley Cycleway (along the River corridor) to Obley Road to the Zoo's main entrance; and follow the internal 5.5 km route concluding at the start/finish point within the Zoo.

42.2 km Full Marathon

The full marathon follows the initial route as the 10 km and half marathon. However, in the Obley Road section runners will return northbound past the Dundullimal turnoff to the Council Weir road turnoff, then return southbound on the cycleway to the Dundullimal turnoff, and follow the cycleway across Shibble's Bridge to Macquarie Street. Runners will then continue north on the course and complete the first loop of the River circuit to Serisier Bridge and return to the Zoo, then continue on the shortened second loop. This time the runners will turn left at the bottom of Tamworth Street; cross the Yabang Gee Footbridge and then turn left at the 'Y' junction; and follow the running track southbound along the western side of the River back to the Zoo for the last time, to then complete an internal shortened Zoo loop back to the finish line.

Race Start Times

Marathon	6.30 am cut off time 1.00 pm
Half Marathon	7.45 am cut off time 11.45 am
10 km	8.15 am cut off time 10.15 am
5.3 km	7.30 am cut off time 9.00 am
1 km	7.28 am cut off time 8.00 am

Road Closures

Temporary road closures and appropriate traffic control will be required to provide optimum safety for competitors, spectators, officials and the general public throughout the course (**Appendix 2** provides details for each closure).

Temporary Road Closures

1. It is proposed to temporarily close Obley Road between 6.00 am and 10.15 am, commencing on the northern side of the pedestrian refuge (centre of the Zoo entrance) on Obley Road, south to the intersection of Camp Road. Obley Road will be opened to traffic at 10.15 am. The half marathon cut off is 11.45 am and 1.00 pm for the full marathon. It is expected that there will be a minimal number of runners who may still be on the course who are required to cross Obley Road at the existing pedestrian refuge and give way to traffic. Marshals will be assisting to reinforce the requirements.

Obley Road from the Newell Highway south to the Zoo entrance will be designated for 'Zoo Local Traffic Only' to facilitate traffic to the Zoo for the event and subsequent visitors to the Zoo following the 9.00 am opening time. Closure of Obley Road will require a detour via the Newell Highway and Camp Road. There are two private access points along the Obley Road closure, being to a separate Zoo property and at Dundullimal. The organisers will again consult with Dundullimal Homestead regarding the event. Enquiries have been made with TfNSW and NSW Police with respect to the closure of Obley Road and detour via Camp Road. No concerns have been raised subject to the implementation of an approved TCP. Obley Road is a B-double route to the intersection of Benolong Road. TfNSW have raised no concerns with a temporary B-double route along Camp Road between the Newell Highway and Obley Road. Accredited traffic controllers and trained course marshals will be stationed at all road closure points and along the course.

2. The 21.1 km half and 42.2 km full marathon course will utilise the western side of Macquarie Street between Margaret Crescent and the Regand Park Track access. Runners will compete in an anti-clockwise direction along the 2 m wide on road cycleway, and adjacent parking lane that will be delineated by traffic cones along the traffic lane edge line. Temporary warning signs will be strategically placed at intervals along Macquarie Street advising motorists of the 'Running Race in Progress'.

The flood contingency course for the Tamworth Street Footbridge closure will utilise Macquarie Street between Margaret Crescent and Tamworth Street.

3. Huckel Street will only be used in the event that the Flood Contingency Plan is implemented with runners proceeding to its conclusion and return to Macquarie Street as part of the half and full marathon. Local resident access would be permitted under traffic control conditions. Huckel Street is a 'No Through' road accessing several properties. Runners will utilise the left-hand side of the carriageway with a turn-around at its southern end.
4. Tamworth Street, west of South Street, is to be temporarily closed between 6.00 am and 12.00 pm to allow runners to exit the new Regand Park Track and continue northbound across Tamworth Street and join the existing Tracker Riley Cycleway.

In the event of implementing the 'Flood Contingency Course' Tamworth Street (western end) will be temporarily closed between 6.00 am and 12.00 pm, west from the intersection of Macquarie Street to its conclusion and South Street (south of Bligh Street) to the intersection of Tamworth Street, to permit the uninhibited movement of runners to transition from the public road system to the off road Tracker Riley Cycleway in a northerly direction along the eastern side of the Macquarie River corridor. There are two property access points in Tamworth Street and resident access will be available under traffic control conditions if required. There is no considered traffic impact on the competitors.

The event organiser will undertake a letterbox drop along Macquarie Street, some two weeks in advance of the event date to advise of the course and runners utilising the western side of the Macquarie Street carriageway and associated traffic management within Macquarie Street, Huckel Street, Regand Park Boulevard and Tamworth Street.

5. An additional off-road parking area will be established on Zoo property, on the northern side of Obley Road east of the Newell Highway that can accommodate approximately 400 vehicles. Vehicles will be directed to the area at the start of the half marathon at 7.45 am and the 10 km event at 8.15 am and be controlled by traffic controllers.

Options Considered






- Option 1:
Not approve this application. This annual event is organised for the wellbeing of the Dubbo community. If this application is not approved then the interest of the community will not be adhered to, depriving Dubbo of an event that gives an opportunity to enhance unity, bonding, mental and physical wellbeing, and will deprive Dubbo from local and regional tourism.

- Option 2:
Approve this application. The Dubbo Running Festival has been organising this annual race for several years and therefore, in the interest of the Dubbo community, it is recommended to approve the event because as stated previously, it gives the Dubbo community an opportunity to enhance their unity, bonding, mental and physical wellbeing, and also promotes local and regional tourism.

Preferred Option

- Option 2:
It is recommended that approval be granted to the Dubbo Running Festival to conduct the 2023 Dubbo Stampede Running Festival on the nominated roads in Dubbo in accordance with the Event and Traffic Management Plan as conditioned by the NSW Police and Council.

APPENDICES:

- [1](#)  Dubbo Stampede 2023 - RMS Special Events Transport Form
- [2](#)  Appendix 2 - Dubbo Stampede Running Festival 2023 - Traffic Guidance Scheme
- [3](#)  Dubbo Stampede 2023 - Risk Management Plan
- [4](#)  Dubbo Stampede 2023 - Traffic Management Plan
- [5](#)  Dubbo Stampede 2023 - Certificate of Currency

Special Event Resources

Special Event Transport Management Plan Template

Refer to Chapter 7 of the Guide for a complete description of the Transport Management Plan

I EVENT DETAILS

I.1 Event summary

Dubbo Stampede
 Event Name:
Western Plains Taronga Zoo - Obley Road
 Event Location:
27/8/23 **6:30am** **3:30pm**
 Event Date: Event Start Time: Event Finish Time:
5am **5pm**
 Event Setup Start Time: Event Packdown Finish Time:
 Event is off-street on-street moving on-street non-moving
 held regularly throughout the year (calendar attached)

I.2 Contact names

Josh Gibbs & Katie Lyons (Dubbo Stampede)
 Event Organiser *
 Phone: Fax: Mobile: E-mail:
 Event Management Company (if applicable)
 Phone: Fax: Mobile: E-mail:
Police notified LAC by Joshua Gibbs
 Police
 Phone: Fax: Mobile: E-mail:
SJ Carter
 Council
 Phone: Fax: Mobile: E-mail: sj.carter@dubbo.nsw.gov.au
Trent Mckeown
 Roads & Traffic Authority (if Class 1)
 Phone: Fax: Mobile: E-mail:

**Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.*

I.3 Brief description of the event (one paragraph)

Community annual running festival. Distances include
 1km
 5km
 10km
 21.1km
 42.2km

2 RISK MANAGEMENT - TRAFFIC

CLASS 1 CLASS 2 CLASS 3	<input checked="" type="checkbox"/> 2.1 Occupational Health & Safety - Traffic Control	<input checked="" type="checkbox"/> Risk assessment plan (or plans) attached
	<input checked="" type="checkbox"/> 2.2 Public Liability Insurance	<input checked="" type="checkbox"/> Public liability insurance arranged. Certificate of currency attached.
	<input checked="" type="checkbox"/> 2.3 Police	<input checked="" type="checkbox"/> Police written approval obtained Verbal consent
	<input type="checkbox"/> 2.4 Fire Brigades and Ambulance	<input type="checkbox"/> Fire brigades notified NSW Ambulance is booked to attend onsite <input checked="" type="checkbox"/> Ambulance notified

3 TRAFFIC AND TRANSPORT MANAGEMENT

CLASS 1 CLASS 2 CLASS 3	<input checked="" type="checkbox"/> 3.1 The route or location	<input checked="" type="checkbox"/> Map attached
	<input checked="" type="checkbox"/> 3.2 Parking	<input checked="" type="checkbox"/> Parking organised - details attached Organised by Taronga Western Plains Zoo <input type="checkbox"/> Parking not required
	<input type="checkbox"/> 3.3 Construction, traffic calming and traffic generating developments	<input type="checkbox"/> Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached <input checked="" type="checkbox"/> There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes
	<input type="checkbox"/> 3.4 Trusts, authorities or Government enterprises	<input type="checkbox"/> This event uses a facility managed by a trust, authority or enterprise; written approval attached <input checked="" type="checkbox"/> This event does not use a facility managed by a trust, authority or enterprise
	<input type="checkbox"/> 3.5 Impact on/of Public transport	<input type="checkbox"/> Public transport plans created - details attached <input checked="" type="checkbox"/> Public transport not impacted or will not impact event
	<input checked="" type="checkbox"/> 3.6 Reopening roads after moving events	<input checked="" type="checkbox"/> This is a moving event - details attached. <input type="checkbox"/> This is a non-moving event.
	<input checked="" type="checkbox"/> 3.7 Traffic management requirements unique to this event	<input checked="" type="checkbox"/> Description of unique traffic management requirements attached <input type="checkbox"/> There are no unique traffic requirements for this event
	<input checked="" type="checkbox"/> 3.8 Contingency plans	<input checked="" type="checkbox"/> Contingency plans attached

Class 1	Class 2	3.9 Heavy vehicle impacts
		<input type="checkbox"/> Impacts heavy vehicles - RTA to manage <input checked="" type="checkbox"/> Does not impact heavy vehicles
		3.10 Special event clearways
		<input type="checkbox"/> Special event clearways required - RTA to arrange <input checked="" type="checkbox"/> Special event clearways not required

4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES

CLASS 1	CLASS 3	4.1 Access for local residents, businesses, hospitals and emergency vehicles
		<input checked="" type="checkbox"/> Plans to minimise impact on non-event community attached <input type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes
	CLASS 2	4.2 Advertise traffic management arrangements
		<input checked="" type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required
		4.3 Special event warning signs
		<input checked="" type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s <input type="checkbox"/> This event does not require special event warning signs
		4.4 Permanent Variable Message Signs
		<input type="checkbox"/> Messages, locations and times attached <input checked="" type="checkbox"/> This event does not use permanent Variable Message Signs
		4.5 Portable Variable Message Signs
		<input checked="" type="checkbox"/> The proposed messages and locations for portable VMS are attached <input type="checkbox"/> This event does not use portable VMS

5 PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Traffic Authority (RTA), or Local Government.

I declare that the details in this application are true and complete. I understand that:

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999*) and the *Roads Act 1993*.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RTA or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

6 APPROVAL

TMP Approved by: Event Organiser Date

7 AUTHORISATION TO *REGULATE TRAFFIC

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: Council Date

The RTA's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: RTA Date

** "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RTA require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.*

Schedule I Form - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

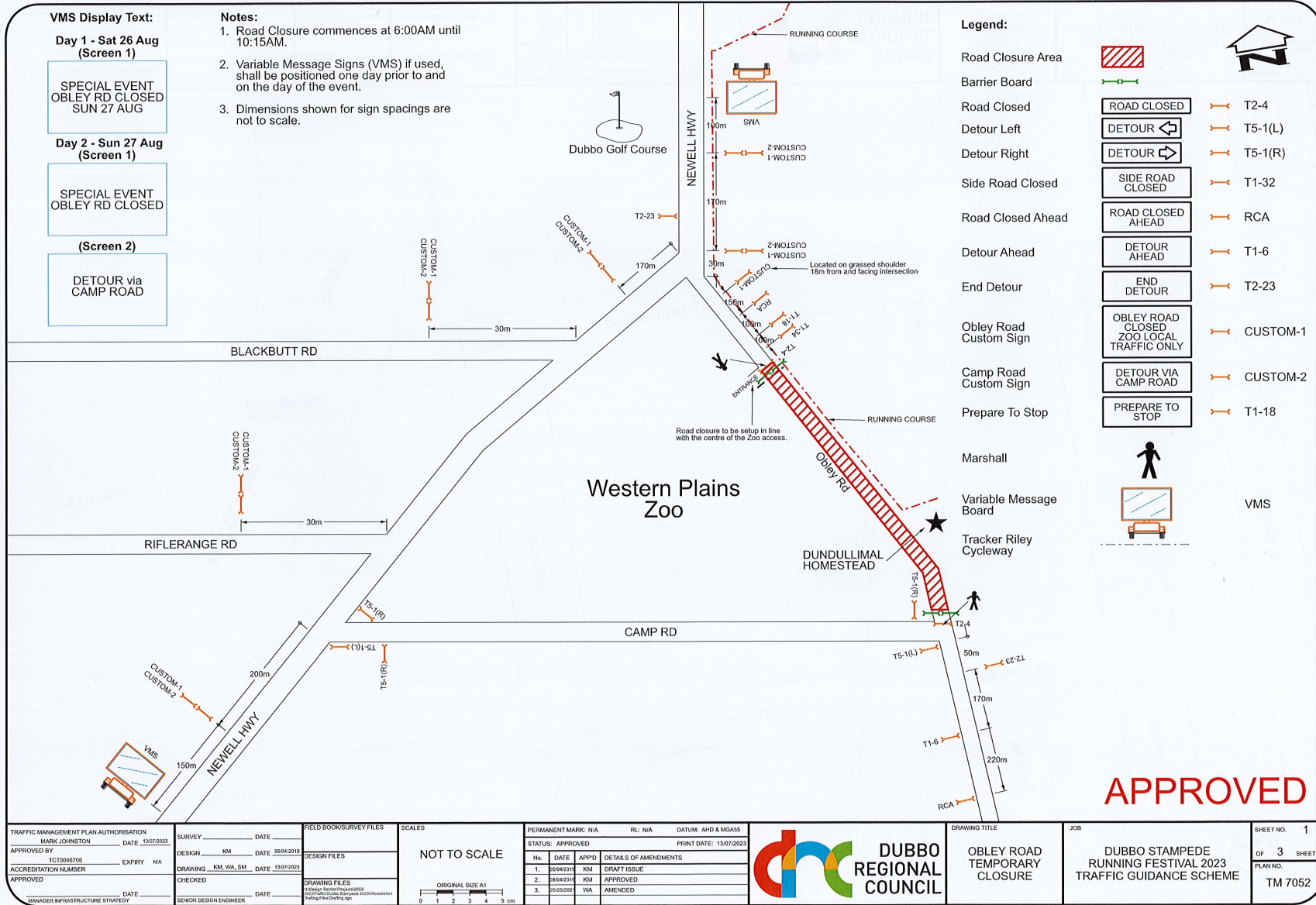
To the Commissioner of Police

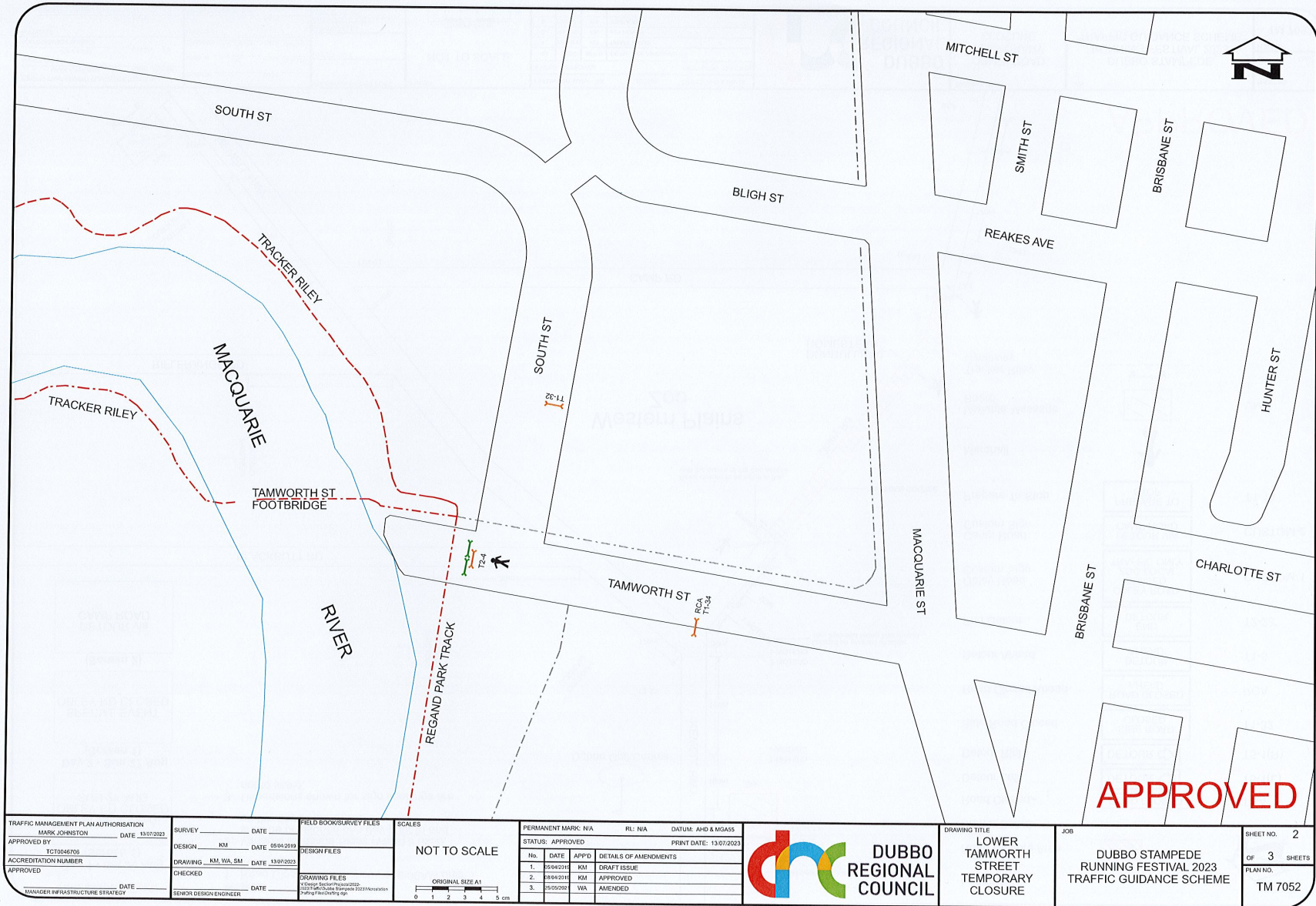
1	<p>I (name) of (address) on behalf of (organisation) notify the Commissioner of Police that on the (day) of (month), (year), it is intended to hold</p> <p>either:</p> <p>(a) a public assembly, not being a procession, of approximately (number) persons, which will assemble at..... (Place) at approximately am/pm, and disperse at approximately am/pm.</p> <p>or</p> <p>(b) a public assembly, being a procession of approximately (number) persons, which will assemble at approximately am/pm, and at approximately am/pm the procession will commence and shall proceed</p> <p><i>(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)</i></p>
2	<p>The purpose of the proposed assembly is.....</p>

3	<p>The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly <i>(strike out whichever is not applicable)</i>:</p> <p>(i) There will be (number) of vehicles and/or..... (number) of floats involved. The type and dimensions are as follows:</p> <p>(ii) There will be (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.</p> <p>(iii) The following number and type of animals will be involved in the assembly:</p> <p>(iv) Other special characteristics of the proposed assembly are as follows:</p>
4	<p>I take responsibility for organising and conducting the proposed assembly.</p>
5	<p>Notices for the purposes of the <i>Summary Offences Act 1988</i> may be served upon me at the following address:</p> <p>..... Postcode. Telephone No.</p>
6	<p>Signed</p> <p>Capacity/Title</p> <p>Date</p>

Special Event Planning & Resource Matrix

Event Class	Description	Features	Examples	Lead Times for Agency Approvals	Police Fees	Council Fees	RTA Fees	Transport Mgt Plan	Risk Management Plans (Traffic Control) under OH&S ACT 2000	Advertise Transport Management Arrangements	Liability Insurance	Special Event Clearway, Heavy Vehicle Detours	Public Transport	Emergency Vehicle & Local Access	Parking	Contingency planning
1	A Class 1 event: <ul style="list-style-type: none"> impacts major traffic and transport systems disrupts the non-event community over a wide area requires the involvement of Police, one or more Councils and the RTA requires a detailed Transport Management Plan requires advertising the event's traffic aspects to a wide audience. 	A Class 1 event may: <ul style="list-style-type: none"> be conducted on-road or in its own venue involve trusts and authorities when using facilities managed by them involve Transport NSW involve the State Rail and State Transit Authorities involve private bus and coach organisations impact the road transport industry require RTA to provide special event clearways require RTA to provide heavy vehicle detour routes require the RTA to adjust traffic signals require RTA to manage Variable Message Signs depending on the nature of the event, invoke the Police "User Pays" policy. 	For example: <ul style="list-style-type: none"> an event that affects a principal transport route in Sydney, or an event that reduces the capacity of the main highway through a country town, or a bicycle race that involves the Sydney Harbour Bridge. 	Minimum 4 months from first approach to Council to proposed start date. 6 months for vehicle races.	Charges apply where: <i>"It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."</i>	As described in Council's Special Events Policy. Asset rentals: refer to Council.	Marginal costs apply where services are provided above those normally provided to the community. RTA provides quote. Asset rentals: refer to RTA.	TMP model recommended	Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended. Need to consider access for disabled persons.	28 days for all events that require regulation of traffic or where special event clearways in operation. Not required where there is no regulation of traffic.	Required with Council & Police (if Police User Pays in force) named on policy. Also RTA if using RTA asset. Certificate of currency required.	RTA arranges if required. RTA provides quote.	Promoted where practicable	Required. Refer to TMP.	May be required. Need to consider parking for disabled persons.	Recommended
2	A Class 2 event: <ul style="list-style-type: none"> impacts local traffic and transport systems but does not impact major traffic and transport systems disrupts the non-event community in the area around the event but not over a wide area requires the involvement of Police and Local Council requires a detailed Transport Management Plan requires advertising the event's traffic aspects to the local community. 	A Class 2 event may: <ul style="list-style-type: none"> be conducted on-road or in its own venue involve trusts and authorities when using facilities managed by them involve State Rail and the State Transit Authority involve private bus and coach organisations. depending on the nature of the event, invoke the Police "User Pays" policy. 	For example: <ul style="list-style-type: none"> an event that blocks off the main street of a town or shopping centre but does not impact a principal transport route or a highway a motor rally on local country roads. 	Minimum 3 months. 3 months for vehicle races.	Charges apply where: <i>"It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."</i>	As described in Council's Special Events Policy. Asset rentals: refer to Council		TMP model recommended	Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended. Need to consider access for disabled persons.	28 days for all events that require regulation of traffic or where special event clearways in operation. Not required where there is no regulation of traffic.	Required with Council & Police (if Police User Pays in force) named on policy. Certificate of currency required.		Promoted where practicable	Required. Refer to TMP.	May be required. Need to consider parking for disabled persons.	Recommended
3	A Class 3 event: <ul style="list-style-type: none"> does not impact local or major traffic and transport systems disrupts the non-event community in the immediate area only requires Local Council and Police consent is conducted on-street in a very low traffic area such as a dead-end or cul-de-sac requires Police agreement that event qualifies as Class 3 is never used for vehicle races. 	A Class 3 event, depending on Local Council policy, may: <ul style="list-style-type: none"> require a simplified Transport Management Plan not be available in all Council areas. depending on the nature of the event, invoke the Police "User Pays" policy. require advertising the event's traffic aspects to the community. 	For example: <ul style="list-style-type: none"> an on-street neighbourhood Christmas party. 	Minimum 6 weeks	Charges apply where: <i>"It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."</i>	As described in Council's Special Events Policy. Asset rentals: refer to Council		Council may require TMP	Traffic Control layouts drawn up by a qualified person and installed under the guidance of a qualified person recommended. Need to consider access for disabled persons.	28 days for all events that require regulation of traffic. Not required where there is no regulation of traffic.	Required with Council & Police (if Police User Pays in force) named on policy. Certificate of currency required.			Required. Refer to TMP.		
4	A Class 4 event is intended for small on street events and: <ul style="list-style-type: none"> requires Police consent only is within the capacity of the Police to manage on their own is not a protest or demonstration is always an on-street event does not require RTA or Council consent does not require advertising the event's traffic aspects to the community does not require a TMP does not require the involvement of other Government agencies. 	A Class 4 event may: <ul style="list-style-type: none"> be conducted on classified or unclassified roads cause zero to considerable disruption to the non-event community cross Police Local Area Commands (LACs) cross Local Government Areas (LGAs) require Council and RTA to assist when requested by Police depending on the nature of the event, invoke the Police "User Pays" policy. 	For example: <ul style="list-style-type: none"> a small ANZAC Day march in a country town a small parade conducted under Police escort. 	Minimum 1 month	Charges apply where: <i>"It is deemed the services are specifically for the benefit of those organising and/or attending the event and not for the benefit of the public at large."</i>						Required if User Pays policy in force. Police named on policy. Certificate of currency required.					





TRAFFIC MANAGEMENT PLAN AUTHORISATION MARK JOHNSTON DATE 13/07/2023	SURVEY _____ DATE _____	FIELD BOOK/SURVEY FILES
APPROVED BY TCT0046708	DESIGN KM DATE 05/04/2019	DESIGN FILES
ACCREDITATION NUMBER	DRAWING KM, WA, SM DATE 13/07/2023	DRAWING FILES
APPROVED _____ DATE _____	CHECKED _____ DATE _____	<small> i-Change Software Pty Ltd 2023 i-Change Software Pty Ltd 2023 i-Change Software Pty Ltd </small>
MANAGER INFRASTRUCTURE STRATEGY	SENIOR DESIGN ENGINEER	

NOT TO SCALE

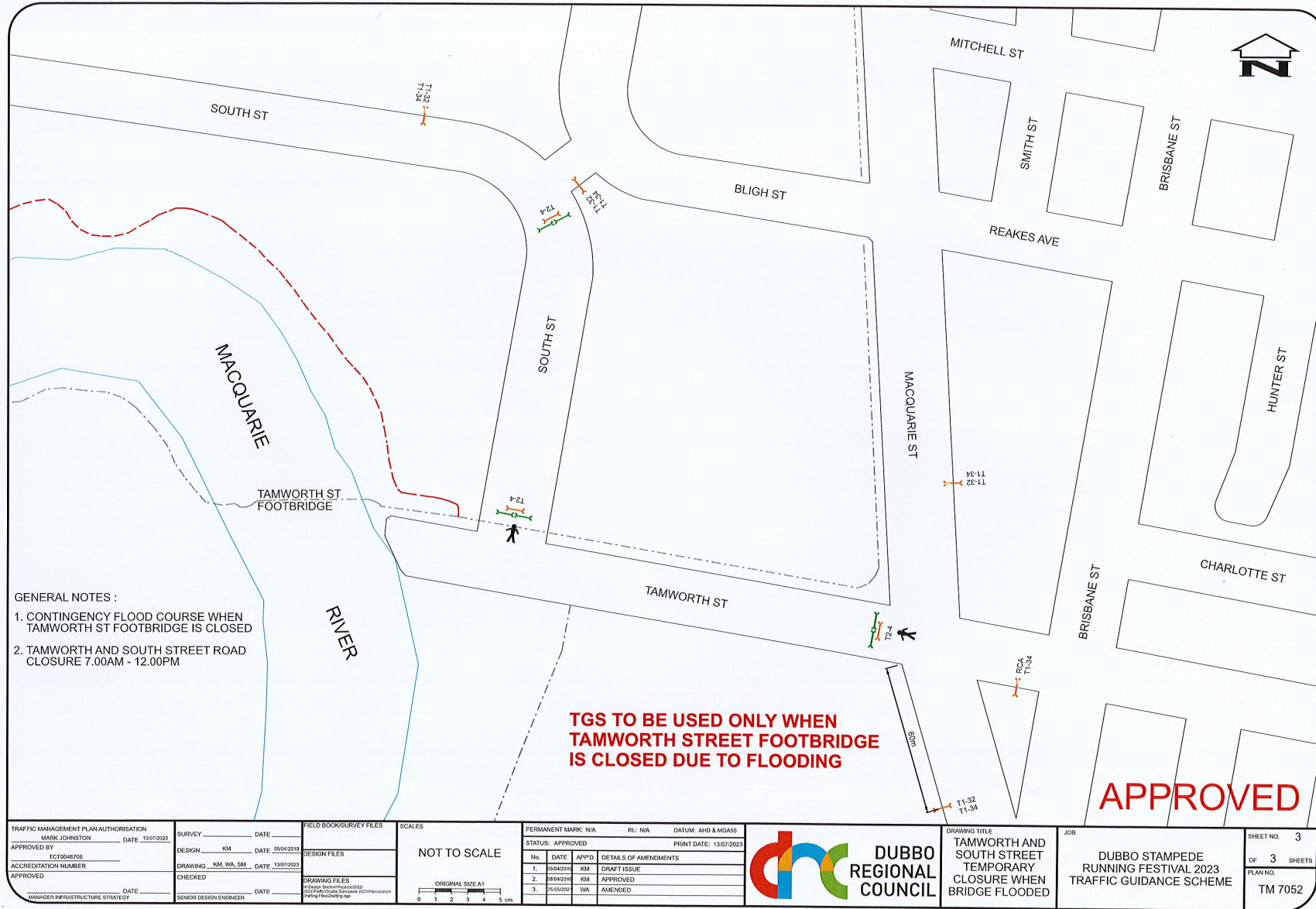
PERMANENT MARK: N/A	RL: N/A	DATUM: AHD & MGA55
STATUS: APPROVED	PRINT DATE: 13/07/2023	
1. 05/04/2019 KM DRAFT ISSUE		
2. 08/04/2019 KM APPROVED		
3. 05/07/2023 WA AMENDED		

DUBBO REGIONAL COUNCIL	

DRAWING TITLE	JOB
LOWER TAMWORTH STREET TEMPORARY CLOSURE	DUBBO STAMPEDE RUNNING FESTIVAL 2023 TRAFFIC GUIDANCE SCHEME

SHEET NO. 2
OF 3 SHEETS
PLAN NO. TM 7052

APPROVED



RISK MANAGEMENT PLAN

FOR:

Dubbo Stampede Running Festival

27/08/2023

Taronga Western Plains Zoo and Tracker Riley Cycleway

Risk Management Plan prepared by:

Josh Gibbs

06/06/2023

RISK MANAGEMENT

As the event organiser you have a responsibility to ensure that your event is undertaken in a safe manner and that you minimise wherever possible harm to people or property.

Under OH&S legislation and other related law, the event organiser is obliged to ensure that reasonable steps are taken to ensure that events are conducted in a manner which provides for the safety of everyone that might be present at any time, including the general public, volunteers, staff, independent contractors and their employees and sub-contractors.

Liability arises where a person is “exposed” to the risk of injury to health and safety, it is not necessary for a person to have been actually injured but merely “exposed to risk”. Therefore, an event management plan must focus on the risk to health and safety rather than the consequences of an injury or accident.

During your planning process it is essential to develop a Risk Management Plan so potential hazards are identified early and appropriate measures are put in place to reduce the likelihood of an incident occurring.

In order to create a thorough Risk Management Plan below are the key things that you’ll need to consider:

Risk Assessment

Your event Risk Assessment should be developed in conjunction with all parties involved in the undertaking of the event including paid and volunteer staff, venues and contractors.

The Risk Assessment should identify what hazards or risks are associated with the event, and what measures are in place to reduce/eliminate that hazard/risk occurring.

Risks should also be prioritised based on the most significant risks, and a staff member allocated to the management of each risk area to ensure ownership of its management. Some specific areas of attention your Risk Assessment should consider addressing are:

- **Health and Safety** (identify any potential hazards that could compromise health and safety of your event visitors, suppliers and the general public)
- **Financial Risks** (from poor attendance, cancellations etc.)
- **Reputational Risk** (could you or your organisation receive poor publicity as a result of something happening at your event)
- **Environmental Risk** (impacts your event present the local environment)

If you are looking to hold your event on public land, Council will require a copy of your risk assessment. Council will use this assessment to assist in determining whether the land is fit for the proposed activity. It is important therefore that you consider and document all risks relevant to the event and how you propose to manage those risks.

To develop your Risk Management Plan;

STEP ONE: Establishing the context

- Identify the specific details of your event.
- Identify the list of all your event stakeholders and relevant contact details.

STEP TWO: Identify risks

- Hold a brainstorming session with your stakeholders to identify all potential risks
- Log these risks in your risk assessment matrix

STEP THREE: Analyse risks

- A risk is the combination of the **likelihood** (Table 1) and **consequence** (Table 2) of an incident occurring. The levels and descriptors in these tables may change and the descriptions will vary greatly depending upon your event under consideration. At the risk analysis stage risks should be evaluated with existing or known controls in place; unlike the identification phase (Step Two) where known treatments are ignored.

STEP FOUR: Evaluate risks

- For risk evaluation it is recommended Table 3 is used. By comparing the likelihood (Table 1) and consequence (Table 2) values, Table 3 identifies a risk rating of either:
 - o Low
 - o Moderate
 - o High
 - o Extreme

Table 1: Likelihood of Risk Criteria

Level	Description	Examples
A	Almost Certain	Expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Should occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur, only in exceptional circumstances

Table 2: Consequence of Risk Criteria

	Description	Financial Impact	Health	Reputation	Operations
1	Negligible	Insignificant Less than \$1,000	No injuries	Unsubstantiated, low impact, low profile or no news item	Little Impact
2	Minor	\$1,000 - \$10,000	First aid treatment on site	Substantiated, low impact, low news profile	Inconvenient delays
3	Moderate	\$10,000 - \$50,000	Medical treatment - on or off site	Substantiated, public embarrassment, moderate impact, moderate news profile	Significant delays to major deliverables
4	Major	\$50,000 - \$150,000	Accidental death, extensive injuries or permanent disability	Substantiated, public embarrassment, high impact news profile, third party actions	Non achievement of major deliverables
5	Catastrophic	More than \$150,000	Multiple deaths or severe permanent disabilities	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profiles, third party actions	Non achievement of key deliverables

Table 3: Level of Risk

		CONSEQUENCE				
		Negligible	Minor	Moderate	Major	Catastrophic
LIKELIHOOD		1	2	3	4	5
Almost Certain	A	High	High	Extreme	Extreme	Extreme
Likely	B	Moderate	High	High	Extreme	Extreme
Possible	C	Low	Moderate	High	Extreme	Extreme
Unlikely	D	Low	Low	Moderate	High	Extreme
Rare	E	Low	Low	Moderate	High	High

Table 4: Treatment of the risk rating

Extreme	Discontinue the activity and/or implement immediate corrective actions(s)
High	Corrective action needed, to be implemented as soon as possible
Moderate	Attention indicated
Low	Implement practical short / medium term control measures

RISK ASSESSMENT

	Hazard	Possible Outcome	Risk Score	Risk Rating	Risk Controls
1	Vehicle on course	Injury to Public or volunteer	E5	High	<ul style="list-style-type: none"> Dubbo Traffic Control supplying trained traffic marshals on course where runners cross roads Follow DRC approved Traffic Management Plan Obley Road and internal WPZ roads closed during event Residents living near course notified prior to event to reduce traffic
2	Medical emergency	Injury to Public or volunteer	C3	High	<ul style="list-style-type: none"> NSW Ambulance situated in Start/Finish precinct for entirety of race First aid at finish line and with mobile units on course Develop and train all staff in emergency management processes for medical emergencies. First Aid trained committee on finish line Emergency contacts given to volunteers and committee
3	Live electrical wires or faulty equipment	Injury to Public, personal injury	E3	Moderate	<ul style="list-style-type: none"> Suppliers asked if all electrical equipment is tested and tagged In the case of wet weather, electrical cables are to be managed appropriately including covers and off ground where possible
4	Extreme weather - wind, lightning, flood, etc.	Injury to Public, personal injury	E3	Moderate	<ul style="list-style-type: none"> Race director to immediately enact Lightning Policy when Lightning seen on course. If lightning is within 15km prior to start, start is to be delayed until lightning is at a further distance Monitor weather conditions before and during event
5	Motor vehicle and pedestrian collisions	Personal injury	C3	High	<ul style="list-style-type: none"> Provide all staff with appropriate hi vis clothing if on course Clearly identify work site areas and monitor with volunteers or bunting Ensure all contractors are qualified and/or experienced in the work being undertaken Traffic and pedestrian plan developed to manage movement in and around the site

				Moderate	<ul style="list-style-type: none"> • Strict bump in and bump out times are established and timed prior to arrival and after departure of crowds
6	Volunteers carrying large or awkward objects	Personal injury	C2	Moderate	<ul style="list-style-type: none"> • Ensure all members of the organising committee and volunteers are aware of safe manual handling • Use vehicles and trollies to assist with heavy items when possible
8	Missing Person/Lost Child	Trauma to those concerned	E3	Moderate	<ul style="list-style-type: none"> • Establish and train committee/volunteers on process for lost children • Establish point of contact and have access to a public address system
9	Unstable marquees, stages, tiered seating, etc	Injury to Public, personal injury	E3	Moderate	<ul style="list-style-type: none"> • Ensure equipment contractors are appropriately licensed/qualified • Marquees are erected to manufacturer's specifications • Use weights provided to hold down Marquees
10	Heat / Cold distress	Personal injury	D3	Moderate	<ul style="list-style-type: none"> • Monitor weather conditions prior to event • Ensure appropriate sun protection and water is available for committee/volunteers • First aid and ambulance available on course • Emergency contacts given to volunteers and committee
12	Unclean / inadequate waste management facilities	Reputation	E2	Minor	<ul style="list-style-type: none"> • Provide adequate quantities of clean facilities • Engage commercial cleaner during event
13	Unclean / inadequate toilet facilities	Reputation	E2	Minor	<ul style="list-style-type: none"> • Provide adequate quantities of cleaned facilities • Engage cleaning contractor
14	Trip hazards	Injury to Public	C2	Moderate	<ul style="list-style-type: none"> • Serious trip hazards removed or treated with cones/paint/bunting to prevent injury • Rubber mats & cable traps over cables • Barriers placed around protruding equipment • Changes in height and edges highlighted with paint • Guy ropes and stakes checked for trip hazards and are clearly marked
15	Emergency situation resultant from injury, Fire, explosion, bomb threats, chemical releases, etc.	Injury to Public, personal injury	D4	High	<ul style="list-style-type: none"> • Employ Emergency Management Plan
16	Slip hazards due to wet water	Injury to public, personal injury	E3	Moderate	<ul style="list-style-type: none"> • Identify slip areas • Isolate where possible and place warning signage

17	Emergency service vehicle cannot access site	Injury to public, personal injury	E4	High	<ul style="list-style-type: none"> Emergency ingress and egress established
19	Wheelchair and prams unable to access event site	Reputation	E2	Minor	<ul style="list-style-type: none"> Create accessibility plan Work with race partner Live Better Community Services to ensure Wallaby Wheel entrants have ease of access
20	Event parking overspill	Reputation	E2	Minor	<ul style="list-style-type: none"> Have a contingency within the parking and pedestrian plan Work with WPZ staff to minimise parking stress
21	Fire or burn incidents	Injury to public, personal injury	E3	Moderate	<ul style="list-style-type: none"> Fire extinguishers available First Aid Box location established St Johns Ambulance engaged
26	Welfare of committee and volunteers	Reputation	C1	Moderate	<ul style="list-style-type: none"> Dedicated resource to manage volunteers and undertake actions to heighten engagement
27	COVID-19	Illness to public, personal illness	C2	Moderate	<ul style="list-style-type: none"> Event briefings will include relevant information on current guidelines and restrictions Unwell participants will be asked not to participate in event Hand sanitiser will be provided at events If restrictions advise, social gatherings after events will not be encouraged Enough space will be made available so that participants can easily maintain distance during events, training and briefings if the health guidelines dictate this measure The situation will be assessed prior to every event and training session and as this is a changing landscape, the current NSW Government and Health guidelines will be followed in relation to COVID-19 controls.

The Dubbo Stampede Running Festival 2023 Traffic and Event Management Plan

Event Location:	Taronga Western Plains Zoo, Dubbo
Event date and time:	Sunday 27 August 2023 from 6.15 am – 1.00 pm
Event Organiser:	Dubbo Running Festival Committee Incorporated

Approval

This Traffic Management Plan is approved by:

Name	Signature	Date of signing	Title
Josh Gibbs		28.06.2023	Logistics Dubbo Running Festival
	/...../20....	
	/...../20....	
SJ Carter	/...../20....	Dubbo Regional Council Events

Authority of the Event / Traffic Management Plan

This Traffic Management Plan (TMP) when approved by the relevant authorities becomes the prime document detailing the traffic and transport arrangements under which an event is to proceed.

Changes to the TMP require the approval of the Police, and Council. All functional or single agency supporting plans are to recognise the primacy of the TMP and nothing contained on those plans may contravene any aspect of the TMP.

Signatories to this TMP should normally be the agency's senior officer appointed to the operational command team for the event on the day.

In case of emergencies, or for the management of incidents, the Police are not subject to the conditions of the TMP but will make every effort to inform the other agencies of the nature of the incident and the Police response.

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Purpose Of This Traffic Management Plan

The purpose of this TMP is to ensure that the traffic management aspects of the Dubbo Stampede Running Festival:

1. Provide maximum safety for event participants, spectators and volunteers.
2. Reduce as far as possible the traffic impact on the rest of the community.

Contact Names of Those Responsible for Organising and Approving the Event.

Event Organiser	<p>Dubbo Running Festival (Stampede)</p> <p>Josh Gibbs</p> <p>Logistics- Dubbo Running Festival Incorporated</p> <p>Mob. [REDACTED]</p> <p>Email:</p> <p>Nathan Weeks</p> <p>President - Dubbo Running Festival Incorporated</p> <p>mob. [REDACTED]</p> <p>Email: [REDACTED]</p> <p>Katie Lyons</p> <p>Vice President - Dubbo Running Festival Incorporated</p> <p>Mob. [REDACTED]</p> <p>Email: [REDACTED]</p>
Police LAC	Informed by Joshua Gibbs 28.06.2023
Council	<p>SJ Carter</p> <p>Event Support Officer</p> <p>(w) [REDACTED]</p>

Description Of Event

The Dubbo Stampede Running Festival 2023 will consist of the following events:

- Marathon (42.2 km)
- Half marathon (21.1km);
- 10km run; and
- 5.3km run and Wallaby Wheel.
- 1km inclusive event

Description of Courses

The start and finish of four of the five separate races will be inside the Taronga Western Plains Zoo (zoo) on the roadway near the finish of the zoo loop; directly adjacent to the Cobb & Co Shed, West of the flying fox and public play area of the zoo. The Marathon event will start at 6:30 am directly at the front of Western Plains Taronga Zoo on the entrance/exit walkway.

The Obley Rd section from the Zoo entrance down to the Camp Rd intersection will be closed to traffic from 6:00am until 10:15am.

1km

- From the start point 1km from the finish line, entrants run in a clockwise direction through around the zoo to the finish line opposite the public play area.
- Runners will follow the road in a clockwise direction to finish at the start/finish arch.
- Wheelchair participants follow the same course.

5.3km

- From the start point at the Cobb & Co Shed, entrants run in a clockwise direction through the ticket booths, around the zoo to the finish line opposite the public play area.
- Runners will follow the road in a clockwise direction to finish at the start/finish arch.
- Wheelchair participants follow the same course.

10km

- From the start point near the Cobb & Co Shed, entrants run towards the Zoo entrance passing through the left hand side of the roundabout, move into the eastern most lane (RHS) of the zoo internal road and continue North to the main zoo entrance gates. No Traffic will be using the lane at this stage.
- From the main entrance gates, runners continue in the Eastern most lane (RHS) and turn right onto Obley Road.
- Runners continue running down Obley Road on the right hand side of the road, past Dundullimal turn-off, around the bend toward Camp Road intersection before getting to the turn-around point for the 10km event.
- Runners will keep right at the turn around point and head back toward the zoo entrance, keeping in the right hand lane of Obley Road.
- Runners turn into the zoo entrance, through the main gates in the easternmost lane which will be closed to traffic. Then 55 metres past the main entrance gates runners will take a sharp left at the flag poles and follow the path toward the bike hire shed.

- Runners continue past the bike shed and circumvent the zoo carpark before turning right at the end of the car park and then left to continue running through the toll booths at the start of the fee paying section of the zoo.
- Runners run a loop of the zoo circuit in a clockwise direction to finish at the start/finish arch.

21.1km Half Marathon

- Runners start at the Cobb & Co Shed and then follow the initial route as the 10km, past Dundullimal turn-off for approx 500m where they will turn around, keeping to their right, and return along Obley Road to the Dundullimal turn-off.
- Runners will then turn right off Obley Rd (towards Dundullimal) and follow the sealed running track across Shibble Bridge to Macquarie Street.
- At Macquarie Street runners will turn left and run along the left side of the road which will have red Witches Hats placed along it for separation with vehicles.
- Immediately past the Water Treatment Works, runners will turn left through the entrance to the Regand Park weir trail.
- At the bottom of Tamworth St, runners will cross over the bitumen car park onto the Tracker Riley trail and will continue on this track in a Northern direction, keeping the river on their left.
- Runners will continue on the river track down to Serisier Bridge, turn left onto the bridge pedestrian lane and cross the Macquarie River.
- Once on the Western side of the river, runners will turn left and head in a Southern direction along the Tracker Riley trail, keeping the river on their left.
- Participants will run under the LH Ford Bridge and continue running on the concrete river track past Sir Roden Cutler Park, across Tracker Riley Bridge and then turn right at the “y” junction on the concrete path and head in a Southern direction up towards the zoo.
- Runners will stay on the concrete path veering left at the intersection of the Newell Highway and Obley Road, and continue to the zoo entrance.
- **Prior to 10:15am while Obley Rd is closed to traffic**, Runners will leave the concrete path directly opposite the zoo entrance at Zoo Gate 11 turning towards the zoo entrance and running through the main gates in the Left hand lane. Then 55 metres past the main entrance gates runners will take a sharp left (near the flagpoles) and follow the path toward the bike hire shed.
- **(After 10:15 when Obley Road reopens**, runners will go approx 20m further down Obley Rd and cross at the Pedestrian Crossing and normal traffic rules will apply.)
- From the bike shed, runners will cross the zoo carpark before turning right at the end of the car park, then left through the toll booths at the start of the fee paying section of the zoo.
- Runners run a loop of the zoo circuit in a clockwise direction to finish at the start/finish arch.

Marathon (42.2 km)

- Runners start directly at the front of Western Plains Taronga Zoo and follow as the 10km and 21.1km runners down Obley Rd. past Dundullimal turn-off for approx 500m where they will turn around.
- Keeping to the RHS, return back up along Obley Road past the Dundullimal turnoff to the Council Weir Rd turnoff where they will turn right onto the sealed running track and then right again. (Approx half way between the Dundullimal turn-off and the Zoo entrance.)

- Once on the running track, continue back to and turn left at the Dundullimal turnoff and follow the sealed running track across Shibble Bridge to Macquarie Street.
- At Macquarie Street runners will turn left and run along the left side of the road which will have red Witches Hats placed along it for separation with vehicles.
- Immediately past the Water Treatment Works, runners will turn left through the entrance to the new river running track.
- At the bottom of Tamworth St, runners will cross over the bitumen car park onto the crushed granite running track and will continue on this track in a Northern direction, keeping the river on their left.
- Runners will continue on the river track down to Serisier Bridge, turn left onto the bridge pedestrian lane and cross the Macquarie River.
- Once on the Western side of the river, runners will turn left and head in a Southern direction along the Tracker Riley path, keeping the river on their left.
- Participants will run under the LH Ford Bridge and continue running on the concrete river track past Sir Roden Cutler Park, across Tracker Riley Bridge and then turn right at the “y” junction on the concrete path and head in a Southern direction up towards the zoo.
- From outside the Zoo entrance, runners will continue back around the river for another full loop back to the Zoo.
- Runners will then start another loop albeit a shorter one this time.
- This time the Marathon runners will turn left at the bottom of Tamworth Street and cross the footbridge (Gobang Gee Footbridge)
- They will then turn left at the “Y” junction and follow the running track back to the Zoo for the last time.
- This time they will enter the Zoo.
- **Prior to 10:15am while Obley Rd is closed to traffic**, Runners will leave the concrete path directly opposite the zoo entrance at Zoo Gate 11 turning towards the zoo entrance and running through the main gates in the Left hand lane. Then 55 metres past the main entrance gates runners will take a sharp left (near the flagpoles) and follow the path toward the bike hire shed.
- **(After 10:15 when Obley Road reopens**, runners will go approx 20m further down Obley Rd and cross at the Pedestrian Crossing and normal traffic rules will apply.)
- Approx 55m in from the main Zoo Gates, turn left and go in through the bike shed area and on down through the car park, turning right then left through the toll booths at the start of the fee paying section of the zoo.
- The Marathon runners will then turn Right at the Wild Dog exhibit, running around the back of the lake to the boom gate and then finish at the start/finish arch.

Race Start and Cut-off Times

Event	Start time	Cut-off time
Marathon	6:30am	1.00 pm
Half marathon	7.45am	11.45am
10km	8.15am	10.15am
5.3km	7.30am	9.00am
1km	7.28am	8.00am

Road Closures / Changed Traffic Conditions

Road Section:	Obley Road – South of zoo entrance to just prior to Camp Road intersection.
Estimated closure time:	6.00am – 10.15am
Comments:	<p>After the last runner has reached the turnaround point on Obley Road, and has run back toward the zoo, past Dundullimal turn-off, signage at the intersection of Obley Road and Camp Road will be changed to include 'Local Traffic Only' to permit vehicles to enter Dundullimal. This is expected to occur at 8.45am.</p> <p>Newell Highway traffic heading north from Tomingley intending to turn onto Obley Road will be directed by VMS to turn right onto Camp Road and head east onto Obley Road.</p> <p>Newell Highway traffic heading south from Dubbo toward Obley Rd will be directed to continue past the zoo and turn left down Camp Rd to meet up with Obley Rd.</p> <p>Obley Rd traffic travelling into Dubbo will be directed to divert left onto Camp Road to meet up with the Newell Highway where they will turn right towards Dubbo.</p>
Road Section:	Macquarie Street between Margaret Crescent & Water Treatment Works
Estimated time of changed traffic conditions:	6.00am – 10.15am
Comments:	<p>Witches hats will be positioned along the left hand road edge on Macquarie Street to delineate the separation of vehicles from runners.</p> <p>A traffic marshall will be located at the pinch point adjacent to Fitzroy St to warn of potential hazards there.</p> <p>Road signs will be located on Old Dubbo Rd notifying traffic coming into Dubbo of the running event.</p>
Road Section:	Huckel Street
Estimated time of changed traffic conditions:	7.00am – 11.45am
Comments:	<p>In 2020 runners won't be entering Huckel St but will instead cross straight over to the other side.</p> <p>Signage to slow vehicles will be installed either side of the intersection of Macquarie St and Huckel St to notify vehicles of runners crossing Huckel Street.</p> <p>Residents of Huckel Street will be notified by letter drop of the running event in the weeks prior to the event day.</p>
Road Section:	Tamworth Street Carpark at the river end.
Estimated closure time:	6.00am – 12.00pm
Comments:	<p>Car Park will be closed off at the South St intersection in line with the Drink Bubbler</p> <p>Road closure signs will be removed after the last runner has reached this point.</p>

Finish and Opening of Roads

Obley Road will close at 6:00am and be reopened to traffic at 10.15am. After 10.15am and until 12.30pm, any marathon and half marathon entrants that are still running will be able to cross Obley Road from the running path on the northern side of the road, across to the zoo entrance, using the normal pedestrian and pushbike crossing area highlighted in red in the image below which will be marshalled to ensure safe pedestrian passage over this crossing.



Traffic Management Details

The Route

Marshalling is to be undertaken by a combination of Accredited Traffic Controllers (ATC) from Dubbo Traffic Control and Trained Course Marshals (CM). The CM will simply direct runners and alert traffic of the presence of runners. They will not be directing vehicles. ATC will be responsible for positioning of signage as per RMS and Council requirements.

Appropriate warning signage will be placed to notify vehicles of changed traffic conditions and runners on the roadways. This will include the driveway of 21 Obley Road (Lot 9 DP 753233) located on the northern side of Obley Road between the zoo entrance and Dundullimal entrance. This property with residence is owned by the zoo.

The Running Festival Committee will be responsible to notify residents that may be affected by the event of the planned traffic changes. This will include residents on the western side of Macquarie Street from Margaret Crescent to the river track entrance just past the Water Treatment Works. A letterbox drop will be done for all affected residents two weeks prior to the event date.

Route Mapping

Each year the use of a motor-bike/scooter will be used around the Tracker Riley runway to help map out the course with the use of GPS systems. A motor-bike may also be used on race day to help monitor and offer assistance to runners and volunteers if necessary.

Volunteers and Event Marshals

- Volunteers who will be donating their time and skills to assist in the smooth running of the Dubbo Stampede Running Festival include:
- Various Dubbo Rotary Clubs
- Various sporting clubs
- Various Church committees
- State Emergency Service (using accredited traffic controllers)
- Taronga Western Plains Zoo staff and volunteers

The festival committee will produce locations and lists of traffic control duties for event marshals, including where cones and barriers are to be installed. There will be allocated personnel and trucks to install these items on the morning of the event, and retrieve them at the close of each particular running leg.

- A motor vehicle will be used at approx 4am race day along the pathway on the Eastern side of Macquarie river to put out and then later collect all of the red Witches Hats and various signage.
- Motor vehicles will also be used on the Western side.

Public Safety

Waterways:	No waterways are used in this event.
Food:	<ul style="list-style-type: none"> • The zoo café will be open to cater for the participants and observers. • Outlets will be scattered around the public staging area on the zoo grounds.

	All necessary approvals will be obtained through Council's Environmental Health Services for the provision of food.
Crowds	<p>2023 is the 11th year of the Dubbo Stampede event and in 2019 (2020 being a virtual event) saw 2,800 entrants register for the event. There was also a solid increase in crowd numbers over the past two years, and it is envisaged a crowd of up to 800 will be gathered around the finish chute, on the grassed areas within the zoo, and along the footpath grassed area at the entrance to the zoo, and all cheering on the participants. Spectators will also position themselves around the river circuit, which is along the route of the full and half marathon. This is a public area that provides safe vantage points for spectators with no interaction with motor vehicles.</p> <p>Small numbers of spectators are expected along the running track paralleling Obley Road between the zoo entrance and Dundullimal entrance, as the runners will be using Obley Road itself and the sealed track as well.</p> <p>Of the runners expected to participate in the four events, the majority of those will enter the 5.3km event which involves a loop of the zoo road and is contained within the zoo boundaries.</p>
First Aid	NSW Ambulance Paramedics will be present for the event at the start and finish area. There will also be Dubbo Rescue Squad present capable of providing First Aid during the event if required.
Space and Resource Requirements	The existing 'Cobb & Co' stables in the zoo recreation area will be used to store equipment and baggage. Between 3 & 5 marquees will be erected on the grassed area of the zoo grounds, near the café. These will be provided by sponsors. Council will also be asked to supply traffic cones, road barriers, and slow/changed traffic signage for roadways. If Council is not forthcoming these items will be hired. Dubbo Traffic Control will be supplying the Witches Hats.
Waste	Impacts on the environment are expected to be minimal. Sufficient garbage bins will be provided and located at each drink station along the route. Volunteers manning the drink stations will collect discarded cups and any other rubbish within their vicinity progressively during the race. A sweep vehicle will collect any cups and waste after the race.

Insurance	Public Liability Insurance to the amount of \$20M has been sourced and Dubbo Regional Council will be listed as an interested party on the certificate of currency. Council will be provided with a copy.
Noise	The PA system is being provided and installed by Audio Plus. This will be set up on the road verge adjoining the 'Cobb & Co stables' in the public playground area. This is in excess of 500m from the nearest dwelling and the volume of the system will have minimal impact on surrounding land owners. The zoo is familiar with hosting events including bands and jazz festivals.
Parking	<p>Participant and spectator vehicles will be primarily parked within the zoo grounds in the visitor car parking areas. Entrants will also be parked within the paid section of the zoo, approximately 250m past the ticket booths. This overflow parking area is used by the zoo for all their large events including Easter weekend and the Jazz Festival.</p> <p>Zoo Parking officers will be located within the zoo grounds to guide vehicles and buses. Vehicles will be directed to enter from Obley Road onto the 2nd road lane from the west, to enable cars leaving the zoo to exit along the western most lane. This will ensure vehicles are separated from runners. A map of traffic control within the zoo is included as Appendix 1.</p> <p>If required, cars may also be parked in the zoo owned farm land on the North side of Obley Road, just prior to the zoo entrance, as highlighted in the image below. (Appendix 2) This paddock is estimated to be able to accommodate 400 vehicles and vehicles will only be directed into this area at times when deemed required so as to ensure runner and vehicle interaction is minimised. The directing of vehicles into and out of the paddock area will be controlled by Zoo Staff and/or other accredited traffic controllers.</p> <p>Vehicles leaving the overflow parking section in the zoo grounds prior to 9.30 am (runners that have finished their event and are leaving the zoo) will follow the zoo circuit until the Bison Exhibit where they will then be directed left onto the service road. These vehicles will exit into the main western car parking area, thereby not having to pass through the start / finish precinct.</p> <p>Designated Drop off zone: Taxis and vehicles dropping off runners will be able to drop off runners at a designated drop off area just inside the main Zoo Gates. They will be controlled and directed by Zoo staff.</p>
Barriers	<p>Road closure barriers will be erected on Obley Road just after the zoo entrance and just prior to the Camp Road intersection, and any other locations as directed by Dubbo City Council.</p> <p>Further barriers will be used to designate the finish area and specific parts of the run courses to ensure the safe and continuous flow of competitors throughout the races. Changed Traffic Conditions and other traffic signage will be prominently displayed in accordance with the approved Traffic Control Plan.</p>

Control of Entry Points	<p>All road entry points along the running route will have ATC and/or CM and signage, to alert vehicles of the event. This includes the following:</p> <ul style="list-style-type: none"> ● Obley Rd / Zoo entrance, ● Obley Rd / Dundullimal Entrance, ● Obley Rd / Camp Rd intersection, ● Huckle St ● Tamworth St / South St carpark intersection.
Pedestrian Management	<p>Spectators will be mainly situated within the zoo grounds and some along the river circuit route.</p> <p>The river circuit will remain open to the general public during the half and full marathon events. Competitors will be advised during the pre-race briefing to be aware of other track users and provide them the relevant courtesy.</p>
Security	<p>The race compound, including marquee area, is located entirely within the secure perimeter fence of the zoo. Committee members will be on site Saturday afternoon until zoo closing time. The zoo is closed to the public outside of normal operating hours.</p>
Toilets	<p>Ten (13) portaloos will be positioned near the race marshalling area to supplement the existing zoo toilet facilities. There are toilets available to participants and spectators at the 2km, 3km and 4km marks within the zoo grounds, as well as public and mobile toilets for the half and full marathon competitors at Dundullimal entrance, Water Works turnoff (Portaloo), Tamworth St car park (Portaloo), Sandy Beach, Ollie Robbins and the Lions Club Park in West Dubbo.</p>
Emergency Management Procedures	<p>Key CM and ATC will have Mobile Phone contact and possibly two way radio communication with the race precinct supervisors and the Race Director.</p> <p>All emergencies will be reported to the RD and appropriate emergency services will be deployed. CM will be advised not to render medical assistance outside of their training.</p> <p>In the event of an emergency, vehicles will be able to access the course, (mindful of the safety of other competitors) to collect injured competitors where their injury permits and transport them back to the zoo First Aid room for further treatment / assessment.</p> <p>Where an ambulance is required, the trained First Aid Officer will render initial assistance at the site and stabilise the patient until the arrival of the ambulance.</p>

Appendices

1. Map of parking arrangements within the zoo
2. Map of parking area in paddock opposite Obley Road
3. Map of 5.3km 'Dingo Dash and Wallaby Wheel' and 1km circuit
4. Map of 10km 'Cheetah Chase' circuit
5. Map of 21.1km 'Zebra Zoom' circuit
6. Map of 42.2km 'Rhino Ramble' circuit
7. Contingency Road Closures/Changed Traffic conditions in the event of a flood.
8. Contingency 21.1km circuit in the event of a flood.
9. Contingency 42.2km circuit in the event of a flood.

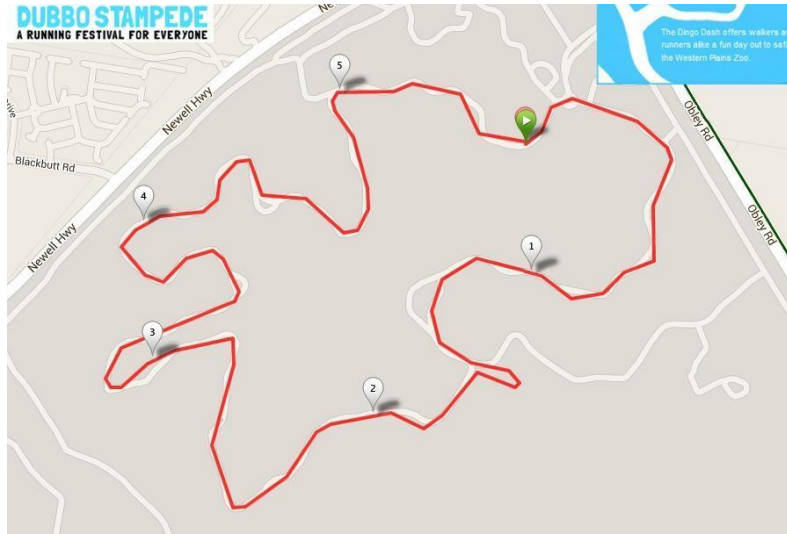
Appendix 1. Map of parking arrangements within the zoo



Appendix 2. Map of parking area in paddock opposite Obley Road



Appendix 3. 5.3km 'Dingo Dash and Wallaby Wheel' Circuit

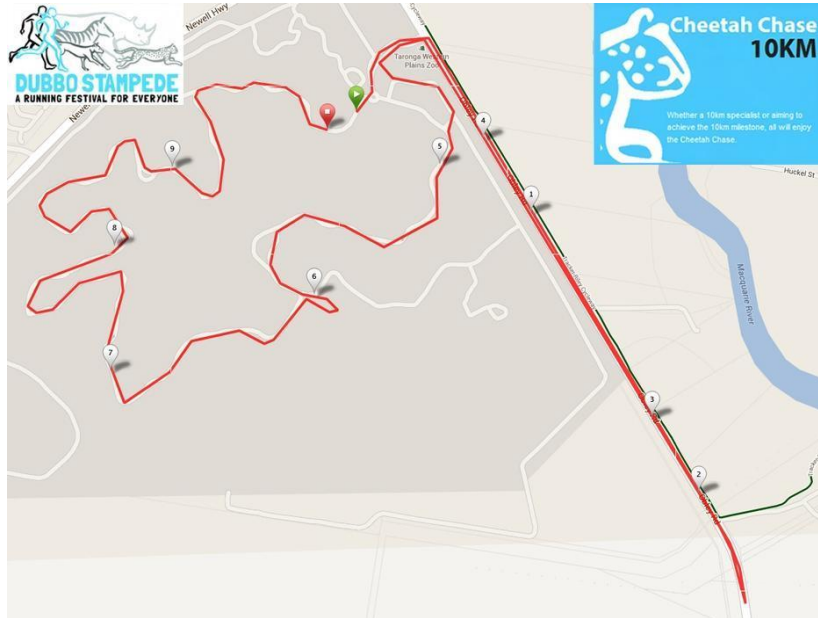


Map of 1km 'Bilby Bolt'



Appendix 4. Map of 10km 'Cheetah Chase' Circuit

Video: <https://www.youtube.com/watch?v=CDwKlfb1Gpl>



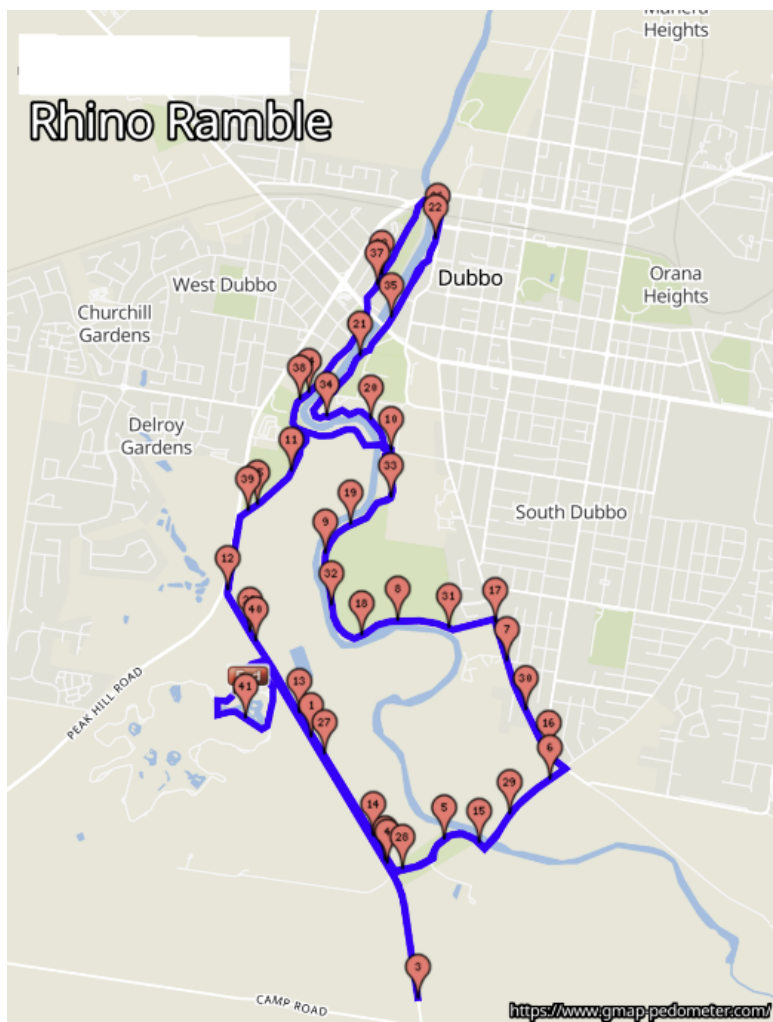
Appendix 5. Map of 21.1km 'Zebra Zoom' Circuit

Video: <https://www.youtube.com/watch?v=WmgBrvPDqVI>



Appendix 6. Map of 42.2km 'Rhino Ramble' Circuit

Video: <https://www.youtube.com/watch?v=nYrotXmQWN0>

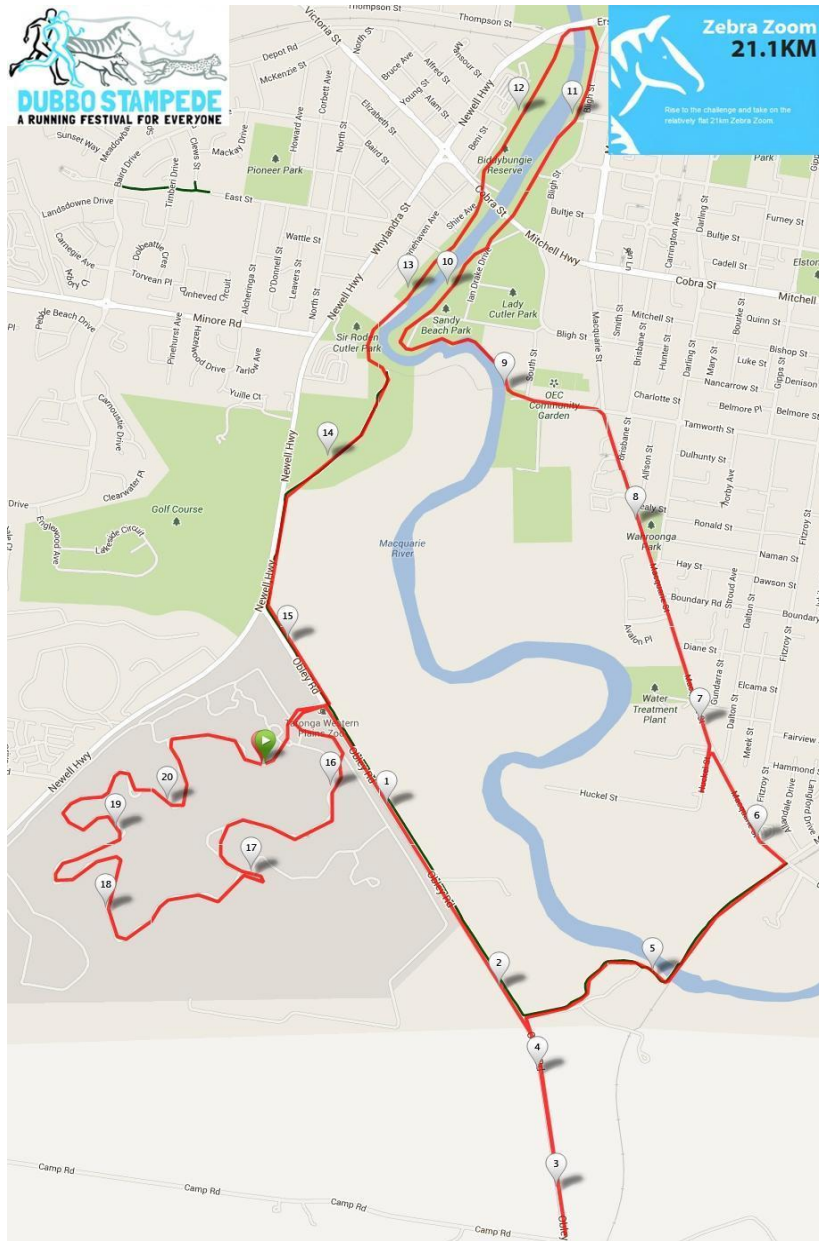


Appendix 7. Contingency Road Closures/Changed traffic conditions in the event of a flood closing the Tamworth St footbridge.

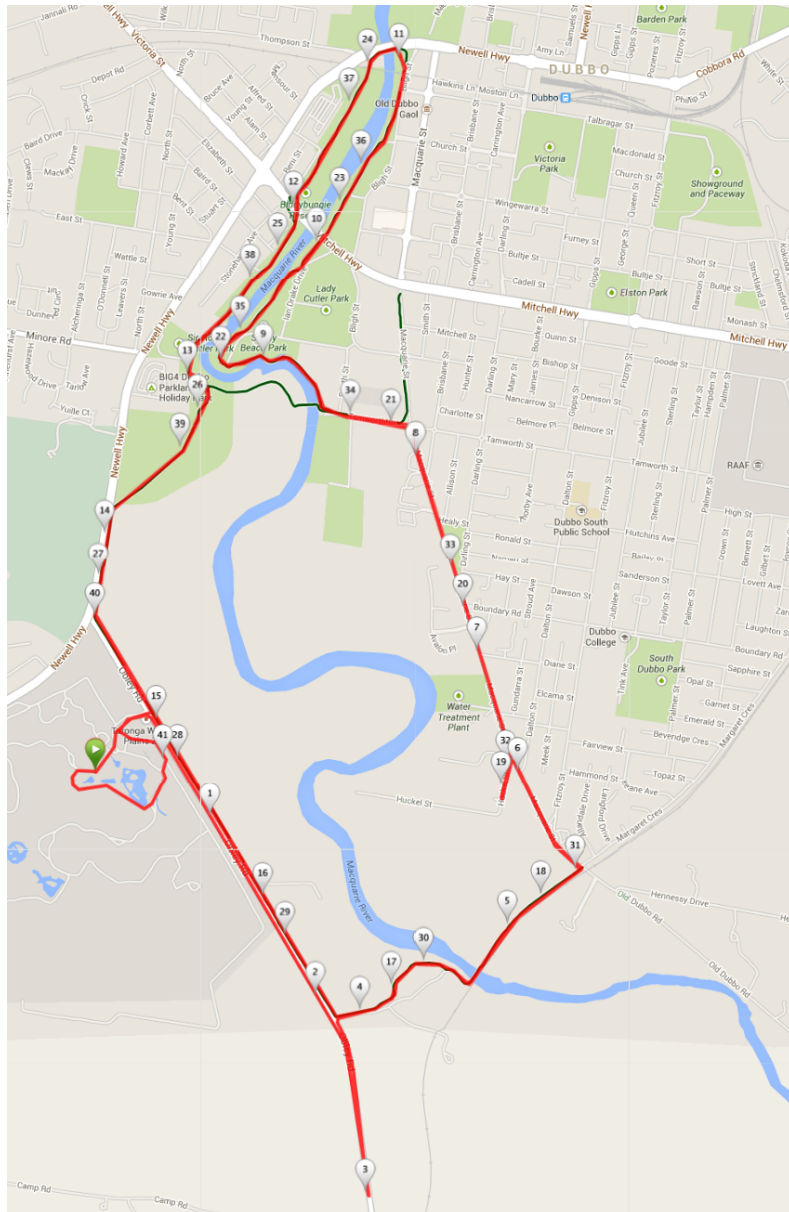
Road Section:	Obley Road – south of zoo entrance to just prior to Camp Road intersection.
Estimated closure time	6.00am – 10.15am
Comments:	After the last runner has reached the turnaround point on Obley Road, and has run back past Dundullimal turn-off, signage at the intersection of Obley Road and Camp Road will be changed to permit vehicles to enter Dundullimal. This is expected to occur at 8.45am. Am in contact with National Trust with regard to building work being carried out on the site. SES personnel will direct and control the traffic on the road.
Road Section:	Macquarie Street between Margaret Crescent & Tamworth St
Estimated time of changed traffic conditions:	7.00am – 11.30am
Comments:	Witches hats will be positioned along the left hand road edge on Macquarie Street to delineate the separation of vehicles from runners. Road signs will be located on Old Dubbo Rd notifying traffic coming into Dubbo of the running event.
Road Section:	Huckel Street
Estimated time of changed traffic conditions:	7.00am – 11.45am
Comments:	Runners will turn left down Huckel St and run to the end of bitumen sealed road before turning around and running back onto Macquarie St. Signage and Lollypop Marshals will be present to notify and slow traffic. Residents of Huckel Street will be notified by letter drop of the running event in the weeks prior to the event day.
Road Section	Regan Park Blvd
Estimated time of changed conditions	7.00am - 11.45am
Comments	Runners will cross the turnoff. Signage and Lollypop Marshals will be present to notify and slow traffic.
Road Section:	Tamworth Street from Macquarie Street, West to Macquarie River . South Street between Bligh St (North) and Tamworth Street (South).

Estimated closure time	7.00am – 12.00pm
Comments:	Road closure signs on Macquarie Street and South Street will be removed after the last runner has reached the river running track, West of South Street / Tamworth St intersection.

Appendix 8. Contingency Map of 21.1km Circuit



Appendix 9. Contingency Map of 42.2km Circuit



Honan Insurance Group

Level 9
IBM Centre, 60 City Road
Southbank VIC 3006

P.O. Box 4747
Melbourne VIC 3001

t — +61 3 9947 4333
f — +61 3 9947 4300

honan.com.au

Certificate of Currency

This letter is to confirm that the appointed insurance broker has arranged the following contract of insurance. The policy referred to is current as at the date of issue of this confirmation and whilst a due date has been indicated it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date. This letter is not a substitute for the Policy of insurance. The policy, not this letter, details the rights and obligations of the Insured and the extent of the insurance cover.

Named Insured:	ATHLETICS AUSTRALIA including all affiliated State Associations, Centres, Clubs and all registered members, officials, employees, accredited coaches, voluntary workers, executives, and members of the Board of Management and/or subsidiary and/or related Corporations, approved event managers and race directors.	
Policy Type:	Combined Liability	
Insurer:	Sportscover	
Policy Number:	PMEL99/0120665	
Policy Period:	From: 31/08/2022	at 4.00pm local standard time
	To: 31/08/2023	at 4.00pm local standard time
Policy Limit:	Public Liability:	\$30,000,000 any one occurrence
	Products Liability:	\$30,000,000 any one occurrence and in the aggregate (For The Business of Athletics only)
Approved Manager:	Katie Lyons	
Insured Event:	Dubbo Stampede	
Event Date:	27 August 2023	
Sport/Business:	The principal activities of Athletics Australia are to administer, co-ordinate, promote and develop track and field sports for athletes at centres that are affiliated with Athletics Australia, risk management and governance of sanctioned events, games, tournaments and training sessions and training camps, coaching, the rendering of first aid, provision of food and drink, publication of newsletters, sale of merchandise, property owners or property occupiers liability, social activities including awards presentations, fundraising, BBQ's and other social gatherings and any other activity incidental thereto	
Remarks:	The indemnity granted by this Policy extends to: Dubbo Regional Council, Dubbo Traffic Control, NSW Police, Taronga Western Plains Zoo and NSW Roads and Maritime	

as principal, in respect of that principal's vicarious liability for the negligent acts or omissions of the Insured pursuant and arising out of the Insured's business, but this Policy does not extend to the liability of the principal howsoever arising out of the negligence, breach of contract or breach of duty of such principal.

Signed:



Brad Tymmons
Group Head of Client Engagement Specialist
Honan Insurance Group

Dated: 29 September 2022

Insurance
Advice.
Support.

Melbourne — Sydney — Brisbane — Perth — New Zealand — Singapore

Honan.



REPORT: 2023 Stuart Town Multicultural Festival - Road Closure

DIVISION: Infrastructure
REPORT DATE: 7 August 2023
TRIM REFERENCE: ID23/2001

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none"> Seek endorsement Seek direction or decision 	<ul style="list-style-type: none"> Fulfil legislated requirement/Compliance
Issue	The Stuart Town Action Group Inc are seeking approval to conduct the 2023 Stuart Town Multicultural Festival on Sunday, 1 October 2023, requiring a temporary road closure of Molong Street and detour approval along Burrendong Way, Stuart Town.	
Reasoning	<ul style="list-style-type: none"> Special events are a common occurrence on the road network. The Local Traffic Committee concurs with the events as proposed and typically conditioned as required by Dubbo Regional Council (Council), NSW Police and Transport for NSW (TfNSW) in accordance with Traffic Management Guidelines. Temporary road closures for special events can be approved by a Road Authority under the Roads Act and Local Government Act. 	
Financial Implications	Budget Area	There are no financial implications arising from this report.
Policy Implications	Policy Title	This are no policy implications arising from this report.

STRATEGIC DIRECTION

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

Theme:	2 Infrastructure
CSP Objective:	2.1 The road transportation network is safe, convenient and efficient
Delivery Program Strategy:	2.1.2 The road network meets the needs of the community in terms of traffic capacity, functionality and economic and social connectivity
Theme:	2 Infrastructure
CSP Objective:	2.1 The road transportation network is safe, convenient and efficient

Delivery Program Strategy:	2.1.5 Council works collaboratively with the government and stakeholders on transport-related issues
Theme:	2 Infrastructure
CSP Objective:	2.1 The road transportation network is safe, convenient and efficient
Delivery Program Strategy:	2.1.1 Traffic management facilities enhance the safety and efficiency of the road network

RECOMMENDATION TO THE LOCAL TRAFFIC COMMITTEE

1. That Council approval be granted for a temporary road closure of Molong Street between Alexander Street and Bell Street on Sunday, 1 October 2023 for the 2023 Stuart Town Multicultural Festival between 6 am and 5 pm, subject to the following conditions:
 - a. TfNSW consent for the event to utilise part of the Burrendong Way between Molong and Bell streets as a detour with TfNSW concurrence provided to Council. In the event that consent is not granted, the applicant is to advise Council if the event can proceed with a re-design that excludes the use of Burrendong Way.
 - b. The submission of an Event and Traffic Management Plan and Traffic Control Plan to Council for approval in accordance with Australian Standard 1742.3, and the TfNSW Guide to Traffic Control at Worksites prepared by an accredited person. Dubbo Traffic Control Traffic Control Plan - Molong Street Road Closure 180222 (Appendix 2) is to be updated for the event.
 - c. Traffic controllers and/or trained course marshals are to be provided at all road closure points, and other locations as identified in the Event and Traffic Management Plan with restricted access only to emergency and authorised vehicles. All traffic controllers are to be specially authorised for the event with current TfNSW certification.
 - d. Council's Executive Manager Governance and Internal Control must sight a copy the current Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council, TfNSW and the NSW Police are specifically noted to be indemnified against any action resulting from the event.
 - e. The applicant is responsible for the provision of all traffic control required for the event in accordance with the Traffic Control Plan.
 - f. The applicant is responsible for all costs associated with the placement of a public notification, a minimum of two weeks prior to the event, and advice to the residents within the closed roads advising of the 2023 Stuart Town Multicultural Festival and the road closure of Molong Street, Stuart Town.
 - g. All traffic advisory signs shall be placed in accordance with the approved Traffic Control Plan and the Event and Traffic Management Plan.
 - h. The NSW Police's consent and conditions for the running of the event as considered necessary.
 - i. The applicant is to provide Council with a signed and dated copy of the Event and Traffic Management Plan.

- j. The applicant is to submit to Council all the appropriate documentation required, accepting the above terms and conditions before final approval will be granted.
- k. All costs associated with implementing these event conditions are to be met by the event organiser.

LOCAL TRAFFIC COMMITTEE CONSIDERATION

This matter was considered by the Local Traffic Committee at its meeting held on Monday 7 August 2023. The Committee had unanimous support in the adoption of the recommendation.

RECOMMENDATION

2. **That Council approval be granted for a temporary road closure of Molong Street between Alexander Street and Bell Street on Sunday, 1 October 2023 for the 2023 Stuart Town Multicultural Festival between 6 am and 5 pm, subject to the following conditions:**
 - a. **TfNSW consent for the event to utilise part of the Burrendong Way between Molong and Bell streets as a detour with TfNSW concurrence provided to Council. In the event that consent is not granted, the applicant is to advise Council if the event can proceed with a re-design that excludes the use of Burrendong Way.**
 - b. **The submission of an Event and Traffic Management Plan and Traffic Control Plan to Council for approval in accordance with Australian Standard 1742.3, and the TfNSW Guide to Traffic Control at Worksites prepared by an accredited person. Dubbo Traffic Control Traffic Control Plan - Molong Street Road Closure 180222 (Appendix 2) is to be updated for the event.**
 - c. **Traffic controllers and/or trained course marshals are to be provided at all road closure points, and other locations as identified in the Event and Traffic Management Plan with restricted access only to emergency and authorised vehicles. All traffic controllers are to be specially authorised for the event with current TfNSW certification.**
 - d. **Council's Executive Manager Governance and Internal Control must sight a copy the current Public Liability Insurance Policy for a minimum amount of \$20 million on which Dubbo Regional Council, TfNSW and the NSW Police are specifically noted to be indemnified against any action resulting from the event.**
 - e. **The applicant is responsible for the provision of all traffic control required for the event in accordance with the Traffic Control Plan.**
 - f. **The applicant is responsible for all costs associated with the placement of a public notification, a minimum of two weeks prior to the event, and advice to the residents within the closed roads advising of the 2023 Stuart Town Multicultural Festival and the road closure of Molong Street, Stuart Town.**
 - g. **All traffic advisory signs shall be placed in accordance with the approved Traffic Control Plan and the Event and Traffic Management Plan.**
 - h. **The NSW Police's consent and conditions for the running of the event as considered necessary.**
 - i. **The applicant is to provide Council with a signed and dated copy of the Event**

and Traffic Management Plan.

- j. The applicant is to submit to Council all the appropriate documentation required, accepting the above terms and conditions before final approval will be granted.
- k. All costs associated with implementing these event conditions are to be met by the event organiser.

Luke Ryan
Director Infrastructure

DV
Senior Traffic Engineer

BACKGROUND

Stuart Town has previously hosted the annual Man from Ironbark Festival that has been running over many years, attracting thousands of people. The Festival has always been centred in the closed Molong Street and the adjoining sport and recreation area with a detour along Burrendong Way. There is no concerning road safety history with the running of the event and with the traffic management as required. The proposed Stuart Town 2023 Multicultural Festival is the second event and will be implemented under the same traffic management conditions.

REPORT

Council has received an Event Application (**Appendix 1**) from the Stuart Town Action Group Inc requesting a temporary road closure of Molong Street, Stuart Town between Alexander Street (Burrendong Way) and Bell Street to facilitate the running of the second 2023 Stuart Town Multicultural Festival on Sunday, 1 October 2023. The Festival will be implemented along the same format and traffic management conditions as previously used for the inaugural 2022 festival.

The proposed road closure will operate between 6 am and 5 pm with the Festival commencing at 9 am and concluding at 4 pm. The temporary road closure of Molong Street will require a detour utilising Burrendong Way, a regional road that will require the consent of TfNSW. The detour is to be implemented in accordance with the approved Traffic Management Plan and Traffic Control Plan. The Dubbo Traffic Control TCP - Molong Street Road Closure 180222 (**Appendix 2**) has been attached, however will need to be updated for the 2023 event as conditioned. Burrendong Way is not a heavily trafficked road and can be easily accommodated with the detour around the closure.

The Festival's activities will operate within Molong Street and the adjacent sport and recreation area that will include market stalls in Molong Street, multicultural entertainment, cooking, helicopter rides, performing school bands and exhibitions. There is the anticipation that the event will attract up to 2,000 people. Parking will be designated within the sport and recreation area, Alexander Street east of the Burrendong Way, part of the Burrendong Way south of the Alexander Street intersection and on the north side of Bell Street west of Railway Street

It is considered that the 2023 Stuart Town Multicultural Festival can be satisfactorily implemented as has occurred with previous and similar events in Stuart Town in accordance with the proposed temporary road closure of Molong Street, detour along the Burrendong Way with the associated traffic and parking management.

Consultation

- The Stuart Town Action Group Inc is a community based organisation that would have sought the community's support to run the Festival.
- Further consultation will occur with the Local Traffic Committee members, including NSW Police representative, a representative for the Local State Member of Parliament, TfNSW representative and Council officers.

Resourcing Implications

- The Stuart Town Multicultural Festival Committee will be totally responsible for the costs associated with the running of the Event. There are no resource implications for Council in relation to the event.

APPENDICES:

- 1 [1](#) Stuart Town Multicultural Festival 2023 - RMS Special Event Application
- 2 [2](#) Stuart Town Multicultural Festival 2023 - Traffic Guidance Scheme
- 3 [3](#) Stuart Town Multicultural Festival 2023 - Certificate of Currency Policy
- 4 [4](#) Stuart Town Multicultural Festival 2023 - Site Plan
- 5 [5](#) Stuart Town Multicultural Festival 2023 - Risk Management Plan

Special Event Resources

Special Event Transport Management Plan Template

Refer to Chapter 7 of the Guide for a complete description of the Transport Management Plan

I EVENT DETAILS

I.1 Event summary

Event Name: STUART TOWN MULTICULTURAL FESTIVAL

Event Location: MAIN ST STUART TOWN

Event Date: 4/12/23 Event Start Time: 9:00AM Event Finish Time: 4:00PM

Event Setup Start Time: 6:00AM Event Packdown Finish Time: 5:00PM

Event is off-street on-street moving on-street non-moving
 held regularly throughout the year (calendar attached)

I.2 Contact names

Event Organiser * BEN PENHALL

Phone:..... Fax:..... Mobile: [REDACTED]

Event Management Company (if applicable).....

Phone:..... Fax:..... Mobile:..... E-mail:.....

Police WELLINGTON POLICE

Phone: 02 68402079 Fax:..... Mobile:..... E-mail:.....

Council DUBBO REGIONAL

Phone: 02 68014000 Fax: 0268014259 Mobile:..... E-mail: council@dubbo.nsw.gov.au

Roads & Traffic Authority (if Class 1).....

Phone:..... Fax:..... Mobile:..... E-mail:.....

*Note: The Event Organiser is the person or organisation in whose name the Public Liability Insurance is taken out.

I.3 Brief description of the event (one paragraph)

MULTICULTURAL FESTIVAL. STREET STALLS & FOOD STALLS
 ENTERTAINMENT - MUSIC - DANCING - DISPLAYS

2 RISK MANAGEMENT - TRAFFIC



2.1 Occupational Health & Safety - Traffic Control

Risk assessment plan (or plans) attached *TO BE FORWARDED BEFORE 25th AUGUST*

2.2 Public Liability Insurance

Public liability insurance arranged. Certificate of currency attached.

2.3 Police

Police written approval obtained

2.4 Fire Brigades and Ambulance

Fire brigades notified

Ambulance notified

3 TRAFFIC AND TRANSPORT MANAGEMENT



3.1 The route or location

Map attached

3.2 Parking

Parking organised - details attached

Parking not required

3.3 Construction, traffic calming and traffic generating developments

Plans to minimise impact of construction activities, traffic calming devices or traffic-generating developments attached

There are no construction activities, traffic calming devices or traffic-generating developments at the location/route or on the detour routes

3.4 Trusts, authorities or Government enterprises

This event uses a facility managed by a trust, authority or enterprise; written approval attached

This event does not use a facility managed by a trust, authority or enterprise

3.5 Impact on/of Public transport

Public transport plans created - details attached

Public transport not impacted or will not impact event

3.6 Reopening roads after moving events

This is a moving event - details attached.

This is a non-moving event.

3.7 Traffic management requirements unique to this event

Description of unique traffic management requirements attached

There are no unique traffic requirements for this event

3.8 Contingency plans

Contingency plans attached *EVENT WILL BE CANCELLED IN THE ADVENT OF BAD WEATHER*

Class 1	Class 2	3.9 Heavy vehicle impacts	
		<input type="checkbox"/> Impacts heavy vehicles - RTA to manage <input checked="" type="checkbox"/> Does not impact heavy vehicles	
Class 1	Class 2	3.10 Special event clearways	
		<input type="checkbox"/> Special event clearways required - RTA to arrange <input checked="" type="checkbox"/> Special event clearways not required	
4 MINIMISING IMPACT ON NON-EVENT COMMUNITY & EMERGENCY SERVICES			
Class 1	Class 2	Class 3	4.1 Access for local residents, businesses, hospitals and emergency vehicles
			<input checked="" type="checkbox"/> Plans to minimise impact on non-event community attached <input type="checkbox"/> This event does not impact the non-event community either on the main route (or location) or detour routes
Class 1	Class 2	Class 3	4.2 Advertise traffic management arrangements
			<input checked="" type="checkbox"/> Road closures or restrictions - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures or restrictions but special event clearways in place - advertising medium and copy of proposed advertisements attached <input type="checkbox"/> No road closures, restrictions or special event clearways - advertising not required
Class 1	Class 2	Class 3	4.3 Special event warning signs
			<input checked="" type="checkbox"/> Special event information signs are described in the Traffic Control Plan/s <input type="checkbox"/> This event does not require special event warning signs
Class 1	Class 2	Class 3	4.4 Permanent Variable Message Signs
			<input type="checkbox"/> Messages, locations and times attached <input checked="" type="checkbox"/> This event does not use permanent Variable Message Signs
Class 1	Class 2	Class 3	4.5 Portable Variable Message Signs
			<input type="checkbox"/> The proposed messages and locations for portable VMS are attached <input checked="" type="checkbox"/> This event does not use portable VMS

5 PRIVACY NOTICE

The "Personal Information" contained in the completed Transport Management Plan may be collected and held by the NSW Police, the NSW Roads and Traffic Authority (RTA), or Local Government.

I declare that the details in this application are true and complete. I understand that:

- The "personal information" is being collected for submission of the Transport Management Plan for the event described in Section 1 of this document.
- I must supply the information under the Road Transport Legislation (as defined in the *Road Transport (General) Act 1999*) and the *Roads Act 1993*.
- Failure to supply full details and to sign or confirm this declaration can result in the event not proceeding.
- The "personal information" being supplied is either my own or I have the approval of the person concerned to provide his/her "personal information".
- The "personal information" held by the Police, RTA or Local Government may be disclosed inside and outside of NSW to event managers or any other person or organisation required to manage or provide resources required to conduct the event or to any business, road user or resident who may be impacted by the event.
- The person to whom the "personal information" relates has a right to access or correct it in accordance with the provisions of the relevant privacy legislation.

6 APPROVAL

TMP Approved by: Event Organiser Date

7 AUTHORISATION TO *REGULATE TRAFFIC

Council's traffic management requirements have been met. Regulation of traffic is therefore authorised for all non-classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: Council Date

The RTA's traffic management requirements have been met. Regulation of traffic is therefore authorised for all classified roads described in the risk management plans attached to this TMP.

Regulation of traffic authorised by: RTA Date

* "Regulate traffic" means restrict or prohibit the passage along a road of persons, vehicles or animals (Roads Act, 1993). Council and RTA require traffic to be regulated as described in the risk management plans with the layouts installed under the direction of a qualified person.

Schedule I Form - Notice of Intention to Hold a Public Assembly

SUMMARY OFFENCES ACT 1988 - Sec 23

To the Commissioner of Police

1 I TERRY BENNETT PENHALL..... (name)
of [REDACTED]..... (address)
on behalf of STUART TOWN ACTION GROUP INC..... (organisation)
notify the Commissioner of Police that
on the 1ST (day) of OCTOBER (month), 2023 (year), it is intended to hold

either:

(a) a public assembly, not being a procession, of approximately
3000 (number) persons,
which will assemble at MOLONG ST STUART TOWN 2820 (place)
at approximately 9 am/pm,
and disperse at approximately 4 pm.

or

(b) a public assembly, being a procession of approximately
..... (number) persons,
which will assemble at approximately am/pm, and at
approximately am/pm the procession will commence and shall proceed

.....
.....
.....

(Specify route, any stopping places and the approximate duration of any stop; and the approximate time of termination. A diagram may be attached.)

2 The purpose of the proposed assembly is.....
MULTICULTURAL FESTIVAL
.....
.....
.....
.....
.....

3 The following special characteristics associated with the assembly would be useful for the Commissioner of Police to be aware of in regulating the flow of traffic or in regulating the assembly *(strike out whichever is not applicable)*:

(i) There will be 0 (number) of vehicles and/or 0 (number) of floats involved.
 The type and dimensions are as follows:

(ii) There will be 10 (number) of bands, musicians, entertainers, etc. which will entertain or address the assembly.

(iii) The following number and type of animals will be involved in the assembly:

(iv) Other special characteristics of the proposed assembly are as follows:

4 I take responsibility for organising and conducting the proposed assembly.

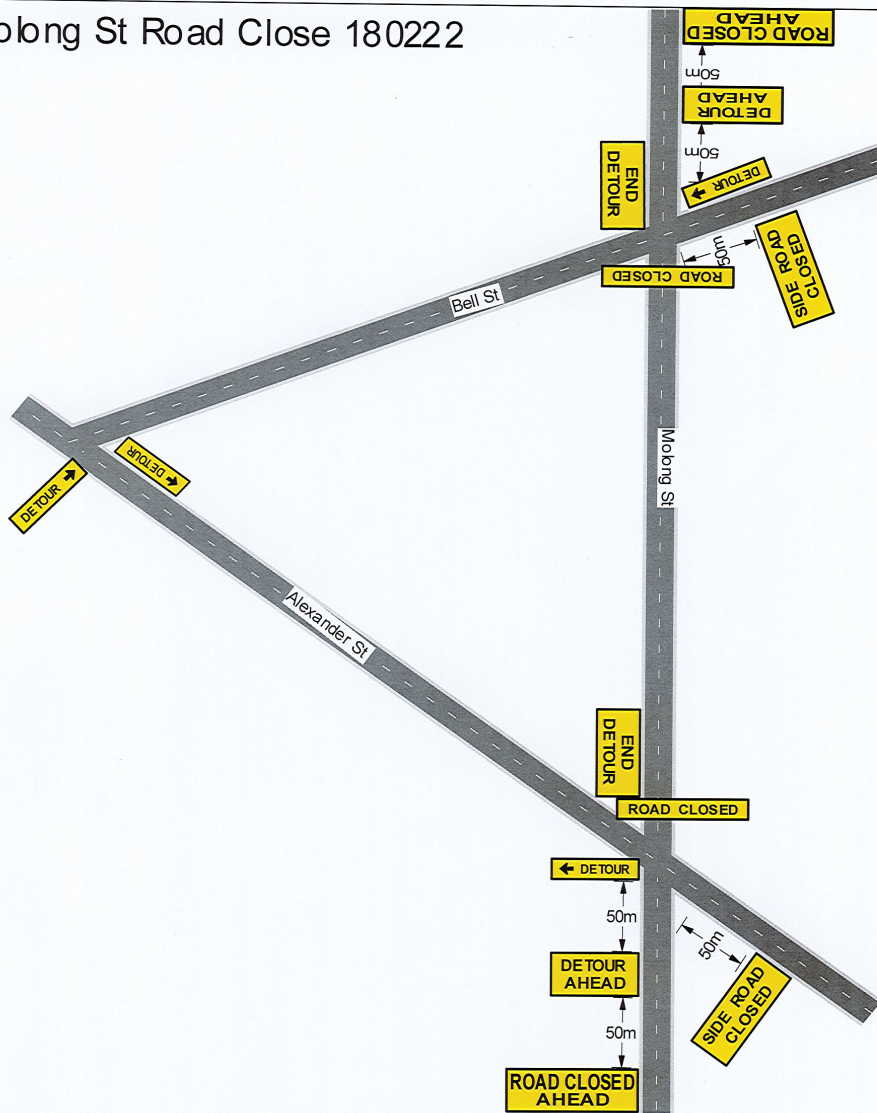
5 Notices for the purposes of the *Summary Offences Act 1988* may be served upon me at the following address:
 [Redacted]

STUART TOWN

2820 Postcode.
 Telephone No. [Redacted]

6 Signed [Redacted]
 Capacity/Title PUBLIC OFFICER
 Date 5-5-23

Molong St Road Close 180222



1. All Devices & Signs to be checked at regular intervals
2. Access driveways to be kept clear at all times
3. Aftercare TGS to be used when Signs & devices are not in use
4. Installation & pack up times to be recorded
5. Existing contrary signs to be covered for the during of work hours

CUSTOMER: Ben Penhall PROJECT: Stuart Town DATE: 180222 REFERENCE: GT No1			
AUTHOR:	TRAY BLATTMAI	CARD #:	1008830 TYPE: PWZ
VERIFIED BY:	DAVE TOOMEY	CARD #:	0052081696 TYPE: PWZ
COMMENTS:			TO SCALE



www.invarion.com

**Business Insurance
Renewal Invitation**



Policy Number EBU582618BPK

Client Number EB152441
Client Name STUART TOWN ACTION GROUP INC

Insurance

STUART TOWN ACTION GROUP INC
[REDACTED] NSW 2820

Elders Insurance
ELDERS INSURANCE WESTERN PLAIN
ABN: 15 159 270 970
ATTN:DAVID GRANT
PO BOX 1013 DUBBO NSW 2830

Period of Insurance
From 20/12/2022 To 20/12/2023 at 4pm

The Insured

STUART TOWN ACTION GROUP INC

Location Summary

Address

40 MOLONG ST STUART TOWN NSW 2820



This document becomes your Policy Schedule and Tax Invoice/Adjustment Note on payment.

Total Premium and Charges

Premium	\$1,646.01	ABN	None Noted
Levies	NIL		
GST	\$164.60		
Stamp Duty	\$162.95		
*Intermediary Service Fee	\$30.00		
*Intermediary Service Fee GST	\$3.00		
Total Premium	\$2,006.56		

Paying your payments by Monthly Instalments

First Instalment	\$197.72
Subsequent Monthly Instalments	\$164.44

The amount of stamp duty paid is calculated under the relevant States/Territory Duties Act, based on where the risks, properties, contingencies or events are located.

Important information about Your duty of disclosure appears at the back of this Policy Schedule and on your application. Please read this information carefully.

*Invoiced for and on behalf of Elders Insurance Authorised Representative.

Issued by Elders Insurance (Underwriting Agency) Pty Limited ABN 56 138 879 026 AFS Licence 340 965 Level 15, 11 Waymouth Street Adelaide SA 5000
Underwritten by QBE Insurance (Australia) Limited ABN 78 003 191 035 AFS Licence 239545 Level 18, 388 George Street Sydney NSW 2000

Date Printed 09/11/2022 06:18:13

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**Business Insurance
Renewal Invitation**



Policy Number EBU582618BPK

Client Number EB152441

Client Name STUART TOWN ACTION GROUP INC

Insurance

Cover Summary

Location 40 MOLONG ST STUART TOWN NSW 2820

Business CLUB, COMMUNITY ASSOC. OPERATI

Policy Section	Insured	Policy Section	Insured
Property	No	Machinery Breakdown	No
Business Interruption	No	Electronic Equipment	No
Theft	No	Employee Dishonesty	No
Money	No	Tax Audit	No
Glass	No	Transit	No
Broadform Liability	Yes	Employment Practices	No
General Property	No	Statutory Liability	No

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Date Printed 09/11/2022 06:18:13

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**Business Insurance
Renewal Invitation**



Policy Number EBU582618BPK

Client Number EB152441

Client Name STUART TOWN ACTION GROUP INC

Insurance

Cover Details

Location 40 MOLONG ST STUART TOWN NSW 2820 **Risk Number 1**
Business CLUB, COMMUNITY ASSOC. OPERATI
Interested Party None Noted

Broadform Liability Section

Particulars	Total Sum Insured	Limit
Limit of liability, any one occurrence		\$20,000,000
Property in Your physical and legal control	\$250,000	
Excess	\$1,000 for property damage claims only	
	\$0 for personal injury claims	

The rating of this section is based on 5 persons being engaged in the business. If there is any change to this, you must notify your Elders Insurance Authorised Representative.

Clauses

B40: ORGANISERS

The Broadform Liability Section of this Policy does not cover liability for claims in respect of:

1. Personal injury or damage to property of persons actually participating in any performance, sport, game, contest or display involving athletic, acrobatic, military or equestrian skill or the use of firearms, missiles of any kind, explosives or combustibles.
2. Personal injury or damage to property of persons caused by the use of mechanical amusement devices.

PARTICIPANTS (ADVENTURE ACTIVITIES) EXCLUSION

The Broadform liability Section of this Policy does not cover Personal Injury or Property Damage of any person caused by or arising out of the participation of any person in any adventure activity, including but not limited to rock climbing, abseiling, flying fox, bush walking, horse riding, camping, water activities and/or watercraft activities or similar activities.

B31: Excluded Activities and/or Products

The Broadform Liability Section of this Policy does not cover liability in respect of Personal Injury or Property Damage arising directly or indirectly out of, or caused by, or in connection with the following;

- Horse Drawn Carriage
- Merry-go Round
- Animal Petting Farm
- Miniature Train Ride
- Jumping Castle
- Jumping Castle Slide

Issued by Elders Insurance (Underwriting Agency) Pty Limited ABN 56 138 879 026 AFS Licence 340 965 Level 15, 11 Waymouth Street Adelaide SA 5000
 Underwritten by QBE Insurance (Australia) Limited ABN 78 003 191 035 AFS Licence 239545 Level 18, 388 George Street Sydney NSW 2000

Date Printed 09/11/2022 06:18:13

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**Business Insurance
Renewal Invitation**



Policy Number EBU582618BPK

Client Number EB152441

Client Name STUART TOWN ACTION GROUP INC

Cover Details *continued*

Location 40 MOLONG ST STUART TOWN NSW 2820 **Risk Number 1**
Business CLUB, COMMUNITY ASSOC. OPERATI

Clauses *continued*

Horse Training Demonstration
 Helicopter Rides

PRINCIPALS ENDORSEMENT

The following is an Insured under The Broadform Liability Section of this policy to the extent described in; Words with special meaning to this Section; You, Your; point 4

Dubbo Regional Council
 Transport for NSW
 NSW Police

Premium	Levies	GST	Stamp Duty	
\$1,646.01	NIL	\$164.60	\$162.95	
Premium for Broadform Liability cover:			\$1,973.56	

Additional Clauses

THIS PACKAGE DOES NOT INCLUDE WORKERS COMPENSATION INSURANCE. EMPLOYERS ARE REQUIRED BY LAW TO HAVE WORKERS COMPENSATION INSURANCE. IF YOU WISH TO ARRANGE WORKERS COMPENSATION COVER PLEASE CONTACT YOUR AGENT OR BROKER OR ONE OF OUR BRANCHES.

*** AFTER PAYING THE AMOUNT PAYABLE, SHOULD YOU NEED CONFIRMATION OF ***
 **** THIS TRANSACTION, PLEASE PHONE 0268814777 ****
 *** FOR ANY OTHER ENQUIRIES ABOUT YOUR POLICY PLEASE CONTACT YOUR ***
 *** LOCAL OFFICE ON THE NUMBER LISTED ON YOUR PAYMENT SLIP BELOW. ***

This completes your policy.

Issued by Elders Insurance (Underwriting Agency) Pty Limited ABN 56 138 879 026 AFS Licence 340 965 Level 15, 11 Waymouth Street Adelaide SA 5000
 Underwritten by QBE Insurance (Australia) Limited ABN 78 003 191 035 AFS Licence 239545 Level 18, 388 George Street Sydney NSW 2000
 Date Printed 09/11/2022 06:18:13

Business Insurance Renewal Invitation

Policy Number EBU582618BPK

Client Number EB152441

Client Name STUART TOWN ACTION GROUP INC



Insurance

Important Information

Please carefully read the following important information and contact your Elders Insurance Authorised Representative if you require further assistance or explanation.

Who provides this insurance

The Policy is underwritten by QBE Insurance (Australia) Limited ABN 78 003 191 035 AFS Licence No. 239545 ("QBE") of Level 18, 388 George Street Sydney NSW 2000.

The Policy is issued by Elders Insurance (Underwriting Agency) Pty Limited ABN 56 138 879 026 AFS Licence No. 340965 ("Elders Insurance") of Level 15, 11 Waymouth Street Adelaide SA 5000.

In this Schedule QBE and Elders Insurance is referred to as "we", "us" and "our".

Your duty of disclosure

Before you enter into an insurance contract, you have a duty to tell us anything that you know, or could reasonably be expected to know, may affect our decision to insure you and on what terms.

You have this duty until we agree to insure you.

You have the same duty before you renew, extend, vary or reinstate an insurance contract.

You do not need to tell us anything that:

- reduces the risk we insure you for; or
- is common knowledge; or
- we know or should know as an insurer; or
- we waive your duty to tell us about.

If you do not tell us something

If you do not tell us anything you are required to, we may cancel your contract or reduce the amount we will pay you if you make a claim, or both.

If your failure to tell us is fraudulent, we may refuse to pay a claim and treat the contract as if it never existed.

Cooling-off Information

If you want to return your insurance after Your decision to buy it, you may cancel it and receive a full refund. To do this you may notify your Elders Insurance Authorised Representative electronically or in writing within 21 days from the date the policy commenced.

This cooling-off entitlement does not apply if you have made or are entitled to make a claim. Even after the cooling-off period ends, you still have cancellation rights as detailed in the Product Disclosure Statement.

Payment of premium

You must pay your premium on time otherwise your Policy may not operate.

You may choose to pay your premium by instalments. If you do so, you must ensure you pay the instalments on time as we may cancel the Policy if any instalment of premium has remained unpaid for one month from the date on which payment was due.

We will send you a notice giving you details of the action we intend to take and when any cancellation will become effective.

We also may not pay any claim you make under the Policy if your periodic instalment is more than one month overdue.

If you are paying your premium in instalments by direct debit from your credit card or financial institution account you must tell us if those details change. You must do this no later than 7 days before your next instalment is due.

We are entitled to deduct from any amount we pay you under a claim any unpaid premium or instalment of premium.

Issued by Elders Insurance (Underwriting Agency) Pty Limited ABN 56 138 879 026 AFS Licence 340 965 Level 15, 11 Waymouth Street Adelaide SA 5000
Underwritten by QBE Insurance (Australia) Limited ABN 78 003 191 035 AFS Licence 239545 Level 18, 388 George Street Sydney NSW 2000

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RISK MANAGEMENT PLAN	
Event Name STUART TOWN MULTICULTURAL FESTIVAL 2023	
Event Date 1 ST OCTOBER 2023	Event Location: STUART TOWN
No of people participating in the event – please include staff, volunteers, stall holders and audience numbers:	3000
Risk Management Plan prepared by: BEN PENHALL	Date of Completion: 30-06-2023
<p>IMPORTANT: It is your responsibility, as the event owner, to ensure that you have:</p> <ul style="list-style-type: none"> considered all elements of your event, including bump in and bump out assessed the level of risk of each element put in place control measures to reduce the risk/hazard <p>If you are having a jumping castle at your event, <u>you must</u> provide to Council a copy the operator’s Risk Management Plan.</p>	

Event Element	Identified risks/hazards	Risk Rating What is our level of risk if we do nothing			Control measures	Revised Risk Rating (What is our risk level after doing these things to reduce the risk/hazard?)		
		Likelihood	Consequence	Risk Rating		Likelihood	Consequence	Risk Rating
Site is not controlled by the event owner	ACCIDENT	D	C	C3	Site inspection of venue undertaken prior to event. Risks removed or fenced. Site will be controlled by 12 officials, reporting to management of any arising risks. RESPONSIBLE: Ben Penhall	D	2	D4
Large numbers of people in one space	Covid-19	C	3	C4	RESPONSIBLE: Georgina Luscombe	D	2	C5
Marquees	No Marquees							
Electrical equipment	Electrocution	C	4	C3	Appointed person to check for tagged leads, security and safe placement of leads and equipment at bump in and bump out	E	1	D5

					and monitor through the day. RESPONSIBLE: Greg Ostini			
Generators	Electrocution	D	3	D3	Appointed person to inspect generators, arrange safe placement, inspect leads and emission direction at bump in and monitor through the day. RESPONSIBLE: Greg Ostini	E	2	E4
Sale and preparation of food	Food poisoning	C	3	D3	Check food handling certificates and insurance, observe sites throughout the day for cleanliness and Covid -19 requirements. Record documentation. Food vendor information lodged with Council. RESPONSIBLE: Mel Howard	E	2	D4
Sale or service of alcohol	No Alcohol							
Children	Lost or injured	C	2	C4	Supervision of lost children at information centre. Nurse and Paramedic on duty at first aid centre. Capacity for children 6. Capacity for injured 4. Capacities can be expanded if required. Hours 9am to 5pm RESPONSIBLE: Pam Penhall, Sharon Brown	C	2	E5
Cash	Theft	D	2	D4	Appointed person to collect cash and place in safe at information centre RESPONSIBLE: Michael Gillard	E	1	D5
Waste	Untidy site, infection	C	3	C4	Waste supervisor appointed. Two dozen wheely bins on site. Monitor bins, store full bins at waste point. Check and clear Spilt waste.	E	1	D5

					RESPONSIBLE: Gino Cervo			
Toilets	Untidy, Slipping, Infection	C	3	C4	Male & Female toilet monitors appointed. Slippery floor signs Available. Hand wash and hand towels and cleaning equipment Provided. RESPONSIBLE: Gino Cervo	D	2	D5
Excessive noise	Disturbed residents	C	2	C3	Low level amplification at two sites. Monitor volume. RESPONSIBLE: Gordon Moore	D	1	D5
Traffic	Confusion or accident	C	3	C3	Dubbo Traffic Control exercising traffic control plan. Good signage; parking, entry, disabled parking, road closed. Traffic controlled by 10 traffic marshals with hi vis vests. RESPONSIBLE: Michael Reid	D	2	D4
Pedestrian movement on site	Congestion	D	3	D3	On site officials will monitor pedestrian movement and direct Pedestrians to clear congestion. P A announcements will instruct pedestrians when required. Officials to help with disabled patrons re parking and accessibility to the site. RESPONSIBLE: Gordon Moore	D	1	E4
Movement of vehicles on site	Confusion or accident	C	3	C3	10 traffic marshals on site to direct movement and assist people to park safely. Police will be on site if assistance is required. RESPONSIBLE: Michael Reid	D	2	D4
Hot surfaces/objects	Injury	C	3	C4	The only hot surfaces are cooking hot plates and monitored by The stall holders. Objects have been removed by the organizer and or warning signs or barriers erected.	E	2	D4
Flammable materials/sources of ignition	Injury	D	2	C5	Limited flammable materials. Generators monitored. Grass will	D	1	E4

					be mowed before the event. RFS on site. Check compliance of gas cylinders. RESPONSIBLE: Ben Eade			
Lifting, pushing, pulling	Injury	C	2	C4	Officials to monitor set up and set down. Assist where required with trolleys and lifting equipment. RESPONSIBLE: Tim Robertson	D	2	D4
Slip/trip hazards	Injury	C	2	C4	Site has been prepared to avoid this however will be monitored throughout the day for unforeseen or eventuating hazards. Stall holders have been advised to monitor their sites for hazards. RESPONSIBLE: Gino Cervo	D	2	C5
Heat/cold exposure	Sickness	D	2	D4	Treatment at 1 st aid centre, shelter available at various buildings RESPONSIBLE: Sharon Brown	E	1	D5
Strong winds/dust	Injury	C	2	C4	Shelter available at various buildings. Officials to move people from tree danger. RESPONSIBLE: Gordon Moore	D	2	D4
Emergency	Confusion	C	3	C3	Officials briefed to assist at emergency site and at the event site In general. Notify responders Police, Ambulance, Fire Brigade. Announcements on P A system. RESPONSIBLE: Ben Penhall	C	2	C4
Access by emergency vehicles	Delays	C	3	C3	Access route advised to emergency services. Officials will clear the access through Molong Street and guide emergency vehicles to location. The crowd will be advised of an emergency by P A. RESPONSIBLE: Ben Penhall	E	1	E4

Storage	No storage							
Elevated platforms	No elevated platforms							
Amusement rides	Injury	D	3	D3	Amusement rides are small devices and do not require a section 68.They will be assembled on flat level ground at a suitable distance apart and have a safety fence around each one. Officials will check on safety before they operate. RESPONSIBLE: Ben Penhall	D	2	D4
Fireworks	No Fireworks							
Animals	Injury	E	1	D5	Animal petting farm of baby animals. Will be controlled by owner all day. 1M high fencing.	E	1	E5

Emergency Management Plan

Info: [Consider safety and security when organising an event - Premier & Cabinet \(nsw.gov.au\)](https://www.nsw.gov.au/consider-safety-and-security-when-organising-an-event-premier-cabinet)

Emergency Control Personnel

Please provide details of the persons responsible in case of an emergency.

Name	Role	Task/s
<i>Ben Penhall</i>	<i>Coordination</i>	<i>Direct personnel</i>
Andrew Broadbent	Emergency route	Clear emergency route for safe vehicle access, guide emergency vehicles
Simon Busmann	Announcements	Use P A to direct patrons
Michael Reid	Guide	Assist patrons to emergency assembly point
Gino Cervo	Guide	Assist patrons to emergency assembly point
Michael Gillard	Guide	Assist patrons to emergency assembly point
Gordon Moore	Guide	Assist patrons to emergency assembly point
Willam Doeland	Guide	Clear emergency route guide emergency vehicles
Dennis Regan	Guide	Monitor emergency assembly point

Evacuation

Please provide details of your evacuation procedures. This should outline evacuation points marked on the Site Map.

Patrons and stall holders will be advised of a pending evacuation order.

Six appointed guides will assist people to the emergency evacuation point. P A announcements will instruct the

public of procedures and inform them to follow the officials instructions. Guides will be instructed by management of any critical event during evacuation requiring assistance. Emergency services will be advised as to where they are required.

Communication

In case of emergency, how will the event management staff communicate with other staff and volunteers and members of the public? Please provide details.

Staff and volunteers will be issued mobile phone numbers of all persons on duty and be issued with walkie talkies.

The public will be guided by P A announcements and guides on foot.

Lost Children

Do you have procedures in place for lost children? Please provide details.

Lost children will be cared for at the Information Centre where carers and nurse will be on duty. Announcements over P A to find parents etc.

Emergency Ingress and Egress

Please outline how emergency services vehicles will access your event

Emergency Service Vehicles have been notified of the emergency route and will be met and guided by an official.

Key Emergency Services contacts

Organisation	Phone number	Notations
Police	68402099	Will be present at the event
Ambulance	000	Notified of event and location and Emergency Route
Fire Service	000	Will be present at the event



REPORT: Draft Planning Agreement - HOLCIM Australia Pty Ltd

DIVISION: Development and Environment
REPORT DATE: 9 August 2023
TRIM REFERENCE: ID23/1419

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none"> Seek endorsement Fulfil legislated requirement 	
Issue	<ul style="list-style-type: none"> On 2 March 2023, the NSW Department of Planning and Environment approved a State Significant development application for the expansion to the existing HOLCIM hard rock quarry (SSD-10417) at 22L Sheraton Road, Dubbo (Lot 222 DP1247780, Lot 103 DP1287704, Part of Lot 221 DP1247780 and Part of Eulomogo Creek). Council has received a request to enter into a Planning Agreement from HOLCIM Australia Pty Ltd. The terms of the draft Planning Agreement require HOLCIM to pay to Council: <ul style="list-style-type: none"> \$600,000 as a lump sum within one year of the development consent being operational. 10 cents per tonne of product transported from the new extraction areas. This is payable twice per year. The funds will be used for the maintenance of Sheraton Road along the proposed transport route for the development. Subject to Council endorsement, the draft Planning Agreement will be placed on public display for a minimum period of 28 days in accordance with the Environmental Planning and Assessment Act 1979. 	
Reasoning	Part 7.1 of the Environmental Planning and Assessment Act 1979 and associated Regulation.	
Financial Implications	Budget Area	Growth Planning
	Funding Source	Growth Planning Branch budget
Policy Implications	Policy Title	There are no policy implications arising from this report.

STRATEGIC DIRECTION

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

Theme: 2 Infrastructure

CSP Objective:	2.2 Infrastructure meets the current and future needs of our community
Delivery Program Strategy:	2.2.5 Council maintains infrastructure and delivers services at the adopted service levels as agreed with the community

RECOMMENDATION

- 1. That Council adopt the draft Planning Agreement (attached in Appendix 1) for the purposes of public exhibition.**
- 2. That the draft Planning Agreement be placed on public exhibition in accordance with the Environmental Planning and Assessment Act 1979.**
- 3. That following conclusion of the public exhibition period, a further report be prepared for the consideration of Council, including any submissions received.**

Stephen Wallace
Director Development and Environment

TH
Team Leader Growth
Planning Projects

BACKGROUND

1. What is a Planning Agreement

A Planning Agreement is an agreement entered into between Council and a developer where the developer agrees to fund public amenities or infrastructure, dedicate land at no cost to Council, or provide monetary contributions or any other material public benefit, for a public purpose. In accordance with Part 7, Division 7.1 of the Environmental Planning and Assessment Act 1979 (EP&A Act), a public purpose includes any of the following:

- The provision of public amenities or services;
- The provision of affordable housing;
- The provision of transport or other infrastructure relating to land;
- The funding or recurrent expenditure relating to the provision of public amenities or public services, affordable housing or transport or other infrastructure;
- The monitoring of the planning impacts of development;
- The conservation or enhancement of the natural environment.

The use of Planning Agreements has increased as a result of their flexibility in allowing councils to capture public benefits outside the infrastructure contributions system where there is a need for an innovative and flexible approach to deliver public infrastructure and services.

2. State Significant Development Application SSD-10417

On 2 March 2023, the NSW Department of Planning and Environment approved a State Significant Development Application for the expansion of existing quarry operations at 22L Sheraton Road, Dubbo, increasing the extraction rate to 500,000 tonnes per annum and extending the quarry life for 25 years. The development involves the creation of two new extraction areas known as the Western Extraction Area and Southern Extraction Area.

The site development layout is shown in **Figure 1**.

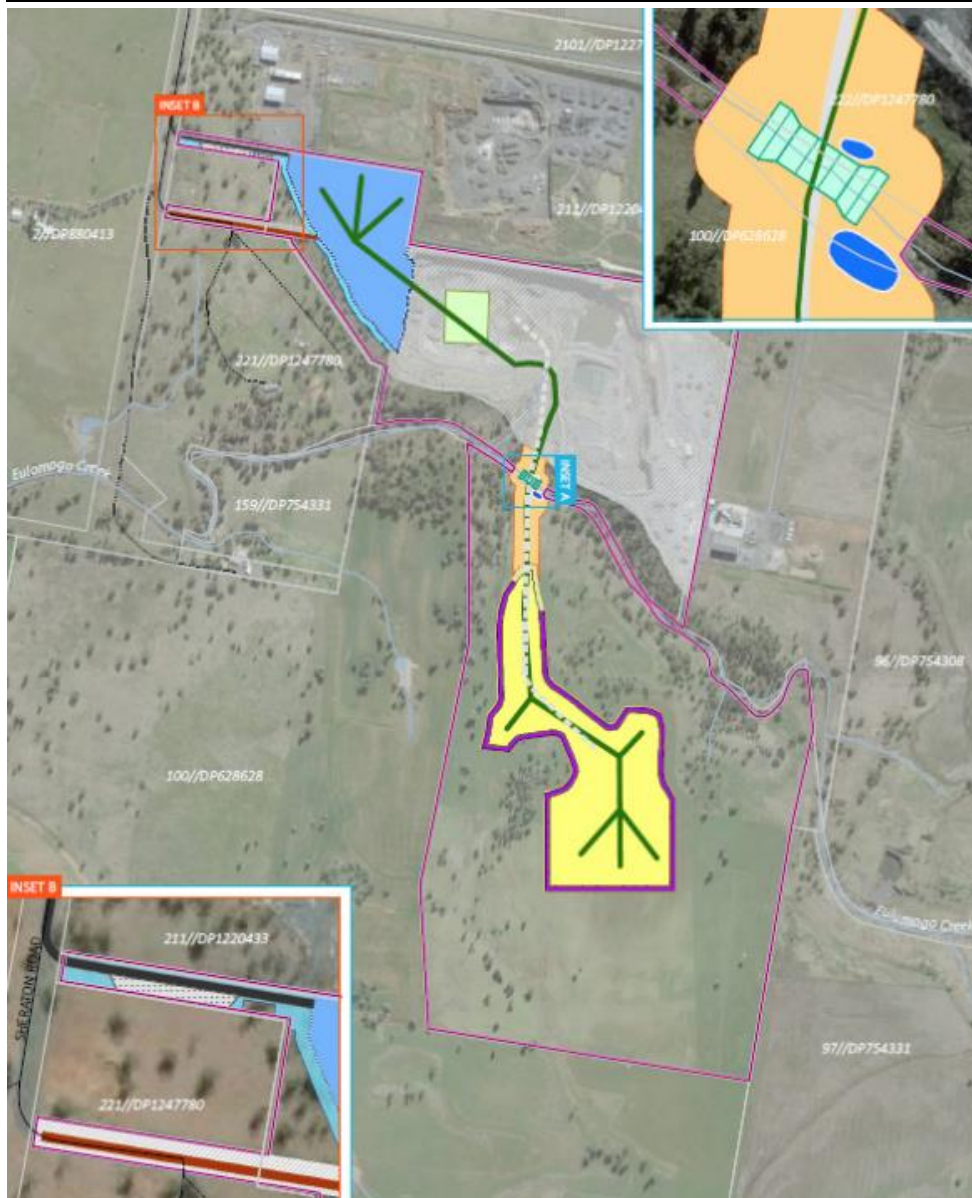


Figure 1 – Site development layout

REPORT

1. Planning Agreement

The South East area of Dubbo is undergoing significant residential, industrial and commercial development. This includes the Maas quarry, the HOLCIM quarry and Maas concrete products development.

The current development proposals in the area mean that truck traffic will increase. This includes as many as 42 trucks per day from the HOLCIM quarry, in addition to current truck traffic movements. These developments in the area currently access the Mitchell Highway via Sheraton Road and the schools precinct.

Council has received a request to enter into a Planning Agreement from HOLCIM (Australia) Pty Ltd. The draft Planning Agreement is attached in **Appendix 1**.

The terms of the draft Planning Agreement are as follows:

- The developer will make a monetary contribution of \$600,000 for improvements to Sheraton Road towards the Mitchell Highway along the proposed transport route. This will be payable to Council within one year of the State Significant Development Consent being operational (after construction under the SSD consent is completed);
- The developer has agreed to make a monetary contribution of 10c per tonne of product transported from the new extraction areas. This will be payable to Council twice per year; and
- Monetary contributions will be subject to movements in the Consumer Price Index (CPI).

Council Consideration

Council has considered and confirmed the suitability of entering into a Planning Agreement. This includes that the Planning Agreement is in the public interest, meets Council's strategic objectives, meets the fundamental principles governing the use of Planning Agreements and also fits within the described circumstances in which Council can consider negotiating a Planning Agreement.

Consultation

Following Council's consideration, the draft Planning Agreement and Explanatory Note will be placed on public exhibition for a minimum of 28 days in accordance with Section 7.5 of the Environmental Planning and Assessment Act, 1979. A notice will be placed on Council's website and in Customer Experience Centres, and the Daily Liberal newspaper, and correspondence will be provided to adjoining land owners.

Following completion of the public exhibition period, a further report will be presented to Council for consideration, including any submissions received.

APPENDICES:

- [1](#) Draft Planning Agreement

**PLANNING AGREEMENT for HOLCIM (Australia) Pty Ltd
Dubbo Quarry Continuation Project**

Land to which the Agreement applies: Part Lot 221 DP1247780, Lot 222 DP1247780, Lot 100 DP628628, and part of Eulomogo Creek, and *excludes* the area notated as *indicative existing disturbance area*, otherwise known as the existing Eastern Extraction Area.

Dubbo Regional Council (Council)

HOLCIM (Australia) Pty Ltd (Developer)





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Parties to this Agreement

Developer	Name	HOLCIM (Australia) Pty Ltd
	Address	Tower B, Level 7 - 799 Pacific Highway Chatswood NSW 2067
	ABN	87 099 732 297
	Contact Name	Chris Hamilton, Area Manager
	Contact email	[REDACTED]
	Fax	[REDACTED]
	Phone	[REDACTED]
Council	Name	Dubbo Regional Council
	Address	PO Box 81, Dubbo NSW 2830
	ABN	53 539 070 928
	Contact email	infrastructurecontributions@dubbo.nsw.gov.au

Background

On 28 January 2021, Holcim lodged a State Significant development application seeking consent for the construction and operation of two additional resource areas, the Western Extension Area (WEA) and Southern Extension Area (SEA). On 2 March 2023, the NSW Government Department of Planning and Environment approved the State Significant development application.

The objectives and the outcomes being sought through Holcim's application is to allow continuation of the extraction operation by expanding the extraction areas of the existing quarry.



Operative provisions

Part 1 - Preliminary

1 Definitions and Interpretation

- 1.1 In this Agreement the following definitions apply:
- 1.1.1 **Act** means the Environmental Planning and Assessment Act 1979 (NSW).
 - 1.1.2 **Agreement** means this agreement and includes any schedules, annexures and appendices to this Agreement.
 - 1.1.3 **Auditor** means an appropriately qualified auditor appointed by the Council.
 - 1.1.4 **Contributions Table** means the table in Schedule 1.
 - 1.1.5 **Contribution Year** means every 12 month period from 1 July each year.
 - 1.1.6 **Construction Commencement Date** is the same definition as provided in the Development Consent.
 - 1.1.7 **Costs** means a cost, charge, expense, outgoing, payment, fee and other expenditure of any nature.
 - 1.1.8 **Development Application** has the same meaning as in the Act.
 - 1.1.9 **Development** means the Holcim Dubbo Quarry Continuation Project.
 - 1.1.10 **Development Consent** has the same meaning as in the Act.
 - 1.1.11 **Dispute** means a dispute or difference between the Parties under or in relation to this Agreement.
 - 1.1.12 **Event of Default** means a breach of this Agreement.
 - 1.1.13 **Indexation (CPI)** means the Consumer Price (Sydney All Groups) Index.
 - 1.1.14 **Land** means part Lot 221 DP1247780, Lot 222 DP1247780, Lot 100 DP628628, and part of Eulomogo Creek, and excludes the area notated as indicative existing disturbance area, otherwise known as the existing Eastern Extraction Area. (as shown in Appendix 1).
 - 1.1.15 **Monetary Contribution** means the monetary contribution required to be made under this Agreement.
 - 1.1.16 **Party** means a party to this Agreement, including their successors and assigns.
 - 1.1.17 **Rectify** means rectify, remedy or correct.
 - 1.1.18 **Regulation** means the Environmental Planning and Assessment Regulation 2021.



- 1.1.19 **Value** means the \$ amount agreed between the Parties as the value of a Monetary Contribution made under this Agreement, as shown in the Contributions Table or as otherwise agreed between the Parties.

1.2 Interpretation

In the interpretation of this Agreement, the following provisions apply unless the context otherwise requires:

- 1.2.1 **Headings** are inserted for convenience only and do not affect the interpretation of this Agreement.
- 1.2.2 A reference in this Agreement to a **business day** means a day other than a Saturday or Sunday on which banks are open for business generally in Sydney.
- 1.2.3 If the day on which any act, matter or thing is to be done under this Agreement is not a business day, the act, matter or thing must be done on the next business day.
- 1.2.4 A reference in this Agreement to dollars or \$ means Australian dollars and all amounts payable under this Agreement are payable in Australian dollars.
- 1.2.5 A reference in this Agreement to a \$ value relating to a Monetary Contribution is a reference to the value exclusive of GST.
- 1.2.6 A reference in this Agreement to any law, legislation or legislative provision includes any statutory modification, amendment or re-enactment, and any subordinate legislation or regulations issued under that legislation or legislative provision.
- 1.2.7 A reference to a clause, part, schedule or attachment is a reference to a clause, part, schedule or attachment of or to this Agreement.
- 1.2.8 An expression importing a natural person includes any company, trust, partnership, joint venture, association, body corporate or governmental agency.
- 1.2.9 Where a word or phrase is given a defined meaning, another part of speech or other grammatical form in respect of that word or phrase has a corresponding meaning.
- 1.2.10 A word which denotes the singular denotes the plural, a word which denotes the plural denotes the singular, and a reference to any gender denotes the other genders.
- 1.2.11 References to the word 'include' or 'including' are to be construed without limitation.
- 1.2.12 A reference to this Agreement includes the agreement recorded in this Agreement.



- 1.2.13 A reference to a Party to this Agreement includes a reference to the employees, agents and contractors of the Party, the Party's successors and assigns.
- 1.2.14 A reference to 'dedicate' or 'dedication' in relation to land is a reference to dedicate or dedication free of cost.
- 1.2.15 Any schedules, appendices and attachments form part of this Agreement.
- 1.2.16 Notes appearing in this Agreement are operative provisions of this Agreement.

2 Planning agreement under the Act

- 2.1 This Agreement is a planning agreement governed by Subdivision 2 of Part 7 of the Act.

3 Application of this Agreement

- 3.1 This Agreement applies to the Land and the Development.

4 Date upon which this Agreement takes effect

- 4.1 This Agreement takes effect when signed by both Parties. The date on which it takes effect is specified at the end of this Agreement.

5 Warranties

- 5.1 The Parties warrant to each other that they:
 - 5.1.1 Have full capacity to enter into this Agreement, and
 - 5.1.2 Are able to fully comply with their obligations under this Agreement.

6 Further agreements

- 6.1 The Parties may, at any time and from time to time, enter into agreements relating to the subject-matter of this Agreement that are not inconsistent with this Agreement for the purpose of implementing this Agreement.

7 Surrender of right of appeal

- 7.1 The Developer is not to commence or maintain, or to cause or procure the commencement or maintenance, of any proceedings in any court or tribunal or similar body appealing against, or questioning the validity of this Agreement, or an Approval relating to the Development in so far as the subject-matter of the proceedings relates to this Agreement.



Part 2 - Payment of the Monetary Contributions

8 The Monetary Contribution under this Agreement

- 8.1 The Developer is required to make the Monetary Contribution described in the Contributions Table.
- 8.2 The Monetary Contribution under Schedule 1, Part 2 of this Agreement will cease at the conclusion of the quarry extraction.

9 Application of the Monetary Contribution

- 9.1 The Council will apply each Monetary Contribution towards the public purpose for which it is made.
- 9.2 Council will under no circumstances refund any monetary contribution made under this Agreement.

10 Application of Section 7.11 and Section 7.12 of the Act to the Development

- 10.1 This Agreement *excludes* the application of Section 7.11 to the Development.
- 10.2 This Agreement *excludes* the application of Section 7.12 to the Development.

11 Indexation of Monetary Contribution

- 11.1 The monetary contribution in Schedule 1, Part 1 is to be indexed for 1 year being the first year of the SSD consent and for the year prior to payment of the contribution in accordance with the following formula:

$$MC = \frac{A \times B}{C}$$

Where:

- MC** is the Monetary Contribution;
- A** is the Monetary Contribution payable during the Contribution Year just ended;
- B** is the most recent Index number (last published) before the end of the Contribution Year just ended
- C** is the most recent Index number (last published) before the commencement of the of the Contribution Year just ended



12 How money is paid

- 12.1 A monetary contribution is made for the purposes of this Agreement when the Council receives the full amount of the monetary contribution payable under this Agreement in cash or by unendorsed bank cheque or by the deposit by means of electronic funds transfer of cleared funds into a bank account nominated by the Council. Council will not accept any other forms of payment.
- 12.2 Despite clause 12.1, if Council agrees, in its absolute discretion, to accept payment of a monetary contribution by EFTPOS using a credit card, the Developer will be required to pay a surcharge in accordance with Council's adopted schedule of fees and charges.

Part 3 - Review and Monitoring

13 Review of Agreement

- 13.1 If either Party is of the opinion that any change of circumstance has occurred, or is imminent, that materially affects the operation of this Agreement the Party may request a review of the whole or any part of this Agreement.
- 13.2 For the purposes of clause 15.1, the relevant changes include (but are not limited to) any change to a law that restricts or prohibits or enables the Council or any other Authority to restrict or prohibit any aspect of the Development.
- 13.3 If a review is requested in accordance with clause 15.1, the Parties are to use all reasonable endeavours, in good faith, to agree on and implement appropriate amendments to this Agreement.
- 13.4 If this Agreement becomes illegal, unenforceable or invalid as a result of any change to a law, the Parties agree to do all things necessary to ensure that an enforceable agreement of the same or similar effect to this Agreement is entered into.
- 13.5 A failure by a Party to agree to take action requested by the other Party as a consequence of a review referred to in clause 15.1 (but not 15.4) is not a Dispute for the purposes of this Agreement and is not a breach of this Agreement.
- 13.6 If the Parties agree to amend this Agreement under this clause 15, any such amendment must be in writing and signed by the Parties, and exhibited in accordance with the Act and Regulation.



14 Monitoring and Reporting

- 14.1 The Developer acknowledges that the Council will continuously monitor compliance with the Developer's obligations under this Agreement.

Part 4 - Dispute Resolution

15 Notice of Dispute

- 15.1 If a party claims that a dispute has arisen under this agreement (Claimant), it must give written notice to the other party (**Respondent**) stating the matters in dispute and designating as its representative a person to negotiate the dispute (**Claim Notice**).
- 15.2 If a notice is given, the Parties are to meet within 10 business days of the notice in an attempt to resolve the Dispute.
- 15.3 If the Dispute is not resolved within a further 20 business days, the Dispute is to be referred to the President of the NSW Law Society to appoint an expert for expert determination.
- 15.4 The expert determination is binding on the Parties except in the case of fraud or misfeasance by the expert.
- 15.5 Each Party is to bear its own costs arising from or in connection with the appointment of the expert and the expert determination.
- 15.6 The Parties are to share equally the costs of the President, the expert, and the expert determination.
- 15.7 Nothing in the clause will prevent either party from seeking injunctive or urgent declaratory relief.

Part 5 - Indemnities & Insurance

16 Risk

- 16.1 The Developer performs this Agreement at its own risk and its own cost.

17 Release

- 17.1 The Developer releases the Council from any Claim it may have against the Council arising in connection with the performance of the Developer's obligations under this Agreement except if, and to the extent that, the Claim arises because of the Council's negligence or default.



18 Indemnity

- 18.1 The Developer indemnifies the Council from and against all Claims that may be sustained, suffered, recovered or made against the Council arising in connection with the performance of the Developer's obligations under this Agreement except if, and to the extent that, the Claim arises because of the Council's negligence or default.

Part 6 - Other Provisions

19 Confidentiality

- 19.1 This agreement is a public document and its terms are not confidential.
- 19.2 The parties acknowledge that:
- 19.2.1 confidential Information may have been supplied to some or all of the Parties in negotiations leading up to the making of this agreement; and
 - 19.2.2 the Parties may disclose to each other further Confidential Information in connection with the subject matter of this agreement.
- 19.3 Subject to clauses 24.4 and 24.5, each Party agrees:
- 19.3.1 not to disclose any Confidential Information received before or after the making of this agreement to any person without the prior written consent of the Party who supplied the Confidential Information; or
 - 19.3.2 to take all reasonable steps to ensure all Confidential Information received before or after the making of this agreement is kept confidential and protected against unauthorised use and access.
- 19.4 A Party may disclose Confidential Information in the following circumstances:
- 19.4.1 in order to comply with the law, or the requirements of any Authority; or
 - 19.4.2 to any of their employees, consultants, advisers, financiers or contractors to whom it is considered necessary to disclose the information, if the employees, consultants, advisers, financiers or contractors undertake to keep the Confidential Information confidential.
- 19.5 The obligations of confidentiality under this clause do not extend to information which is public knowledge other than as a result of a breach of this clause.



20 Notices

- 20.1 Any notice, consent, information, application or request that is to or may be given or made to a Party under this Agreement is only given or made if it is in writing and sent in one of the following ways:
- 20.1.1 delivered or posted to that Party at its address, or
 - 20.1.2 emailed to that Party at its email address.
- 20.2 For the purposes of this clause a Party's address and email address are as noted under '**Parties to this Agreement**'.
- 20.3 If a Party gives the other Party 5 business days' notice of a change of its address or email, any notice, consent, information, application or request is only given or made by that other Party if it is delivered, posted or emailed to the latest address.
- 20.4 Any notice, consent, information, application or request is to be treated as given or made if it is:
- 20.4.1 delivered, when it is left at the relevant address,
 - 20.4.2 sent by post, 2 business days after it is posted, or
 - 20.4.3 sent by email and the sender does not receive a delivery failure message from the sender's internet service provider within a period of 24 hours of the email being sent.
- 20.5 If any notice, consent, information, application or request is delivered, or an error free transmission report in relation to it is received, on a day that is not a business day, or if on a business day, after 5pm on that day in the place of the Party to whom it is sent, it is to be treated as having been given or made at the beginning of the next business day.

21 Approvals and Consent

The Developer must, at its cost, obtain all relevant approvals and consents for the Developer's Works, whether from the Council or from any other relevant Government Agency, including any necessary road opening permits. Before commencing the Developer's Work, the Developer must give to the Council copies of all approvals and consents for the Developer's Works, other than the project Consent.

22 Costs

- 22.1 The Developer is to pay to the Council the Council's costs of preparing, negotiating, executing and stamping and registering this Agreement, and any document related to this Agreement within 5 business days of a written demand by the Council for such payment capped at \$3,000.



- 22.2 The Developer is also to pay to the Council the Council's reasonable costs of enforcing this Agreement within 5 business days of a written demand by the Council for such payment capped at \$3,000.

23 Entire Agreement

- 23.1 This Agreement contains everything to which the Parties have agreed in relation to the matters it deals with.
- 23.2 No Party can rely on an earlier document, or anything said or done by another Party, or by a director, officer, agent or employee of that Party, before this Agreement was executed, except as permitted by law.

24 Further Acts

- 24.1 Each Party must promptly execute all documents and do all things that another Party from time to time reasonably requests to effect, perfect or complete this Agreement and all transactions incidental to it.

25 Governing Law and Jurisdiction

- 25.1 This Agreement is governed by the law of New South Wales.
- 25.2 The Parties submit to the non-exclusive jurisdiction of its courts and courts of appeal from them.
- 25.3 The Parties are not to object to the exercise of jurisdiction by those courts on any basis.

26 Joint and Individual Liability and Benefits

- 26.1 Except as otherwise set out in this Agreement:
- 26.1.1 any agreement, covenant, representation or warranty under this Agreement by 2 or more persons binds them jointly and each of them individually, and
- 26.1.2 any benefit in favour of 2 or more persons is for the benefit of them jointly and each of them individually.

27 No Fetter

- 27.1 The Parties acknowledge that Council is a consent authority with statutory rights and obligations pursuant to the Act.
- 27.2 This Agreement is not intended to operate, and shall not be construed as operating to fetter, in any unlawful manner:
- 27.2.1 the power of Council to make any law; or
- 27.2.2 the exercise by Council of any statutory power, discretion or duty.



27.3 Nothing in this Agreement shall be construed as requiring Council to do anything that would cause it to be in breach of any of its obligations at law.

28 Illegality

28.1 If this Agreement or any part of it becomes illegal, unenforceable or invalid as a result of any change to a law, the Parties are to co-operate and do all things necessary to ensure that an enforceable agreement of the same or similar effect to this Agreement is entered into.

29 Severability

29.1 If a clause or part of a clause of this Agreement can be read in a way that makes it illegal, unenforceable or invalid, but can also be read in a way that makes it legal, enforceable and valid, it must be read in the latter way.

29.2 If any clause or part of a clause is illegal, unenforceable or invalid, that clause or part is to be treated as removed from this Agreement, but the rest of this Agreement is not affected.

30 Amendment

30.1 No amendment of this Agreement will be of any force or effect unless it is in writing and signed by the Parties to this Agreement in accordance with section 203 of the Regulation.

31 Waiver

31.1 The fact that a Party fails to do, or delays in doing, something the Party is entitled to do under this Agreement, does not amount to a waiver of any obligation of, or breach of obligation by, another Party.

31.2 A waiver by a Party is only effective if it:

31.2.1 is in writing,

31.2.2 is addressed to the Party whose obligation or breach of obligation is the subject of the waiver,

31.2.3 specifies the obligation or breach of obligation the subject of the waiver and the conditions, if any, of the waiver,

31.2.4 is signed and dated by the Party giving the waiver.

31.3 Without limitation, a waiver may be expressed to be conditional on the happening of an event, including the doing of a thing by the Party to whom the waiver is given.

31.4 A waiver by a Party is only effective in relation to the particular obligation or breach in respect of which it is given, and is not to be taken as an implied waiver of any other obligation or breach or as an implied waiver of that obligation or breach in relation to any other occasion.



- 31.5 For the purposes of this Agreement, an obligation or breach of obligation the subject of a waiver is taken not to have been imposed on, or required to be complied with by, the Party to whom the waiver is given.

32 GST

- 32.1 In this clause:
- 32.1.1 Adjustment Note, Consideration, GST, GST Group, Margin Scheme, Money, Supply and Tax Invoice have the meaning given by the GST Law.
 - 32.1.2 GST Amount means in relation to a Taxable Supply the amount of GST payable in respect of the Taxable Supply.
 - 32.1.3 GST Law has the meaning given by the A New Tax System (Goods and Services Tax) Act 1999 (Cth).
 - 32.1.4 Input Tax Credit has the meaning given by the GST Law and a reference to an Input Tax Credit entitlement of a party includes an Input Tax Credit for an acquisition made by that party but to which another member of the same GST Group is entitled under the GST Law.
 - 32.1.5 Taxable Supply has the meaning given by the GST Law excluding (except where expressly agreed otherwise) a supply in respect of which the supplier chooses to apply the Margin Scheme in working out the amount of GST on that supply.
- 32.2 Subject to clause 37.3, if GST is payable on a Taxable Supply made under, by reference to or in connection with this Agreement, the Party providing the Consideration for that Taxable Supply must also pay the GST Amount as additional Consideration.
- 32.3 No additional amount shall be payable by the Council under clause 37.2 unless, and only to the extent that, the Council (acting reasonably and in accordance with the GST Law) determines that it is entitled to an Input Tax Credit for its acquisition of the Taxable Supply giving rise to the liability to pay GST.
- 32.4 If there are Supplies for Consideration which is not Consideration expressed as an amount of Money under this Agreement by one Party to the other Party that are not subject to Division 82 of the A New Tax System (Goods and Services Tax) Act 1999, the Parties agree:
- 32.4.1 to negotiate in good faith to agree the GST inclusive market value of those Supplies prior to issuing Tax Invoices in respect of those Supplies;
 - 32.4.2 that any amounts payable by the Parties in accordance with clause 37.2 (as limited by clause 37.3) to each other in respect of those Supplies will be set off against each other to the extent that they are equivalent in amount.



- 32.5 No payment of any amount pursuant to this clause 37, and no payment of the GST Amount where the Consideration for the Taxable Supply is expressly agreed to be GST inclusive, is required until the supplier has provided a Tax Invoice or Adjustment Note as the case may be to the recipient.
- 32.6 Any reference in the calculation of Consideration or of any indemnity, reimbursement or similar amount to a cost, expense or other liability incurred by a party, must exclude the amount of any Input Tax Credit entitlement of that party in relation to the relevant cost, expense or other liability.
- 32.7 This clause continues to apply after expiration or termination of this Agreement.

33 Explanatory Note

- 33.1 The Appendix contains the Explanatory Note relating to this Agreement required by s205 of the Regulation.
- 33.2 Pursuant to s205(5) of the Regulation, the Parties agree that the Explanatory Note is not to be used to assist in construing this Agreement.



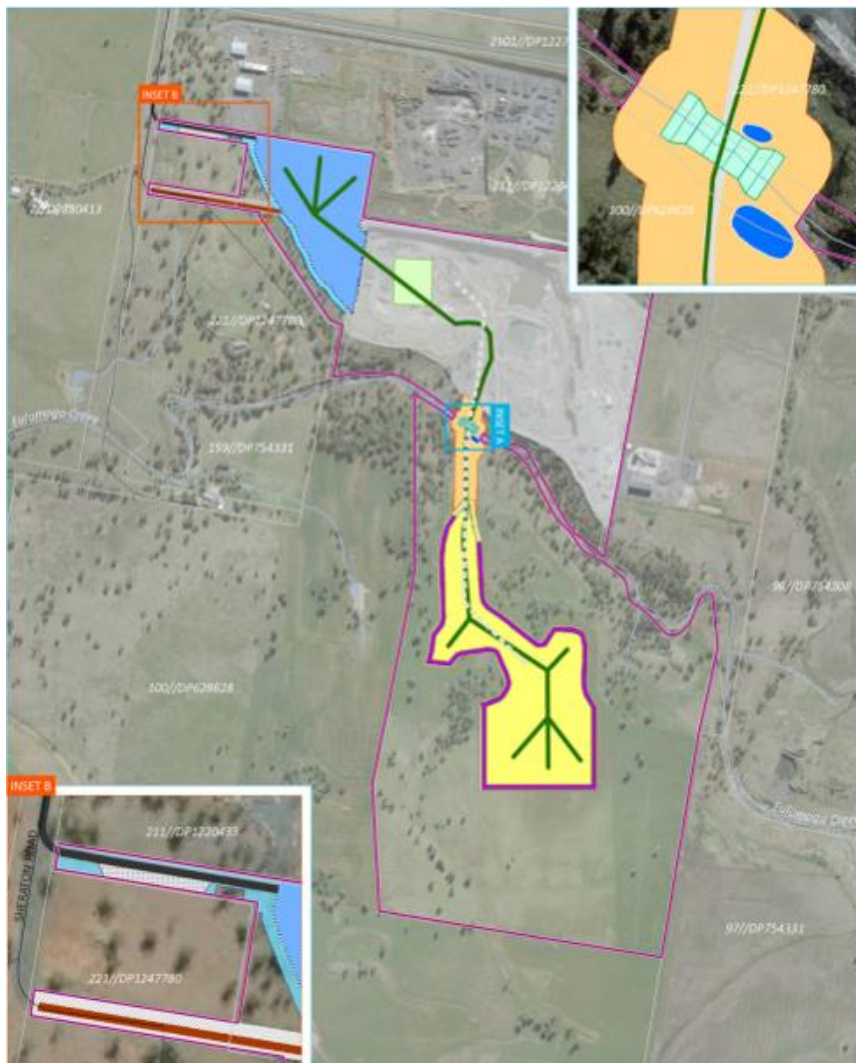
Schedule 1: Monetary Contribution

Part	Description	Timing of Payment
Part 1	Payment of a single lump sum of \$600,000 (plus 1 year of indexation) for improvements to Sheraton Road towards the Mitchell Highway along the proposed transport route.	This will be payable to Council within 1 year of the SSD consent being operational (after construction under the SSD consent is completed).
Part 2	Payment of 10c per tonne (plus indexation) of product transported from the Western Extraction Area and/or the Southern Extraction Area, for road impacts.	<p>This will be payable to Council twice per year commencing from day 1 of operations (after construction under the SSD consent is completed) as follows:</p> <ul style="list-style-type: none"> by 31 January each year for product transported from the Western Extraction Area and/or the Southern Extraction Area in the 6 months to 31 December of the preceding year; and by 31 July each year for product transported from the Western Extraction Area and/or the Southern Extraction Area in the 6 months to 30 June of that year.



Schedule 2: Development Layout

Part Lot 221 DP1247780, Lot 222 DP1247780, Lot 100 DP628628, and part of Eulomogo Creek, and excludes the area notated as indicative existing disturbance area, otherwise known as the existing Eastern Extraction Area.





Execution

Executed as an Agreement

Dated:

Executed by Dubbo Regional Council

The Common Seal of Dubbo Regional Council was affixed on this day of
pursuant to a resolution of the Council dated

Murray Wood
Chief Executive Officer

Councillor Mathew Dickerson
Mayor

Executed by/on behalf of **HOLCIM** (Australia) Pty Ltd in accordance with s127(1) of the
Corporations Act 2001 (Cth).

Name/Position

Name/Position



REPORT: Dubbo Regional Housing Roadmap - Progress Report

DIVISION: Development and Environment
REPORT DATE: 9 August 2023
TRIM REFERENCE: ID23/2021

EXECUTIVE SUMMARY

Purpose	Strategic Project Update	
Issue	<ul style="list-style-type: none"> • Council, at its Meeting on 23 June 2022, adopted the Housing Roadmap. The Roadmap identified Council’s initiatives, actions and projects that will aim to assist the community’s housing needs during the Councillor term. • The spectrum of influence for Council is through strategic planning, planning mechanisms, appropriate policy and guidance material that meets the expectations of our community. • This report details Council’s progress in implementing the various elements of the Roadmap. Progress has occurred in the north and central west urban release areas, reviewing the Dubbo Regional Local Environmental Plan 2022, short term worker accommodation, and the renewable energy benefit framework. 	
Reasoning	Council’s role in housing involves facilitating an appropriate supply and mix of housing to meet community needs, as well as developing strategies and policies that encourage the construction of more and affordable housing.	
Financial Implications	Budget Area	There are no financial implications arising from this report
Policy Implications	Policy Title	There are no policy impacts arising from this report

STRATEGIC DIRECTION

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

Theme: 4 Leadership

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

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

RECOMMENDATION

1. That progress in respect of the Dubbo Regional Housing Roadmap be noted.
2. That Council approach the Real Estate Institute NSW (Orana Division) to gauge their interest in undertaking joint promotion of residential development opportunities in Dubbo and Wellington, particularly in respect of secondary dwellings, residential subdivision opportunities and other initiatives.
3. That a further progress report be provided to Council in March 2024, outlining progress of the actions included in the Housing Roadmap.

Stephen Wallace
Director Development and Environment

LN
Graduate Growth Planner

BACKGROUND

Previous Resolutions of Council

23 June 2022 CCL22/153	<i>(In Part)</i> 1. That the Dubbo Regional Housing Roadmap be adopted by Council. 2. That an update report be provided to Council on a six monthly basis detailing achievement towards the actions included in the roadmap.
15 November 2022 CCL22/293	1. That progress in respect of the Dubbo Regional Housing Roadmap be noted. 2. That a further progress report be provided to Council in July 2023, outlining progress of the actions included in the Housing Roadmap.

REPORT

1. Purpose of the Housing Roadmap

Council's role in housing involves facilitating an appropriate supply and mix of housing to meet community needs, as well as developing strategies and policies that encourage the construction of more and affordable housing. The Housing Roadmap identifies Council's initiatives and actions over the Councillor term that aim to assist the community's housing needs.

The Housing Roadmap consists of the following three sections:

- Understanding the local community's housing needs (demographic analysis)
- Strategic framework and planned works (works program); and
- Review of policies and supporting information.

2. Housing in Dubbo and Wellington

(a) Housing in Dubbo

The median house price in Dubbo between November 2022 and July 2023 increased from \$535,000 to \$540,000, the median unit price increased from \$337,500 to \$346,000, and the median land price increased from \$252,000 to \$280,220.

The median sales price is shown in **Figure 1**.

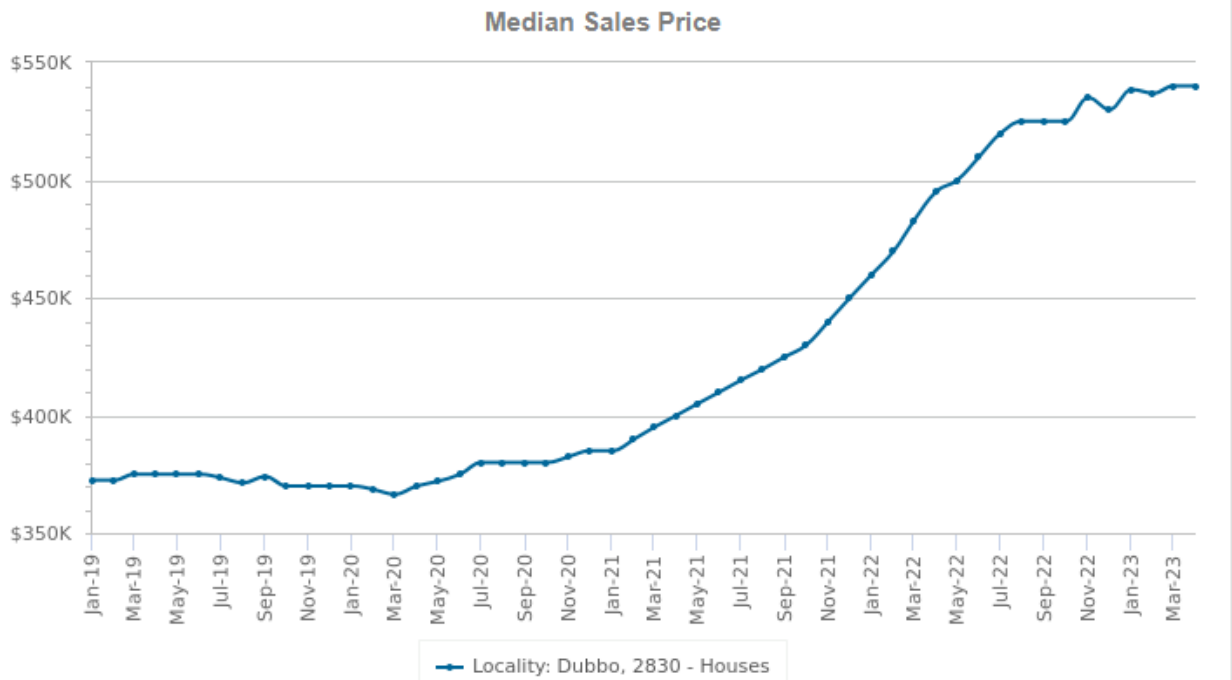


Figure 1 - Median Sales Price Dubbo

Notably, data shows that only 87 lots were sold in Dubbo in the 12 months to April 2023. The two years prior saw 247 and 345 lots sold respectively.

(b) Housing in Wellington

The median house price in Wellington between November 2022 and July 2023 increased from \$274,000 to \$275,000. The median unit and land price were not available at the time of this report.

The median sales price is shown in **Figure 2**.

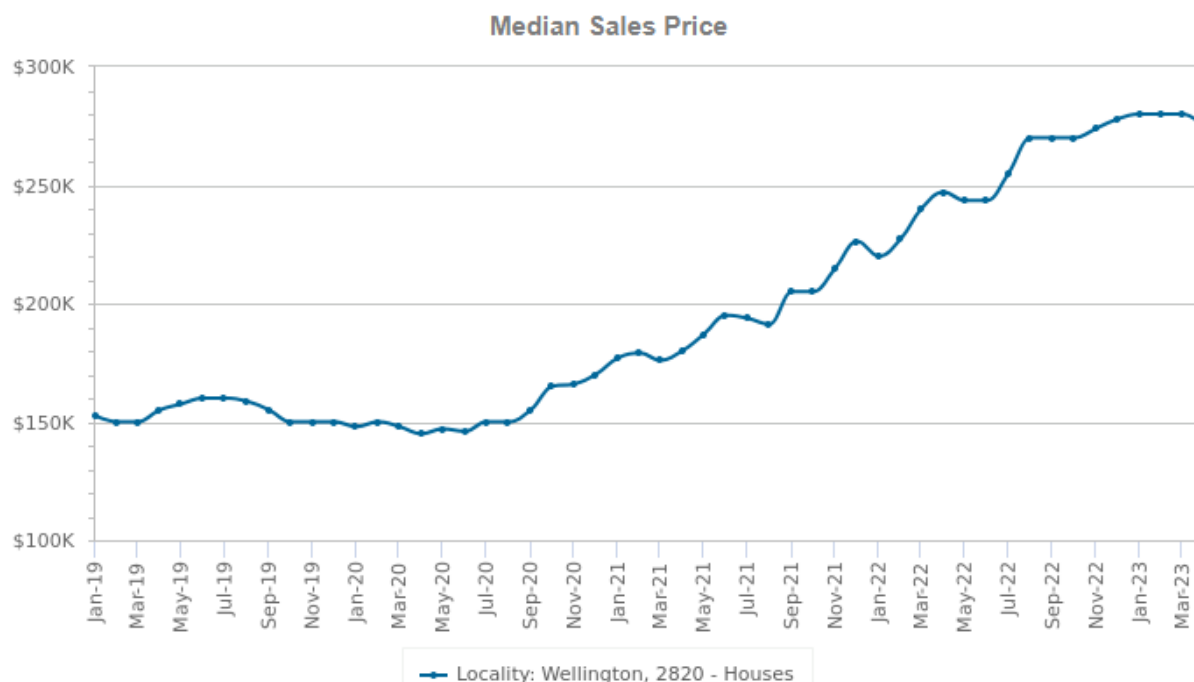


Figure 2 - Median Sales Price Wellington

3. Progress of the Housing Roadmap

(a) Strategic framework and planned works

Council’s progress in implementing actions within the strategic framework and planned works section are as follows:

Action	Status
<p>North West Dubbo Urban Release Area</p> <ul style="list-style-type: none"> • Precinct Plan • Development Control Plan 	<p>Council endorsed the Precinct Plan on 21 September 2022. The Plan identifies the key strategic issues to be considered in the development of the area.</p> <p>The draft Plan was originally placed on public display from 17 October 2022 until 16 November 2022. However, the public display period was extended to 16 December 2022. A further report was presented to Council on 23 March 2023, including the results of public exhibition.</p> <p>Council endorsed a draft Development Control Plan for part of the area on 22 June 2023. It was placed on public exhibition from 5 July 2023 until 7 August 2023. A further report will be presented to Council, including the results of public exhibition.</p> <p>Council was successful in receiving funding of \$155,000 to undertake further strategic planning activities to assist in planning and development across the precinct. These funds are currently being utilised to finalise constraints assessments and to prepare a</p>

Action	Status
	draft Planning Proposal to amend the Dubbo Regional Local Environmental Plan 2022 to ensure the ultimate development outcomes can be realised.
North West Dubbo Urban Release Area <ul style="list-style-type: none"> • River Street West 	<p>Council was successful in obtaining funding under the NSW Government Accelerated Infrastructure Fund – Round 3 to construct Stage 1 of River Street West.</p> <p>Council is currently undertaking planning activities for construction of this key road connection.</p> <p>Construction must be completed by 30 June 2026.</p>
Central West Dubbo Urban Release Area <ul style="list-style-type: none"> • Structure Plan • Development Control Plan 	<p>Council is currently assessing the Structure Plan, Development Control Plan and associated Planning Proposals, which identify the key strategic issues and frameworks for the development of the area. This includes overall staging, transport movement, landscaping, infrastructure, natural and environmental hazard issues.</p> <p>These documents were placed on public exhibition from:</p> <ul style="list-style-type: none"> • Structure Plan and Development Control Plan – 5 April 2023 until 10 May 2023; • Planning proposals – 21 June 2023 until 24 July 2023. <p>Further reports will be presented to Council, seeking endorsement of these documents in the coming months.</p>
South West Dubbo Urban Release Area <ul style="list-style-type: none"> • Structure Plan • Development Control Plan 	<p>Council was unsuccessful in obtaining funding under the NSW Government Regional Housing Strategic Planning Fund to undertake strategic planning work for the area.</p> <p>Council has recently received notification of round 2 of the Regional Housing Strategic Planning Fund now being open. This provides a further opportunity for Council to re-apply for funding to undertake with work.</p>
Review of the Dubbo Regional Local Environmental Plan 2022	<p>Council submitted a 3.22 expedited amendment request to the Department of Planning and Environment on 15 June 2023, seeking to make it easier to understand where residential development is permissible with consent. The Department refused this request and advised that Council is unable to list individual residential terms in the LEP.</p> <p>Council submitted a 3.22 expedited amendment request to the Department on 31 July 2023, seeking to transition to digital LEP maps. This will allow Council to more easily amend maps and undertake housekeeping reviews.</p> <p>Council endorsed administrative amendments to the LEP on 27</p>

Action	Status
	<p>July 2023. A Gateway determination has been sought from the Department. A further report will be presented to Council, including the results of public exhibition.</p> <p>The review will also be influenced by potential amendments to Council's Dubbo Residential Areas Development Strategy, and the development of the NSW Government's Regional Housing Delivery Plan.</p>
New Developer Contributions Plan for Urban Roads	Council is reviewing population projections and infrastructure costings to help with the development of a new Development Contributions Plan. A further report will be presented to Council to endorse the draft Development Contributions Plan.
Preparation of a Structure Plan for land at Montefiores – Wellington	Council has commenced background research for this project, including the development of a consultant brief. A further update will be provided to Council once a suitable consultant has been appointed for the project.
Village Issues Paper	<p>Council presented information at the Villages Committee on 17 May 2023, outlining the aim, key steps and locations being investigated for this project.</p> <p>The issues paper will focus on Mumbil, Stuart Town, Eucareena and Kerrs Creek. This project is anticipated to commence in late 2023.</p>
Review of the Wellington Town Strategy	Council has not progressed with this strategic planning work. This project is anticipated to commence in early 2024.
Short Term Worker Accommodation Study	<p>Council considered a report on 23 March 2023 in relation to the short term worker accommodation needs as a result of the Central West Orana Renewable Energy Zone, Critical Minerals Hub and other industry needs.</p> <p>Council consulted with development stakeholders, Energy Co and REZ proponents, and large-scale infrastructure projects to anticipate accommodation needs.</p> <p>Council is also working with the Department of Planning and Environment in relation to state-wide planning controls for short term worker accommodation. These controls are likely to be placed on public exhibition in late 2023.</p>
Review of the Dubbo Residential Areas Development Strategy	The NSW State Government is preparing a Regional Housing Delivery Plan for the Dubbo Regional and Narromine Local Government Areas. A review of the Dubbo Residential Areas Development Strategy at this time would be premature. The Regional Housing Delivery Plan was anticipated to be completed in November 2022.

(b) Policy and supporting information

Council's progress in implementing actions within the policy and supporting information section are as follows:

Action	Status
Information on Council's website	<p>Council updated the Planning Proposal Application webpage, which provides information about how to amend the Dubbo Regional Local Environmental Plan 2022.</p> <p>Council updated the Local Strategic Planning Statement website, which provides information about Council's 20-year vision for land use planning in the Local Government Area.</p> <p>Council updated the Planning Agreements website, which provides information on Council's planning agreement template, renewable energy benefit framework, and current/expired planning agreements.</p>
Preparation of residential development toolkits	<p>Development toolkits were created for secondary dwellings, dual occupancies, subdivision, and information to include with a development application. These were distributed to relevant stakeholders at Council's Housing Supply Reference Group, and uploaded to Council's website.</p> <p>Preparation of this information now affords an opportunity for Council to approach the Real Estate Institute NSW (Orana Division) to gauge their interest in undertaking joint promotion of residential development opportunities in Dubbo and Wellington, particularly in respect of secondary dwellings, residential subdivision opportunities and other initiatives.</p>
Update Council's population forecast and include on Council's website	<p>The 2021 ABS Census data was released in a three-staged approach which commenced in June 2022. Following each release, the data is published via the REMPLAN software which Council uses to analyse forecast future population, analyse regional economies and anticipate future employment demand.</p> <p>In addition, Council Staff are also examining further updates to the population forecasts for the Region to incorporate an aspirational projection point that represents the Region capturing further permanent residents from the pulse of construction and other development activity.</p>
Investigations into the suitability of a Policy Position for Social Housing	<p>Council adopted the Renewable Energy Benefit Framework in December 2022, which provides guidance to developers of Solar and Wind Energy Farms about Council's requirements to deliver benefits to the community. The Framework guides Council's consideration of Planning Agreements and whether community</p>

Action	Status
	housing provisions can be incorporated. Planning Agreements need to be endorsed by Council and placed on public exhibition prior to being entered into.
Undertake services reviews as determined by Council	Council undertook a service review into the subdivision planning approval process. An update was provided to the September Audit and Risk Management Committee meeting for consideration.

Consultation

The Roadmap was developed taking account of the continued feedback and discussions of the Dubbo Housing Supply Reference Group, which includes members of Dubbo Residential Builders Group, industry professionals and Councillors. Real Estate Institute NSW,

The next Mayoral Developers Forum has been scheduled for Wednesday 13 September 2023 at the Western Plains Cultural Centre. Further information will be provided to development stakeholders in respect of this event.

Resourcing Implications

Ongoing costs of implementing the Roadmap are part of the Growth Planning budget. There are no financial or policy implications arising from this report as it is for information purposes only.

Next Steps

A further progress report will be presented to Council in March 2024.



REPORT: The Voice: Education, Information and Participation

DIVISION: Community, Culture and Places
REPORT DATE: 1 August 2023
TRIM REFERENCE: ID23/1903

EXECUTIVE SUMMARY

Purpose	Seek direction or decision	
Issue	Provide Council with options for how an information program could be provided to the community regarding the Voice referendum.	
Reasoning	<ul style="list-style-type: none"> • Council is not the governing agency for the referendum. • However, Council is a community leader and has the opportunity to bring community together and facilitate discussion around the Voice referendum. 	
Financial Implications	Budget Area	Community, Culture and Places
	Funding Source	2023 Operational Budget
	Proposed Cost	~\$15,000
	Ongoing Costs	Nil
Policy Implications	Policy Title	Nil
	Impact on Policy	Nil
Consultation	Council	Ordinary Council meeting 25 May 2023

STRATEGIC DIRECTION

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

Theme: 4 Leadership

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

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

RECOMMENDATION

- 1. That the options provided for a Voice Information session be noted.**
- 2. That Council determine the option for implementation of a 'Voice' information session.**

Murray Wood
Chief Executive Officer

CA
Director Community,
Culture and Places

BACKGROUND

The Voice to Parliament referendum is expected to be announced within the final three months of the calendar year. Much information has already been provided by the Federal government through its relevant agencies including the Australian Electoral Commission.

At its Ordinary meeting 25 May 2023, Council resolved to hold an internal workshop outlining potential options for how an information program can be developed. That workshop was held Thursday 20, July 2023. The resolution in full can be seen below.

Previous Resolutions of Council

25 May 2023 CCL23/123	<ol style="list-style-type: none">1. <i>That Council hold an internal workshop for Councillors to consider the educational material regarding the proposed Indigenous Voice in Parliament with a subsequent report to be provided to Council for consideration detailing any logical (sic logistical) or financial considerations.</i>2. <i>That Council develop a program centred on information, education and participation to support the community to make an informed decision on this subject.</i>3. <i>That Council promote the importance of registering on the Australian Electoral Commission (AEC) to enable people to have a voice and counted vote.</i>
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REPORT

In order to provide Council with reasonable options to consider for a possible implementation of a 'Voice' information session, the following options have been proposed. The options are conceptual at this point, but based on cost estimates where possible.

There are three fundamental options put forward for Council's consideration.

Option 1: Panel of Four (two = Yes / two = No) / MC / No Audience / Recorded

Option 2: Panel of Four (two = Yes / two = No) / MC / Audience / Live Stream / Council Chambers

Option 3: Panel of Four (two = Yes / two = No) / MC / Audience / Recorded or Live Stream / Dubbo Regional Theatre and Convention Centre (DRTCC) – Convention Centre

Panel of Four – Composed of two representatives of the 'Yes' and 'No' cases. Selected via an Expressions of Interest (Eoi) process and sourced from the local government area.

Master of Ceremonies (MC) – a professional experienced in this role to facilitate the questions and discussion. All three models are based on an independent MC to ensure Council staff remain and are seen to remain independent and non-partisan in the discussion.

Firm details will need to be known before a MC can be sourced for the task. However, in terms of expected cost including travel should that be necessary, an amount of ~\$5,000 is anticipated.

Audience – Limited seats available, the number depending on the chosen option (venue). No restriction on those in the audience, tickets are sold as *'first in, best dressed'*. Participation from the audience is managed by the MC via registered question similar to ABC Q&A approach.

Live Stream / Recorded – The Council chambers are available for live stream in the same fashion as used by Council Ordinary and Committee meetings. That is to say, the event is live streamed for all to see in real time. This provides for no editing or processing time and costs. It also means no filtering of engagement from the event. The Chambers venue also restricts in house audience numbers to that similar to a Council meeting.

The recording options requires additional time and associated costs with processing and presenting the recording. However, it provides for more efficient output per unit of time. This can be held in the Dubbo Regional Theatre and Convention Centre pending availability. This can be distributed to the community via a DRC social media link.

DRTCC - At time of writing, there are only two dates available for DRTCC. They are Tuesdays, 3 October and 10 October. The theatre is not recommended for this style of event. Instead, the event is best held in the Convention Centre. This is primarily due to the need to facilitate a roving microphone. With a centre isle the Convention Centre can accommodate 750 people. A second isle will improve roving ability at the cost of seats.



Image 1: Macquarie Auditorium (Convention Centre) Flat-floor seating, flexible set up

A local company has been approached and has provided a quote for managing the technical elements of the event at a cost of ~\$4,000 for a 'live stream' event from the Convention Centre.

If only 'recording' the event at the Convention Centre, the cost from the same company will be ~\$1,600. This is filming only and will require additional editing. This work has been quoted locally by a second company to the amount of ~\$5,200 (total ~\$7,000).

Security for the event is estimated to be ~\$300 per security guard per two hour block.

Front of house staff required for the Convention Centre, will be charged at a rate of \$68 per hour each staff member.

If using the DRTCC, tickets can range from free however access via registration, to a suggested value of \$5. Based on a 750 seat capacity, that can recover \$3,750.

Snap-shot of what some other Council areas have done

At a recent meeting of Theatre Managers from across the state, an impromptu survey of some locations around what their areas have done in this space resulting the following:

<p>Wagga Wagga 3 X Sessions</p>	<ul style="list-style-type: none"> • Organised by Local Elders with Council support. • 3 x panel speakers on stage • 1 hour duration • Live streamed and roving microphones. • Organised by ANU and a Local MP – lecture style. • Event BBQ, Linda Burney was present and it was hosted by Local MP and <i>supported</i> by Council.
<p>Blue Mountains</p>	<ul style="list-style-type: none"> • Venue: Blue Mountains Theatre and Community Hub • Sunday 30 April 2023 • 1 hour duration • Live streamed and roving microphones. • Organised by Labor member for Macquarie Susan Templeman and Blue Mountains Mayor Mark Greenhill who spoke as panellists alongside Gundungurra elder Aunty Sharyn Halls and leader of the Yes 2023 Campaign Rachel Perkins to explain the Indigenous Voice to Parliament. • https://youtu.be/q6vkFt2NPsA - Blue Mountains Understanding the Voice Town Hall – Youtube • Free event but attendees had to register
<p>Queanbeyan</p>	<ul style="list-style-type: none"> • Panel Q&A style • Live streamed • Approx. 400 attendees • Free event, registration required • Council organised registration only

Summary	<ul style="list-style-type: none"> For all these events the format was discussion based not a debate around 'Yes' or 'No' Events were supported by each Council as opposed to Councils organising the event.
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Consultation

- Internal Council workshop and communications
- A selection of NSW Theatre Managers

Resourcing Implications

- Based on the more expensive option (Option 3 – Recorded) with free admission via registration, an estimated budget of \$15,000 is expected to cover known costs with a small contingency.

Total Financial Implications	Current year (\$)	Current year + 1 (\$)	Current year + 2 (\$)	Current year + 3 (\$)	Current year + 4 (\$)	Ongoing (\$)
a. Operating revenue	0	0	0	0	0	0
b. Operating expenses	15,000	0	0	0	0	0
c. Operating budget impact (a – b)	0	0	0	0	0	0
d. Capital Expenditure	0	0	0	0	0	0
e. Total net impact (c – d)	\$15,000	0	0	0	0	0
Does the proposal require ongoing funding?	No					
What is the source of this funding?	To be determined					

Table 1. Ongoing Financial Implications

Timeframe

- At time of writing, the date for the referendum is not known. A date in the second half of October is a popular prediction. However, the actual date can be anytime. Next steps and timeframes will be dependent on Council direction.



DUBBO REGIONAL
COUNCIL

REPORT: NSW Local Government Elections 2024 - Pre Poll Period

DIVISION: Organisational Performance
REPORT DATE: 17 August 2023
TRIM REFERENCE: ID23/2062

EXECUTIVE SUMMARY

Purpose	Seek direction	
Issue	<ul style="list-style-type: none"> The NSW Local Government Elections will be held on 14 September 2024. The NSW Electoral Commissioner is seeking a direction from Councils on the length of the pre-poll period, in the lead up to the elections. 	
Reasoning	<ul style="list-style-type: none"> Elections held to date have always had a 2 week pre-poll period. Councils need to take into account the numbers of electors choosing to vote early, however a longer pre-poll period is likely to require more pre-poll venues and is likely to increase costs to councils as a result. 	
Financial Implications	Budget Area	Corporate Governance
	Funding Source	All Election Expenses
	Budgeted	\$580,230
Policy Implications	Policy Title	N/A
	Impact on Policy	No impact on policy

STRATEGIC DIRECTION

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

Theme: 4 Leadership

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

Delivery Program Strategy: 4.1.4 Statutory requirements are met and services are provided in a cost-effective and timely manner

RECOMMENDATION

- 1. That Council provide advice to the NSW Electoral Commission on the length of the pre-poll period for the upcoming NSW Local Government Elections 2024;**
 - a. to keep the pre-poll period to the two weeks leading into the election, or**
 - b. request to increase the pre-poll period leading into the election.**

AR
Manager Corporate
Governance

BACKGROUND

The NSW Local Government Elections are due to be held on 14 September 2024. The NSW Electoral Commission will be conducting the election on Council's behalf, as resolved by Council in February 2023.

Noting that NSW Electoral Commission will require a venue for the Returning Officer to work from and to provide a pre-poll venue for the community.

The NSW Electoral Commissioner has approached councils for their input what they think is an appropriate length of the pre-poll voting period prior to the LGE2024. Many councils have expressed opinions in the past and we are now provided with this opportunity to put forward an opinion.

At this stage there is no indication of any change occurring it is just to provide NSW Electoral Commission a complete picture to assist with planning for the upcoming election.

REPORT

Consultation

- NSW Electoral Commission consulting with all NSW Councils.

Resourcing Implications

- The cost of the 2021 Local Government Election was \$494,252.11, noting that Council provided the venue for the Returning office, being "The Greens".
- For the 2024 Local Government Elections, we are currently budgeted for \$580,230.
- Council is unable to provide a venue for the Returning Officer and NSW Electoral Commission will need to source a commercial venue and pay the appropriate commercial lease value; this will be an increased the cost council.

Options Considered

- Maintain the standard pre-poll period prior to the LGE2024 being two weeks.
- To keep pre-poll period as per the standard two weeks will ensure no additional costs are incurred by Council for the election.
- Request to increase the pre-poll period.
- This will most likely increase costs to the overall election budget, due to more commercial venues being sourced to host the pre-poll.

Planned Communications

- The NSW Electoral Commission will be seeking a response from Council.
- The CEO will respond to the NSW Electoral Commission once we have a determination from Council.



REPORT: Recommended Changes to the Audit and Risk Management Committee

DIVISION: Organisational Performance
REPORT DATE: 10 August 2023
TRIM REFERENCE: ID23/2029

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none"> Seek endorsement Fulfil legislated requirement/Compliance 	
Issue	<ul style="list-style-type: none"> Under the section 428A of the Local Government Act all Councils are required to have an Audit, Risk and Improvement Committee (ARIC). Dubbo Regional Council currently has (the equivalent) Audit and Risk Management Committee (ARMC) in place. Amendments to the Regulations around Audit, Risk and Improvement Committee requirements are currently being finalised; Councils are expected to be fully compliant with these Regulations by 1 July 2024. The Office of Local Government (OLG) has issued draft Guidelines designed to assist Councils to implement the anticipated Regulations, based on the expectation that those Regulations will be finalised in the very near future. 	
Reasoning	<ul style="list-style-type: none"> The current independent memberships to Dubbo Regional Council's Audit and Risk Management Committee will expire in November 2023. This reports recommends that the recruitment process for new independent members be undertaken. This report also provides two draft documents for adoption, being the reviewed Audit and Risk Management Charter and a new draft Terms of Reference. Both of these documents are based on Model templates released by the Office of Local Government (OLG). 	
Financial Implications	Budget Area	Corporate Governance
	Funding Source	ARMC membership
	Current Cost	\$8,400 per annum
	Ongoing Costs	To be resolved by Council
Policy Implications	Policy Title	Internal Audit Charter
	Impact on Policy	Reviewed

STRATEGIC DIRECTION

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

Theme: 4 Leadership

CSP Objective:	4.1 Council provides transparent, fair and accountable leadership and governance
Delivery Program Strategy:	4.1.4 Statutory requirements are met and services are provided in a cost-effective and timely manner
Theme:	4 Leadership
CSP Objective:	4.1 Council provides transparent, fair and accountable leadership and governance
Delivery Program Strategy:	4.1.2 Council's decision-making processes are open, transparent and accountable

RECOMMENDATION

- 1. That the name of the current Audit and Risk Management Committee be changed to Audit, Risk and Improvement Committee (ARIC) to align with legislation and reference material as stipulated by the Office of Local Government.**
- 2. That the Audit, Risk and Improvement Committee Charter, as attached as Appendix 1 be adopted.**
- 3. That the Audit, Risk and Improvement Committee Terms of Reference, as attached at Appendix 2 be adopted.**
- 4. That expressions of interest be sought for the independent positions on Council's Audit, Risk and Improvement Committee, being the Chair and two independent Members.**
- 5. That Council determine the fees payable to the ARIC Independent Chair, and the two Independent Members, for the next term of the Committee.**

Jane Bassingthwaighte
Director Organisational Performance

AR
Manager Corporate
Governance

BACKGROUND

The current Audit and Risk Management Committee (ARMC) consists of three voting positions in total:

- Two independent members (one of which is the Chair of the Committee)
- One Councillor (voting member)

The term of the two independent members is two years, which was due to expire in November 2022. However the term was extended by one year via Council resolution, in anticipation of the OLG draft Guidelines, and now expires in November 2023. The term of the Councillor corresponds to the Local Government elections.

The current ARMC is governed by the Audit and Risk Management Committee Charter (last adopted by Council in June 2022), and the current fees payable to members of the ARMC were resolved by Council in January 2020.

Previous Resolutions of Council

27 July 2020 CCL20/118	<ol style="list-style-type: none">1. That expressions of interest be sought for the two independent positions of the Audit and Risk Management Committee.2. That the fees payable to the independent Audit and Risk Management Committee members be increased as detailed in the report as attached as Appendix 3.3. That the Audit and Risk Management Committee Charter, as attached as Appendix 1 be adopted.
28 September 2020 CW20/24	<ol style="list-style-type: none">1. That Council authorise the Mayor and Chief Executive Officer to interview the five (5) applicants and be delegated authority to appoint the Chairperson and Independent member.2. That the outgoing independent representatives be formally thanked for their contribution to the Audit and Risk Management Committee.
24 February 2022 CCL22/29 8 February 2022 (AUD22/7)	<i>That the changes in the Audit and Risk Management Committee Charter attached to this report at Appendix 2 be adopted.</i>
25 August 2022 CCL22/210	<i>That the Independent Members of the Audit and Risk Committee be appointed for an additional term from November 2022 to 1 November 2023.</i>

REPORT

The state government has been considering the purpose and roles for Audit, Risk and Improvement Committees (ARICs) within local government. Amendments to the Regulations around Audit, Risk and Improvement Committees (ARIC) requirements are currently being finalised; and NSW Councils are expected to be fully compliant with these Regulations by 1 July 2024.

The Office of Local Government (OLG) has issued draft Guidelines designed to assist Councils to implement the anticipated Regulations, based on the expectation that those Regulations will be finalised in the very near future. The Office of Local Government has undertaken two rounds of consultation for the draft Guidelines; Dubbo Regional Council made submissions in both rounds of consultation. While the former 2010 Guidelines were not mandatory, the new draft Guidelines are mandatory.

In preparation for the new Guidelines, the OLG has also released a Model Charter and Model Terms of Reference for Councils to follow.

Reviewed Internal Audit Charter

Council's Audit and Risk Management Committee (ARMC) is bound by a Charter, which was last adopted by Council on 27 July 2020. It should be noted that Dubbo Regional Council had a designated position of Internal Auditor within its structure at that time.

Following a business case and several consultation processes, the position of Internal Auditor was removed from Council's structure in October 2022. The ARMC resolved for council's Internal Audit services to be provided by external consultant firms that are members of the State Government Pre-approved Probity Scheme.

Council has used the Model Charter template released by the OLG to review its Internal Audit Charter, attached at **Appendix 1**. The draft Internal Audit Charter has provisions for Councils using external consultant firms to complete its adopted Internal Audit program.

This review also recommends changing the name of Council's current Audit and Risk Management Committee to Audit, Risk and Improvement Committee. This will bring the name of the Committee in line with all the statutory references and follow the templates set by the Office of Local Government.

The recommended name change also reflects the focus of the elected body and the program of service reviews that have been implemented in the current term of Council. The program of service reviews, and completed reviews, are reported to the current ARMC on a regular basis.

The Internal Audit Charter at Appendix 1 has been drafted using the proposed new name of the Audit, Risk and Improvement Committee.

New Terms or Reference

In addition to the Model Charter, the OLG has released a new Model Terms of Reference template to support Councils implementing the new draft Guidelines. This template takes in the proposed imminent changes to ARICs under the draft Guidelines and clearly defines the role and structure of the Committee.

Council has used the Model Terms of Reference template to draft its Terms or Reference, attached at **Appendix 2**. The Terms or Reference have also been drafted using the proposed new name of the Audit, Risk and Improvement Committee.

It should be noted that the membership requirements under the new draft Guidelines, and therefore the proposed new Terms of Reference, are different to the current membership. Accordingly, the proposed new membership calls for an additional independent member and restricts the Councillor member to a non-voting role:

- One Independent Chair
- Two independent Members
- One Councillor as a non-voting Member

Recruitment

With the end of the current term of the ARMC independent memberships approaching, it is time to begin the recruitment process for new memberships. Pending the adoption of appendixes 1 - Internal Audit Charter and 2 - Terms of Reference, these documents will form the basis for recruitment i.e. additional independent member.

ARMC fees

The fees payable to the independent ARMC members were originally adopted by Council in 2020, a copy of this report is attached at **Appendix 3**.

The fees payable to the current independent members over this term have remained the same for the duration of the extended term. The current independent Chairperson receives \$1,100 (excl. GST) per ARMC meeting, and the current independent member receives \$1,000 (excl. GST). If independent members are registered for GST, this is added to their invoiced fee.

Currently, annual fees for both independent members, attending four ARMC meetings each year, requires a budget allocation of \$8,400.

The new draft Guidelines provide the following guidance only on membership fees and:

Membership Fees

The fees a council pays to the chair and independent members of its audit, risk and improvement committee are to be agreed between the council and the chair or member and reflect the time, commitment and responsibility involved in serving on the committee.

Chairs and members can serve on a committee on a voluntary basis if they choose to.

Superannuation

Councils are obliged under the Superannuation Guarantee (Administration) Act 1992 to make compulsory superannuation guarantee contributions on behalf of audit, risk and improvement committee chairs and independent members where they are remunerated.

With the provision of an additional independent member (i.e. going from two to three), the costs to Council will increase, i.e. 4 x \$1,000 = \$4,000. This budget allocation will be made upon resolution.

Consultation

- Both the reviewed Internal Audit Charter and the new Terms of Reference documents follow the Model templates released by the OLG.
- Independent members of the current ARMC have been reminded of their memberships concluding in November 2023.

Resourcing Implications

- Additional membership fees will be included in budget allocations.
- All independent membership fees may be considered for increase.
- Alternatively, fee increases may be mandated when the final Guidelines are issued.
- Current staff resources will continue to support the ARMC function.

Options Considered

- The provisions around Audit, Risk and Improvement Committees are mandatory so there are no other options for consideration.

Planned Communications

- Once resolved, staff to circulate newly adopted Internal Audit Charter and Terms or Reference documents to current members.
- Once resolved, staff to undertake recruitment for expression of interest for new independent memberships.
- Once resolved, communicate the new name of the Audit, Risk and Improvement Committee to relevant parties.

Timeframe

Key Date	Explanation
September 2023	Seek Expressions of Interest for ARIC membership
October 2023	Potential Council report regarding Expression of Interest applicants
November 2023	New ARMC membership

APPENDICES:

- 1 [↓](#) Draft - Audit Risk and Improvement Committee Charter - August 2023
- 2 [↓](#) Draft Council Policy - Terms or Reference for the Audit Risk and Improvement Committee
- 3 [↓](#) Report - Ordinary Council Meeting - 27/07/2020 - Audit and Risk Management Committee



AUDIT, RISK AND IMPROVEMENT COMMITTEE CHARTER

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Model Internal Audit Charter for Local Government

Dubbo Regional Council has established the Audit, Risk and Improvement Committee (ARIC) as a key component of the Council's governance and assurance framework, in compliance with the Departmental Chief Executive's *Guidelines for risk management and internal audit for local government in NSW*. This charter provides the framework for the conduct of the ARIC in the Council and has been approved by the governing body taking into account the direction of the Council's Audit, Risk and Improvement Committee.

Purpose of internal audit

Internal audit is an independent, objective assurance and consulting activity designed to add value and improve the councils operations. It helps the Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes¹.

Internal audit provides an independent and objective review and advisory service to provide advice to the governing body, Chief Executive Officer (CEO) and ARIC about the council's governance processes, risk management and control frameworks and its external accountability obligations. It also assists the Council to improve its business performance.

Independence

Council's ARIC is to be independent of the Council so it can provide an unbiased assessment of the council's operations and risk and control activities.

The ARIC is responsible for communicating any internal audit issues or information to the governing body. Should the governing body require additional information, a request for the information may be made to the Chair by resolution. The Chair is only required to provide the information requested by the governing body where the Chair is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Local Government Act. Individual Councillors are not entitled to request or receive information from the committee.

Council has resolved to outsource its internal audit function to external third-party providers that are members of the NSW Pre-Approved Probity Scheme.

The Manager Corporate Governance engages these external third-party providers to undertake internal audits as resolved by the Audit, Risk and Improvement Committees adopted internal audit program. The Manager Corporate Governance reports functionally to the council's Audit, Risk and Improvement Committee on the results of completed audits, and for strategic direction and accountability purposes, and reports administratively to the CEO to facilitate day-to-day operations. Internal audit activities are not subject to direction by the council and the council's management has no role in the exercise of the council's internal audit activities.

¹ As defined by the International Standards for the Professional Practice of Internal Auditing (2017)

The external third-party provider responsible for each completed internal audit will attend the ARIC (digitally or in person) and present the audit and the recommendations to the Committee.

The CEO must consult with the chair of the council's audit, risk and improvement committee before appointing or making decisions affecting the employment of the Manager Corporate Governance. If the Manager Corporate Governance is dismissed, the Chief Executive Officer must report the reasons for their dismissal to the governing body.

Where the chair of the council's audit, risk and improvement committee has any concerns about the treatment of the Manager Corporate Governance, or any action taken that may compromise their ability to undertake their functions independently, they can report their concerns to the governing body.

The Manager Corporate Governance is to confirm at least annually to the audit, risk and improvement committee the independence of internal audit activities from the council.

Authority

Dubbo Regional Council authorises the Manager Corporate Governance to have full, free and unrestricted access to all functions, premises, assets, personnel, records and other documentation and information that the Manager Corporate Governance considers necessary for the engagement of external third-party providers to perform complete and transparent internal audit responsibilities.

All records, documentation and information accessed while undertaking internal audit activities are to be used solely for the conduct of those activities. The external third-party provider and Manager Corporate Governance are responsible for maintaining the confidentiality of the information they receive when undertaking their work.

All internal audit documentation is to remain the property of council, including where internal audit services are performed by an external third-party provider.

Information and documents may only be released to external third-party providers for the purpose of undertaking the internal audit function; these documents are not to be made publicly available except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

Role

The CEO is to support the council's audit, risk and improvement committee to review and provide independent advice to the council in accordance with section 428A of the *Local Government Act 1993*. This includes progressing the adopted internal audit program of council and monitoring the implementation of corrective actions.

The CEO is to also play an active role in:

- developing and maintaining a culture of accountability and integrity
- facilitating the integration of risk management into day-to-day business activities and processes, and
- promoting a culture of high ethical standards.

The ARIC has no direct authority or responsibility for the activities it reviews. ARIC has no responsibility for developing or implementing procedures or systems and does not prepare records or engage in council functions or activities (except in carrying out its own functions).

Outsourced Internal Audit Function

Council's ARIC is to be supported by a member of council's staff with sufficient skills, knowledge and experience to ensure it fulfils its role and responsibilities to the council and the audit, risk and improvement committee. The support role will normally be performed by the Manager Corporate Governance and must be independent, impartial, unbiased and objective when performing their work and free from any conflicts of interest.

Responsibilities of the Manager Corporate Governance include:

- contract management
- managing the internal audit budget
- ensuring the external provider completes internal audits in line with the audit, risk and improvement committee's annual work plan and four-year strategic work plan
- forwarding audit reports by the external provider to the audit, risk and improvement committee
- acting as a liaison between the external provider and the audit, risk and improvement committee
- monitoring the council's implementation of corrective actions that arise from the findings of audits and reporting progress to the audit, risk and improvement committee, and
- assisting the audit, risk and improvement committee to ensure the council's internal audit activities comply with the *Guidelines for risk management and internal audit for local government in NSW*.

If the Manager Corporate Governance has any conflicts of interest while carrying out this role, the CEO will delegate the support role to another suitable member of council staff, or seek support from another council to ensure impartiality is maintained.

Out-sourced internal audit team

Council is to contract external third-party providers to undertake its internal audit activities. To ensure the independence of the external provider, the Manager Corporate Governance is to ensure that each external provider:

- does not conduct any audits on specific council operations or areas that they have worked on within the last two years
- is not the same provider conducting the council's external audit

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- is not the auditor of any contractors of the council that may be subject to the internal audit, and
- can meet the council's obligations under the *Guidelines for risk management and internal audit for local government in NSW*.

The Manager Corporate Governance must consult with the audit, risk and improvement committee and CEO regarding the appropriateness of the skills, knowledge and experience of any external provider before they are engaged by the council.

Performing internal audit activities

The program for internal audit is to be thoroughly planned and executed. The council's audit, risk and improvement committee must develop a strategic work plan every four years to ensure that the matters listed in Schedule 1 are reviewed by the committee and considered by the internal audit function when developing their risk-based program of internal audits. The strategic work plan must be reviewed at least annually to ensure it remains appropriate.

The ARIC must also develop an annual work plan to guide the work of the internal audit function over the forward year.

All internal audit activities are to be performed in a manner that is consistent with relevant professional standards including the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and any relevant Guidelines.

The Manager Corporate Governance must facilitate presentations for each completed audit from the responsible external third-party provider. These presentations must provide findings and recommendations of internal audits to the audit, risk and improvement committee at the end of each audit. Each report is to include a response from the relevant senior manager.

The Manager Corporate Governance is to establish an ongoing monitoring system to follow up council's progress in implementing corrective actions.

The CEO, in consultation with the audit, risk and improvement committee, is to develop and maintain policies and procedures to guide the operation of the council's ARIC.

The Manager Corporate Governance is to ensure that the audit, risk and improvement committee is advised at each of the committee's meetings of the internal audit activities completed during that quarter, progress in implementing the annual work plan and progress made implementing corrective actions.

Conduct

Internal audit personnel must comply with the council's code of conduct. Complaints about breaches of council's code of conduct by internal audit personnel are to be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*. The CEO must consult with the council's audit, risk and improvement committee before any disciplinary action is taken against the Manager Corporate Governance in response to a breach of the council's code of conduct.

Internal auditors must also comply with the Code of Ethics for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors.

Administrative arrangements

Audit, risk and improvement committee meetings

The CEO will attend audit, risk and improvement committee meetings as an independent non-voting observer.

The CEO can be excluded from meetings by the committee at any time.

The CEO must meet separately with the audit, risk and improvement committee at least once per year. The CEO can meet with the chair of the audit, risk and improvement committee at any time, as necessary, between committee meetings.

External audit

Internal and external audit activities will be coordinated to help ensure the adequacy of overall audit coverage and to minimise duplication of effort.

Periodic meetings and contact between internal and external audit shall be held to discuss matters of mutual interest and to facilitate coordination.

External audit will have full and free access to all internal audit plans, working papers and reports.

Dispute resolution

The CEO and council officers should maintain an effective working relationship with the ARIC and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the council officer/s and the ARIC, the dispute is to be resolved by the CEO and/or the audit, risk and improvement committee. Disputes between the CEO and the audit, risk and improvement committee are to be resolved by the governing body.

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Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive in writing.

Review arrangements

The council's audit, risk and improvement committee must review the performance of the internal audit function each year and report its findings to the governing body. A strategic review of the performance of the internal audit function must be conducted each council term that considers the views of an external party with a strong knowledge of internal audit and reported to the governing body.

This charter is to be reviewed annually by the committee and once each council term by the governing body. Any substantive changes are to be approved by the governing body.

Version Control	Date of change
Version 1	Prepared August 2017
Version 2	Updated February 2018
Version 3	Adopted 19 March 2018 (Clause EDBC18/17)
Version 4	Adopted 24 February 2022 (CCL22/43)
Version 5	August 2023

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Further information

For further information on council's internal audit activities, contact the Manager Corporate Governance on Abbey.Rouse@dubbo.nsw.gov.au or by phone (02) 6801 4240.

Reviewed by Manager Corporate Governance

[sign and date]

Reviewed by Chair of Council's Audit, Risk and Improvement Committee

[sign and date]

Reviewed by Chief Executive Officer

[sign and date]

Reviewed by Council in accordance with a resolution of the governing body

[resolution reference]

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Schedule 1 – internal audit function responsibilities

[Note: council is to determine the responsibilities of its internal audit function in relation to each matter listed in section 428A of the Local Government Act 1993 and list them in Schedule 1 to the council's/joint organisation's internal audit charter. Suggested responsibilities are provided below and further detailed in core requirement 3 and Appendix 2 of these Guidelines.]

Internal audit

- Conduct internal audits as directed by the council's audit, risk and improvement committee.
- Implement the council's annual and four-year strategic internal audit work plans.
- Monitor the implementation by the council of corrective actions.
- Assist the council to develop and maintain a culture of accountability and integrity.
- Facilitate the integration of risk management into day-to-day business activities and processes.
- Promote a culture of high ethical standards.

External audit

- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided.
- Review all external plans and reports in respect of planned or completed audits and monitor the council's implementation of audit recommendations.
- Provide advice on action taken on significant issues raised in relevant external audit reports and better practice guides.

Risk management

Review and advise:

- if the council's has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard
- whether the council's risk management framework is adequate and effective for identifying and managing the risks the council faces, including those associated with individual projects, programs and other activities
- if risk management is integrated across all levels of the council and across all processes, operations, services, decision-making, functions and reporting
- of the adequacy of risk reports and documentation, for example, the council's risk register and risk profile
- whether a sound approach has been followed in developing risk management plans for major projects or undertakings
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- if the council has taken steps to embed a culture which is committed to ethical and lawful behaviour
- if there is a positive risk culture within the council and strong leadership that supports effective risk management
- of the adequacy of staff training and induction in risk management
- how the council's risk management approach impacts on the council's insurance arrangements

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- of the effectiveness of the council's management of its assets, and
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

Internal controls

Review and advise:

- whether the council's approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective
- whether the council has in place relevant policies and procedures and that these are periodically reviewed and updated
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with
- if the council's monitoring and review of controls is sufficient, and
- if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately.

Compliance

Review and advise of the adequacy and effectiveness of the council's compliance framework, including:

- if the council has appropriately considered legal and compliance risks as part of the council's risk management framework
- how the council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- whether appropriate processes are in place to assess compliance.

Fraud and corruption

Review and advise of the adequacy and effectiveness of the council's fraud and corruption prevention framework and activities, including whether the council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

Financial management

Review and advise:

- if the council is complying with accounting standards and external accountability requirements
- of the appropriateness of the council's accounting policies and disclosures
- of the implications for the council of the findings of external audits and performance audits and the council's responses and implementation of recommendations
- whether the council's financial statement preparation procedures and timelines are sound
- the accuracy of the council's annual financial statements prior to external audit, including:
 - management compliance/representations
 - significant accounting and reporting issues
 - the methods used by the council to account for significant or unusual transactions and areas of significant estimates or judgements

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- appropriate management signoff on the statements
- if effective processes are in place to ensure financial information included in the council's report is consistent with signed financial statements
- if the council's financial management processes are adequate
- the adequacy of cash management policies and procedures
- if there are adequate controls over financial processes, for example:
 - appropriate authorisation and approval of payments and transactions
 - adequate segregation of duties
 - timely reconciliation of accounts and balances
 - review of unusual and high value purchases
- if policies and procedures for management review and consideration of the financial position and performance of the council are adequate
- if the council's grants and tied funding policies and procedures are sound.

Governance

Review and advise of the adequacy of the council governance framework, including the council's:

- decision-making processes
- implementation of governance policies and procedures
- reporting lines and accountability
- assignment of key roles and responsibilities
- committee structure
- management oversight responsibilities
- human resources and performance management activities
- reporting and communication activities
- information and communications technology (ICT) governance, and
- management and governance of the use of data, information and knowledge.

Strategic planning

Review and advise:

- of the adequacy and effectiveness of the council's integrated, planning and reporting (IP&R) processes
- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and
- whether the council is successfully implementing and achieving its IP&R objectives and strategies.

Service reviews and business improvement

Review and advise:

- if the council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance
- if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and
- how the council can improve its service delivery and the council's performance of its business and functions generally

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Performance data and measurement

Review and advise:

- if the council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives
- if the performance indicators the council uses are effective, and
- of the adequacy of performance data collection and reporting.

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COUNCIL POLICY

Terms or Reference for the Audit, Risk and Improvement Committee

Date	17 August 2023
Council Resolution Date	24 August 2023
Clause Number	CCL23/227
Responsible Position	Manager Corporate Governance
Branch	Governance and Internal Control
Division	Organisational Performance
Version	1
TRIM Reference Number	ED23/145851 (Word draft) ED23/145855 (PDF draft)
Review Period	2 Years
Review Date	August 2025
Consultation	Councillor - Ordinary Council Meeting - 24 August 2023

Document Revision History	
Description	Date
This Policy has been based in the Model Policy provided by Office of Local Government.	17 August 2023
Adopted by Council	24 August 2023
Notes	

POLICY

PURPOSE

The Audit, Risk and Improvement Committee (ARIC) is to be independent to ensure it has no real or perceived bias or conflicts of interest that may interfere with its ability to act independently and to provide Council with robust, objective and unbiased advice and assurance.

The ARIC is to have an advisory and assurance role only and is to exercise no administrative functions, delegated financial responsibilities or any management functions of the Council. The committee will provide independent advice to the Council that is informed by the Council internal audit and risk management activities and information and advice provided by staff, relevant external bodies and subject matter experts.

The ARIC must always ensure it maintains a direct reporting line to and from the Council internal audit function and act as a mechanism for internal audit to report to the governing body and the Chief Executive Officer (CEO) on matters affecting the performance of the internal audit function.

BACKGROUND AND RELATED LEGISLATION

Council has established an Audit, Risk and Improvement Committee in compliance with section 428A of the *Local Government Act 1993*, and the *Local Government (General) Regulation 2021* and the Departmental Chief Executive's *Guidelines for risk management and internal audit for local government in NSW*. These terms of reference set out the committee's objectives, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

SCOPE

The objective of Councils Audit, Risk and Improvement Committee is to provide independent assurance to Council by monitoring, reviewing and providing advice about the Council governance processes, compliance, risk management and control frameworks, external accountability obligations and overall performance.

DEFINITIONS

To assist in interpretation, the following definitions apply:

Term	Definition
Council	Dubbo Regional Council
Secretariat Support to committee	Administration Officer - Corporate Governance
Duration of time	Working days

POLICY

Authority

Council authorises the committee, for the purposes of exercising its responsibilities, to:

- access any information it needs from the Council
- use any Council resources it needs
- have direct and unrestricted access to the CEO and senior management of the Council
- seek the CEO permission to meet with any other Council staff member or contractor
- discuss any matters with the external auditor or other external parties
- request the attendance of any employee at committee meetings, and

- obtain external legal or other professional advice in line with councils' procurement policies.
- request work to be progressed were resolved and within allocated budget

Information and documents pertaining to the committee are confidential and are not to be made publicly available. The committee may only release Council information to external parties that are assisting the committee to fulfil its responsibilities with the approval of the CEO, except where it is being provided to an external investigative or oversight agency for the purpose of informing that agency of a matter that may warrant its attention.

Composition and tenure

The committee consists of an independent chair and two independent members who have voting rights and one non-voting councillor, as required under the *Guidelines for risk management and internal audit for local government in NSW*.

The governing body is to appoint the chair and members of the committee following a merit based recruitment process. Current committee members are:

[name]	Independent chair (voting)
[name]	Independent member (voting)
[name]	Independent member (voting)
[name]	Councillor member (non-voting)

All committee members must meet the independence and eligibility criteria prescribed in the *Guidelines for risk management and internal audit for local government in NSW*.

Members will be appointed for up to a four-year term. Members can be reappointed for one further term, but the total period of continuous membership cannot exceed eight years. This includes any term as chair of the committee. Members who have served an eight-year term (either as a member or as chair) must have a two-year break from serving on the ARIC before being appointed again. To preserve the committee's knowledge of the Council, ideally, no more than one member should retire from the committee because of rotation in any one year.

The terms and conditions of each member's appointment to the committee are to be set out in a letter of appointment. New members will be thoroughly inducted to their role and receive relevant information and briefings on their appointment to assist them to meet their responsibilities.

Prior to approving the reappointment or extension of the chair's or an independent member's term, the governing body is to undertake an assessment of the chair's or committee member's performance. Reappointment of the chair or a committee member is also to be subject to that person still meeting the independence and eligibility requirements.

Members of the committee must possess and maintain a broad range of skills, knowledge and experience relevant to the operations, governance and financial management of the Council, the environment in which the Council operates, and the contribution that the committee makes to the Council. At least one member of the committee must have accounting or related financial management experience with an understanding of accounting and auditing standards in a local government environment. All members should have sufficient understanding of the Council financial reporting responsibilities to be able to contribute to the committee's consideration of the Council annual financial statements.

Role

As required under section 428A of the *Local Government Act 1993* (the Act), the role of the committee is to review and provide independent advice to the Council regarding the following aspects of the Council operations:

- compliance
- risk management
- fraud control
- financial management
- governance
- implementation of the strategic plan, delivery program and strategies
- service reviews
- collection of performance measurement data by the Council, and
- internal audit.

The committee must also provide information to the Council for the purpose of improving the Council performance of its functions.

The committee's specific audit, risk and improvement responsibilities under section 428A of the Act are outlined in Schedule 1 to this charter.

The committee will act as a forum for consideration of the Council internal audit function and oversee its planning, monitoring and reporting to ensure it operates effectively.

The committee has no power to direct external audit or the way it is planned and undertaken but will act as a forum for the consideration of external audit findings.

The committee is directly responsible and accountable to the governing body for the exercise of its responsibilities. In carrying out its responsibilities, the committee must at all times recognise that primary responsibility for management of the Council rests with the governing body and the CEO.

The responsibilities of the committee may be revised or expanded in consultation with, or as requested by, the governing body from time to time.

Responsibilities of members

Independent members

The chair and members of the committee are expected to understand and observe the requirements of the *Guidelines for risk management and internal audit for local government in NSW*. Members are also expected to:

- make themselves available as required to attend and participate in meetings
- contribute the time needed to review and understand information provided to it
- apply good analytical skills, objectivity and judgement
- act in the best interests of the Council
- have the personal courage to raise and deal with tough issues, express opinions frankly, ask questions that go to the fundamental core of the issue and pursue independent lines of inquiry
- maintain effective working relationships with the Council
- have strong leadership qualities (chair)
- lead effective committee meetings (chair), and
- oversee the Council internal audit function (chair).

Councillor members (if applicable)

To preserve the independence of the committee, the Council member of the committee is a non-voting member. Their role is to:

- relay to the committee any concerns the governing body may have regarding the Council and issues being considered by the committee
- provide insights into local issues and the strategic priorities of the Council that would add value to the committee's consideration of agenda items
- advise the governing body (as necessary) of the work of the committee and any issues arising from it, and
- assist the governing body to review the performance of the committee.

Issues or information the councillor member raises with or provides to the committee must relate to the matters listed in Schedule 1 and issues being considered by the committee.

The councillor member of the committee must conduct themselves in a non-partisan and professional manner. The councillor member of the committee must not engage in any conduct that seeks to politicise the activities of the committee or the internal audit function or that could be seen to do so.

If the councillor member of the committee engages in such conduct or in any other conduct that may bring the committee and its work into disrepute, the chair of the committee may recommend to the Council, that the councillor member be removed from membership of the committee. Where the Council does not agree to the committee chair's recommendation, the Council must give reasons for its decision in writing to the chair.

Conduct

Independent committee members are required to comply with the Council code of conduct.

Complaints alleging breaches of the Council code of conduct by an independent committee member are to be dealt with in accordance with the *Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW*. The CEO must consult with the governing body before taking any disciplinary action against an independent committee member in response to a breach of the Council code of conduct.

Conflicts of interest

Once a year, committee members must provide written declarations to the Council stating that they do not have any conflicts of interest that would preclude them from being members of the committee. Independent committee members are 'designated persons' for the purposes of the Council code of conduct and must also complete and submit returns of their interests.

Committee members and observers must declare any pecuniary or non-pecuniary conflicts of interest they may have in a matter being considered at the meeting at the start of each meeting or as soon as they become aware of the conflict of interest. Where a committee member or observer declares a pecuniary or a significant non-pecuniary conflict of interest, they must remove themselves from committee deliberations on the issue. Details of conflicts of interest declared at meetings must be appropriately minuted.

Standards

Committee members are to conduct their work in accordance with the International Standards for the Professional Practice of Internal Auditing issued by the Institute of Internal Auditors and current Australian risk management standard, Council policies and procedures, where applicable.

Work plans

The work of the committee is to be thoroughly planned and executed. The committee must develop a strategic work plan every four years to ensure that the matters listed in Schedule 1 are reviewed by the committee and considered by the internal audit function when developing their risk-based program of internal audits. The strategic work plan must be reviewed at least annually to ensure it remains appropriate.

The committee may, in consultation with the governing body, vary the strategic work plan at any time to address new or emerging risks. The governing body may also, by resolution, request the committee to approve a variation to the strategic work plan. Any decision to vary the strategic work plan must be made by the committee.

The committee must also develop an annual work plan to guide its work, and the work of the internal audit function over the forward year.

The committee may, in consultation with the governing body, vary the annual work plan to address new or emerging risks. The governing body may also, by resolution, request the committee to approve a variation to the annual work plan. Any decision to vary the annual work plan must be made by the committee.

When considering whether to vary the strategic or annual work plans, the committee must consider the impact of the variation on the internal audit function's existing workload and the completion of pre-existing priorities and activities identified under the work plan.

Assurance reporting

The committee must regularly report to the Council to ensure that it is kept informed of matters considered by the committee and any emerging issues that may influence the strategic direction of the Council or the achievement of the Council goals and objectives.

The committee will provide an update to the governing body and the CEO of its activities and opinions after every committee meeting.

The committee will provide an annual assessment to the governing body and the CEO on the committee's work and its opinion on how the Council is performing.

The committee will provide a comprehensive assessment every council term of the matters listed in Schedule 1 to the governing body and the CEO.

The committee may at any time report to the governing body or the CEO on any other matter it deems of sufficient importance to warrant their attention. The CEO and the chair of the committee may also meet at any time to discuss issues relating to the work of the committee.

Should the governing body require additional information, a request for the information may be made to the chair by resolution. The chair is only required to provide the information requested by the governing body where the chair is satisfied that it is reasonably necessary for the governing body to receive the information for the purposes of performing its functions under the Local Government Act. Individual councillors are not entitled to request or receive information from the committee.

Meetings

The committee will meet at least four (4) times per year, with authority to convene additional meetings, as circumstances require (example to review the council's financial statements).

The committee can hold additional meetings when significant unexpected issues arise, or if the chair is asked to hold an additional meeting by a committee member, the CEO or the governing body.

Committee meetings can be held in person, by telephone or videoconference. Proxies are not permitted to attend meetings if a committee member cannot attend.

A quorum will consist of a majority of independent voting members. Where the vote is tied, the chair has the casting vote.

The chair of the committee will advise if the agenda for each committee meeting is not acceptable. Each committee meeting is to be minuted to preserve a record of the issues considered and the actions and decisions taken by the committee.

The CEO and the Manager Corporate Governance should attend committee meetings as non-voting observers. The external auditor (or their representative) is to be invited to each committee meeting as an independent observer. The chair can request the Council's Chief Finance Officer, Directors, any councillors, any employee/contractor of the council and any subject matter expert to attend committee meetings. Where requested to attend a meeting, persons must attend the meeting where possible and provide any information requested. Observers have no voting rights and can be excluded from a meeting by the chair at any time.

The committee can hold closed meetings whenever it needs to discuss confidential or sensitive issues with only voting members of the committee present.

The committee must meet separately with the CEO and the Council external auditor at least once each year.

Dispute resolution

Members of the committee and the Council management should maintain an effective working relationship and seek to resolve any differences they may have in an amicable and professional way by discussion and negotiation.

In the event of a disagreement between the committee and the CEO or other senior managers, the dispute is to be resolved by the governing body.

Unresolved disputes regarding compliance with statutory or other requirements are to be referred to the Departmental Chief Executive in writing.

Secretariat

The CEO will nominate a staff member to provide secretariat support to the committee. The secretariat will ensure the agenda for each meeting and supporting papers are circulated after approval from the chair within seven (7) days before the meeting and ensure that minutes of meetings are prepared and maintained. Minutes must be approved by the chair and circulated within seven (7) days of the meeting to each member.

Resignation and dismissal of members

Where the chair or a committee member is unable to complete their term or does not intend to seek reappointment after the expiry of their term, they should give one (1) months notice to the chair and the governing body prior to their resignation to allow the Council to ensure a smooth transition to a new chair or committee member.

The governing body can, by resolution, terminate the appointment of the chair or an independent committee member before the expiry of their term where that person has:

- breached the council's code of conduct
- performed unsatisfactorily or not to expectations

- declared, or is found to be in, a position of a conflict of interest which is unresolvable
- been declared bankrupt or found to be insolvent
- experienced an adverse change in business status
- been charged with a serious criminal offence
- been proven to be in serious breach of their obligations under any legislation, or
- experienced an adverse change in capacity or capability.

The position of a councillor member on the committee can be terminated at any time by the governing body by resolution.

Review arrangements

At least once every council term, the governing body must review or arrange for an external review of the effectiveness of the committee.

These terms of reference must be reviewed annually by the committee and once each council term by the governing body. Any substantive changes are to be approved by the governing body.

Further information

For further information on Council audit, risk and improvement committee, contact Manager Corporate Governance on governance@dubbo.nsw.gov.au or by phone (02) 6801 4000.

Reviewed by chair of the audit, risk and improvement committee

[signed] _____

[date] _____

Reviewed by Council in accordance with a resolution of the governing body.

[signed] _____

[date] _____

[resolution reference] _____

Next review date: [date] _____

RESPONSIBILITIES

The Manager Corporate Governance is responsible for enforcing and enacting this policy.

APPENDICES

Schedule 1 – Audit, risk and improvement committee responsibilities

Schedule 1 – Audit, risk and improvement committee responsibilities

[Note: determine the responsibilities of its committee related to each matter listed in section 428A of the Local Government Act 1993 and list them in this schedule (Schedule 1) to the committee's terms of reference. Suggested responsibilities are provided below and further detailed in core requirement 1 and Appendix 2 of these Guidelines.]

Internal audit

- Provide overall strategic oversight of internal audit activities
- Act as a forum for communication between the governing body, CEO, senior management, the internal audit function and external audit
- Coordinate, as far as is practicable, the work programs of internal audit and other assurance and review functions
- Review and advise the Council:
 - on whether the Council is providing the resources necessary to successfully deliver the internal audit function
 - if the Council is complying with internal audit requirements, including conformance with the International Professional Practices Framework
 - if the Council internal audit charter is appropriate and whether the internal audit policies and procedures and audit/risk methodologies used by the Council are suitable
 - of the strategic four-year work plan and annual work plan of internal audits to be undertaken by the Council internal audit function
 - if the Council internal audit activities are effective, including the performance of the head of the internal audit function and the internal audit function
 - of the findings and recommendations of internal audits conducted, and corrective actions needed to address issues raised
 - of the implementation by Council of these corrective actions
 - on the appointment of the head of the internal audit function and external providers, and
 - if the internal audit function is structured appropriately and has sufficient skills and expertise to meet its responsibilities

External audit

- Act as a forum for communication between the governing body, CEO, senior management, the internal audit function and external audit
- Coordinate as far as is practicable, the work programs of internal audit and external audit
- Provide input and feedback on the financial statement and performance audit coverage proposed by external audit and provide feedback on the audit services provided
- Review all external plans and reports in respect of planned or completed audits and monitor council's implementation of audit recommendations
- Provide advice to the governing body and/or CEO on action taken on significant issues raised in relevant external audit reports and better practice guides

Risk management

Review and advise the Council:

- if the Council has in place a current and appropriate risk management framework that is consistent with the Australian risk management standard
- whether the Council is providing the resources necessary to successfully implement its risk management framework
- whether the Council risk management framework is adequate and effective for identifying and managing the risks the Council faces, including those associated with individual projects, programs and other activities
- if risk management is integrated across all levels of the Council and across all processes, operations, services, decision-making, functions and reporting
- of the adequacy of risk reports and documentation, for example, the Council risk register and risk profile
- whether a sound approach has been followed in developing risk management plans for major projects or undertakings
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- if the Council has taken steps to embed a culture which is committed to ethical and lawful behaviour
- if there is a positive risk culture within the Council and strong leadership that supports effective risk management
- of the adequacy of staff training and induction in risk management
- how the Council risk management approach impacts on the Council insurance arrangements
- of the effectiveness of the Council management of its assets, and
- of the effectiveness of business continuity arrangements, including business continuity plans, disaster recovery plans and the periodic testing of these plans.

Internal controls

Review and advise the Council:

- whether the Council approach to maintaining an effective internal audit framework, including over external parties such as contractors and advisors, is sound and effective
- whether the Council has in place relevant policies and procedures and that these are periodically reviewed and updated
- whether appropriate policies and procedures are in place for the management and exercise of delegations
- whether staff are informed of their responsibilities and processes and procedures to implement controls are complied with
- if the Council monitoring and review of controls is sufficient, and
- if internal and external audit recommendations to correct internal control weaknesses are implemented appropriately

Compliance

Review and advise the Council of the adequacy and effectiveness of the Council compliance framework, including:

- if the Council has appropriately considered legal and compliance risks as part of the Council risk management framework
- how the Council manages its compliance with applicable laws, regulations, policies, procedures, codes, and contractual arrangements, and
- whether appropriate processes are in place to assess compliance.

Fraud and corruption

Review and advise the Council of the adequacy and effectiveness of the Council fraud and corruption prevention framework and activities, including whether the Council has appropriate processes and systems in place to capture and effectively investigate fraud-related information.

Financial management

Review and advise the Council:

- if the Council is complying with accounting standards and external accountability requirements
- of the appropriateness of the Council accounting policies and disclosures
- of the implications for the Council of the findings of external audits and performance audits and the Council responses and implementation of recommendations
- whether the Council financial statement preparation procedures and timelines are sound
- the accuracy of the Council annual financial statements prior to external audit, including:
 - management compliance/representations
 - significant accounting and reporting issues
 - the methods used by the Council to account for significant or unusual transactions and areas of significant estimates or judgements
 - appropriate management signoff on the statements
- if effective processes are in place to ensure financial information included in the Council annual report is consistent with signed financial statements
- if the Council financial management processes are adequate
- the adequacy of cash management policies and procedures
- if there are adequate controls over financial processes, for example:
 - appropriate authorisation and approval of payments and transactions
 - adequate segregation of duties
 - timely reconciliation of accounts and balances
 - review of unusual and high value purchases
- if policies and procedures for management review and consideration of the financial position and performance of the Council are adequate
- if the Council grants and tied funding policies and procedures are sound.

Governance

Review and advise the Council regarding its governance framework, including the Council:

- decision-making processes
- implementation of governance policies and procedures
- reporting lines and accountability
- assignment of key roles and responsibilities
- committee structure
- management oversight responsibilities

- human resources and performance management activities
- reporting and communication activities
- information and communications technology (ICT) governance, and
- management and governance of the use of data, information and knowledge

Strategic planning

Review and advise the Council:

- of the adequacy and effectiveness of the Council integrated, planning and reporting (IP&R) processes
- if appropriate reporting and monitoring mechanisms are in place to measure progress against objectives, and
- whether the Council is successfully implementing and achieving its IP&R objectives and strategies.

Service reviews and business improvement

- Act as a forum for communication and monitoring of any audits conducted by external bodies and the implementation of corrective actions (for example, NSW government agencies, Commonwealth government agencies, insurance bodies)
- Review and advise the Council:
 - If the Council has robust systems to set objectives and goals to determine and deliver appropriate levels of service to the community and business performance
 - if appropriate reporting and monitoring mechanisms are in place to measure service delivery to the community and overall performance, and
 - how the Council can improve its service delivery and the Council performance of its business and functions generally

Performance data and measurement

Review and advise the Council:

- if the Council has a robust system to determine appropriate performance indicators to measure the achievement of its strategic objectives
- if the performance indicators the Council uses are effective, and
- of the adequacy of performance data collection and reporting.

ORDINARY COUNCIL MEETING
27 JULY 2020

CCL20/118



DUBBO REGIONAL
COUNCIL

REPORT: Audit and Risk Management Committee

AUTHOR: Executive Manager Governance and
Internal Control
REPORT DATE: 17 June 2020
TRIM REFERENCE: ID20/630

EXECUTIVE SUMMARY

The Audit and Risk Management Committee consists of one Councillor and two independent members. The term of the Councillor corresponds to the Local Government elections. The term of the two independent members is currently two years, which expires in November 2020.

The Office of Local Government (OLG) published guidelines in 2010 giving recommendations on how the Audit and Risk Management Committee should operate. Council must consider the OLG recommendations but they are not mandatory.

The OLG is planning to replace these guidelines with new compulsory rules, and had indicated the rules would be published before Council needed to make a decision on membership. However, the OLG has not yet published the new rules due to delays associated with COVID-19, and hence Council will need to make some decisions based on the existing framework. It is now appropriate for Council to seek expressions of interest for membership of the Audit and Risk Management Committee.

This report also revisits the fees payable to ARMC members as deferred from the January 2020 meeting. A copy of this report is attached (**Appendix 3**).

The report also recommends some minor administrative changes to the Audit and Risk Management Committee charter. It seems appropriate to wait for the new rules before making major changes.

FINANCIAL IMPLICATIONS

There will be a very small increase in fees recommended for the three committee members of the ARMC. This will be covered in the existing budget.

POLICY IMPLICATIONS

Minor changes are proposed for the Audit and Risk Management Committee Charter.

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RECOMMENDATION

1. That expressions of interest be sought for the two independent positions of the Audit and Risk Management Committee.
2. That the fees payable to the independent Audit and Risk Management Committee members be increased as detailed in the report as attached as Appendix 3.
3. That the Audit and Risk Management Committee Charter, as attached as Appendix 1 be adopted.

Abbey Rouse

Executive Manager Governance and Internal Control

ORDINARY COUNCIL MEETING
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BACKGROUND

The current guidelines for Internal Audit and Audit Committees as issued by the Office of Local Government (September 2010) advises in the foreword (page 5):

Internal audit is an essential component of a good governance framework for all councils. At both a management and councillor level, councils must strive to ensure there is a risk management culture. These guidelines propose oversight of council systems and processes through an audit committee. The combination of an effective audit committee and internal audit function provide a formal means by which councillors can obtain assurance that risk management is working effectively

The current guidelines are issued under s23A of the Local Government Act. As such, Council is required to consider the recommendations of the Office of Local Government before making any decision on audit matters, however they are not mandatory. This report references the relevant OLG recommendation where the report deals with a matter covered in the guidelines.

In October 2013 the NSW Local Government Review Panel recommended that the voluntary guidelines be replaced with mandatory rules. Following on from this the Local Government Amendment (Governance and Planning) Act 2016 requires a new section be inserted in the Local Government Act to be effective from six months after the next election. The section mandates a committee which it calls the Audit Risk and Improvement Committee (ARIC), nine items to be monitored by the ARIC, and authorises the making of regulations to prescribe what the committee will review. The OLG issued a discussion paper proposing possible changes in September 2019. Formal requirements have not yet been issued. These matters were considered in the Annual Report of the Audit and Risk Management Committee, as provided to Council at its Culture Economy and Corporate Committee of 20 May 2020. A copy of this report is attached (**Appendix 2**).

REPORT

Recruitment/Expressions of Interest

The current term of the two independent members expires in November 2020. It was expected that by this time Council would know the new rules that would apply to Audit Committees. However, as no rules are in place as yet, Council will need to make a decision on proceeding given the approaching end of term. In doing so, keeping in mind:

- If the new rules come into force at around the same time we are attempting to recruit it may be difficult to plan timeframes.
(New rules could be announced at any time but it is unlikely they will become mandatory before September 2021.)
- If the Office of Local Government limits who is eligible for membership of the Audit and Risk Management Committee (which they have indicated they intend to do) and

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simultaneously the process leads to many Councils trying to recruit at the same time, it may be very difficult to get suitable candidates.

- Appointing a new committee now for two years means the Audit and Risk Management Committee will be well established by the September 2021 election and will cover 12 months either side of the election.
- It also means that the process will remain synchronised with the Local Government election cycle when it returns to normal.

Dubbo Regional Council previously operated under a shared service for Internal Audit. The shared services was one fulltime resource shared between three Councils, effectively DRC having one third of the FTE and then each Council operating its own Audit Committee function. In early 2019 Council appointed its own FTE Internal Auditor position within the Governance and Internal Control team at Council. This position plays a supporting role to the ARMC and is taking a stronger direction with Council's internal audit program.

As such it is recommended that Council go to market now and call for expressions of interest in preparation for the end of the current term being 1 November 2020. Council intends to include the skills that are likely to be needed when the new requirements are announced.

The changes to the timing for Local Government elections, Council's structure and its focus on Internal Audit creates a suitable platform for changes to the Audit Charter, a new two year term and membership, and increases to fees to meet the market.

Remuneration for ARMC members

The fees payable to ARMC members were set in March 2018. The issue was also presented in a report to the Council meeting of 28 January 2020. In January Council decided to defer adjusting the remuneration of members at that time due to the expectation that the Office of Local Government was about to issue directions on the issue. However, as these directions have not been forthcoming at present, and the ARMC is going to expressions of interest for a new term, it is now suitable to assess the remuneration for members.

The work of the Audit and Risk Management Committee includes keeping up to date on audit and risk management issues, periodic emails on related issues, attendance at meetings, reading of business papers and providing advice to Council as required. Members are expected to cover their own costs in regard to travel, technology and ancillary costs. Normal practice is either to pay an annual amount or a fee per meeting to the independent members of the ARMC. (The Councillor member already receives fees for being a Councillor and cannot be paid an additional amount for also being a member of the ARMC.) The fee to the independent member is intended to cover all related costs.

The Office of Local Government views the fees currently paid by Local Government as too low. It would appear they believe better quality candidates would be attracted by higher rates and that this is desirable. Council has made a submission to the Office of Local Government in response to their discussion paper "A new internal audit and risk management framework for local councils in NSW" seeking reasons behind a number of their suggestions, including that one.

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27 JULY 2020**

CCL20/118

The January 2020 report identifies that Dubbo Regional Council currently pays fees marginally below the average of 35 Councils it was able to obtain data for. As the timing of directions from OLG is now unclear, fees have not been reviewed for some time, and we are about to move into a recruitment phase, it is recommended that the fees for independent members be set as \$1,000 (plus GST) per meeting for the independent member and \$1,250 (plus GST) per meeting for the chairperson. This brings Dubbo Regional Council in line with the average fees paid by other NSW Councils.

Audit and Risk Management Committee Charter

Whilst, Council would ideally wait until the Office of Local Government releases new rules (and possibly a new model charter), it is appropriate to review the current Charter to keep it up to date with Council positions and other policies, and to ensure the most effective ARMC between now and when such rules are released by the OLG.

The following table summarises the majority of the proposed changes, and a full copy of the draft Policy is attached to this report (**Appendix 1**).

Proposed change	Is this change in accord with OLG recommendations?
Updating of position names	Not applicable
Rewording to make intent clearer	Not applicable
Remuneration of members	Not applicable
Removal of chair's casting vote As there are only three members a consensus is required and as an advisory committee a casting vote is not required. In such circumstances where a consensus can not be reached, the matter should be deferred until two members can agree or the matter referred to a Council meeting.	The guidelines do not deal with this issue.
Revised section on compliance (8.3.6) The current version tries to be very specific but ends up being confusing. The revised version adopts the OLG recommended wording which is more principle based and hence able to cover all situations.	Yes

Procedural reporting of Audit and Risk Management Committee meetings to Council:

Council has long had standard procedures for receiving reports from committees such as the Culture, Economy and Corporate Committee; the Development and Environment Committee; and the Infrastructure and Liveability Committee. The same procedures are applied to the

**ORDINARY COUNCIL MEETING
27 JULY 2020**

CCL20/118

Audit and Risk Management Committee. While there is sense in having a procedure for “Committees”, the ARMC is quite different to other committees. These differences include:

- Most committees are created to make decisions, the ARMC exists primarily to give advice
- The ARMC has only one Councillor on it
- The level of Control that Council (at ordinary meeting) has over the ARMC is different to other Committees. While the difference is currently slight, the rules associated with the ARMC are about to be changed by the State Government and Councils control is likely to be reduced. Until the full implications of this are understood, it would be prudent to structure a greater level of scrutiny than is needed for other committees where roles are well established and understood.

It is proposed that a new process for reporting ARMC meeting to Council be adopted. The new process would be based on the current “Reports from staff” format, being for notation, rather than on the “Reports from Committees” format.

The charter requires that Council continue to be informed of the ARMC deliberations.

SUMMARY

Council Internal Auditor and the ARMC have provided a higher level of governance to Council and the changes outlined in this report will continue to provide those controls going forward.

Appendices:

- 1 Audit and Risk Management Committee Charter - Draft
- 2 Audit and Risk Management Committee Annual Report for 2019
- 3 Report on Remuneration to 28 Jan 2020 meeting



REPORT: 2022/2023 Delivery Program and Operational Plan - Final Progress Report

DIVISION: Strategy, Partnerships and Engagement
REPORT DATE: 11 August 2023
TRIM REFERENCE: ID23/2033

EXECUTIVE SUMMARY

Purpose	<ul style="list-style-type: none"> Provide review or update Fulfil legislated requirement/Compliance 	
Issue	<ul style="list-style-type: none"> This report details Council’s progress on implementing the 2022/2023 Delivery Program and Operational Plan. The Chief Executive Officer is required to provide progress updates to Council at least every six months in accordance with the Local Government act 1993. 82% of actions are completed; 11% of actions are on target; 1% of actions are off target; 0% of actions are not due to start; (1 action, percentage rounding) and 6% of actions are cancelled/deferred. This information will be included in the Annual Report. 	
Reasoning	<ul style="list-style-type: none"> The Local Government Act 1993 The Integrated Planning and Reporting Guidelines 	
Financial Implications	Budget Area	There are no financial implications arising from this report
Policy Implications	Policy Title	There are no policy implications arising from this report

STRATEGIC DIRECTION

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

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

leadership and governance

Delivery Program Strategy: 4.1.4 Statutory requirements are met and services are provided in a cost-effective and timely manner

RECOMMENDATION

That the report of the Director Strategy, Partnerships and Engagement, dated 11 August 2023, be noted.

Murray Wood
Chief Executive Officer

NC
Director Strategy,
Partnerships and
Engagement

BACKGROUND

Previous Resolutions of Council

27 June 2022 CCL22/168	<i>In part</i> 2. That the draft 2022/2023 Delivery Program and Operational Plan (as amended and attached in Appendix 2),... be adopted and commence operation on 1 July 2022.
22 February 2023 CCL23/42	<i>In part</i> 1. That the 2022/2023 Delivery Program and Operational Plan – Progress Report – July to December 2022 (attached as Appendix 1) be noted. 2. That the actions that are listed as cancelled/deferred for reasons outlined in this report be noted.

REPORT

Delivery Program and Operational Plan

The 2022/2023 Delivery Program and Operational Plan contains **268** actions which have been separated into the following six themes.

- Housing 29 actions 11% of all actions;
- Infrastructure 50 actions 19% of all actions;
- Economy 33 actions 12% of all actions;
- Leadership 43 actions 16% of all actions;
- Liveability 73 actions 27% of all actions; and
- Environmental Sustainability 40 actions 15% of all actions.

Each action has been allocated to a Directorate who is accountable for its progress. The Directorate is required to assess the status of the action in accordance with **Figure 1**.







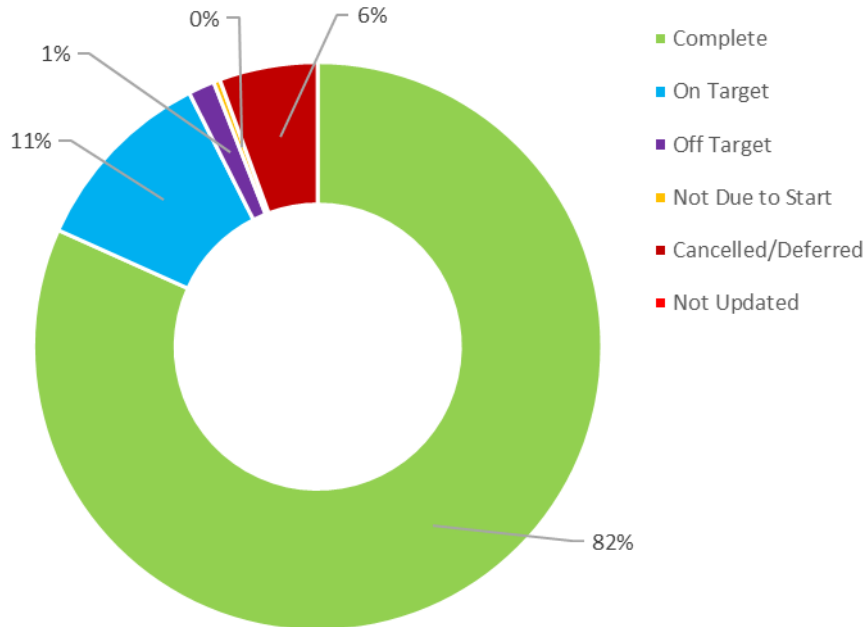
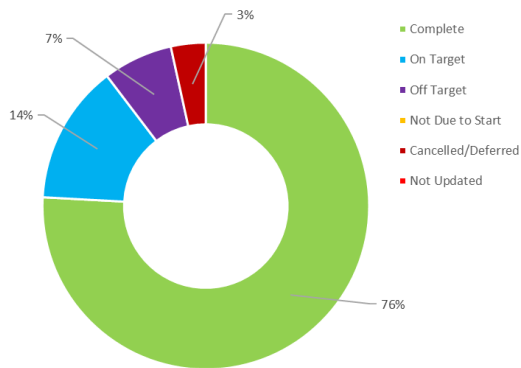
Status Option	Definition	Legend
Completed	Action completed for the year and there will be no further resources needed to deliver it	
On Target	Action underway and is progressing as planned	
Off Target	There is an issue that has delayed progress with this action, or it has not started due to an issue	
Not due to start	This action is not scheduled to start until later in the year and can be updated in the relevant quarter	
Cancelled/deferred	Action will not happen this year	
Not updated	No update has been made for this action	

Figure 1. Status descriptions

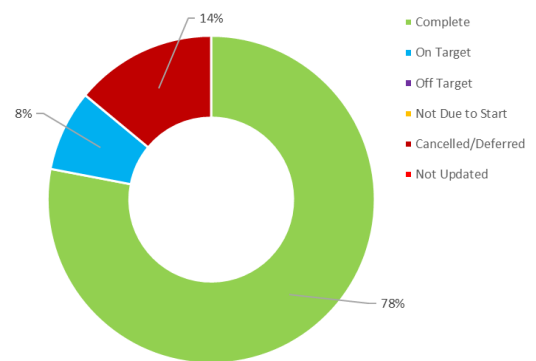
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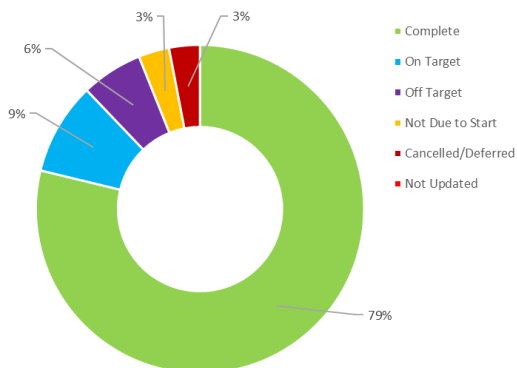
1.Housing



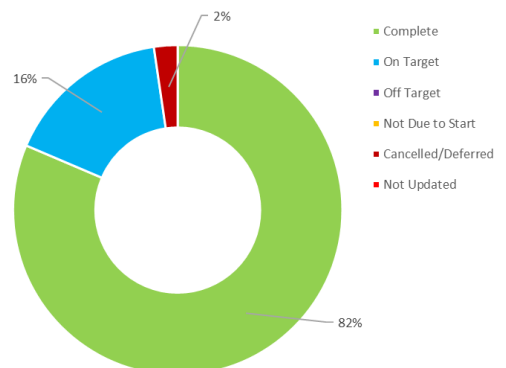
2.Infrastructure



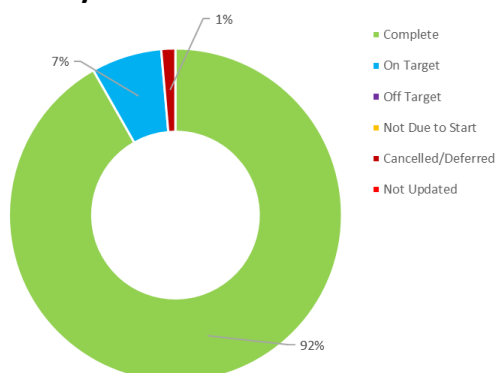
3.Economy



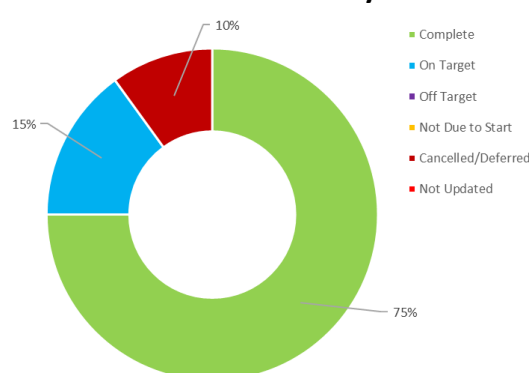
4.Leadership



5. Liveability



6. Environmental Sustainability




The detailed progress report, attached as **Appendix 1**, provides status updates and the input comment for each action. **Figure 2** summaries the status by Community Strategic Plan (CSP) theme for the 2022/2023 financial year.

- 82% of actions are completed;
- 11% of actions are on target;
- 1% of actions are off target;
- 0% of actions are not due to start; (1 action, percentage rounding) and
- 6% of actions are cancelled/deferred.






Information regarding the 1% (4 actions) off target and 6% (15 actions) cancelled/deferred is provided in the tables below.





Off-Target Actions:







2) Prepare a structure plan for land in the South-West Residential Urban Release Area		4) 15%	5) Council Staff continue to discuss the required strategic body of work with a development proponent, however further work on this Structure Plan is currently beyond resources due to other priorities. Any further opportunities for funding will be considered to further this project moving forward.
6) Prepare a new Developer Servicing Plan for Water and Sewer infrastructure		8) 0%	9) Preparation of this Plan is delayed pending completion of the new Integrated Water Cycle Management Strategy for the Dubbo Regional Local Government Area.
10) Deliver the Destination Dubbo International Ready Project (Heritage Plaza, Wiradjuri Tourism Centre and Macquarie River Precinct) in accordance with approved budgets and timelines		12) 50%	13) Council gave further consideration to appropriately prioritise project status in alignment with grant funding deeds for the Event Precinct, Heritage Plaza and Wiradjuri Tourism Centre as part of the Destination Dubbo

14) Implement and monitor the Wellington Town Centre Plan		16) 50%	grant funded projects. 17) Funding and other development opportunities actively sought to further provision of the items included in the Plan. This includes examining options with Voluntary Planning Agreements and the Central West and Orana Renewable Energy Zone.
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Cancelled/ Deferred Actions:

Prepare a Rural Land Strategy for land in the former Wellington Local Government Area	18) 	0%	Due to a reprioritisation of resources, preparation of a Rural Land Strategy for Wellington has been deferred.
Implement the road safety strategy in conjunction with Transport for NSW	19) 	70%	Deferred Action. A draft Road Safety Strategy has been prepared for internal consultation. Due to the rapid growth of development in Dubbo, the Traffic team's priorities have shifted to the ongoing review of major developments and capital works projects, as well as the updating of the Dubbo traffic model to assess future infrastructure needs.
Prepare and implement an annual road safety action plan	20) 	20%	Deferred Action. Internal review of the draft Road Safety Strategy is in progress. Once the Road Safety Strategy has been reviewed, finalised and adopted, a road safety action plan will be prepared based on the findings of the strategy. The Road Safety Strategy has not progressed further due to a shift in priorities for the Traffic team. Rapid growth of development in Dubbo, means the Traffic team have been focusing their efforts on the review of major development proposals, as well as updating traffic models and strategies for Dubbo to determine infrastructure needs in growth areas. A focus on major capital works projects this year has also required the attention of the Traffic team.
Conduct a service review of rural road maintenance and use recommendations to help inform business improvement and decision making	21) 	15%	Deferred Action. Service review of the rural network has not progressed, with attention being given to the recovery of the road network. This will continue into the new financial year.
Prepare a detailed business case, including strategic plans, for an additional southern crossing of the Macquarie River in Dubbo	22) 	85%	Deferred Action. Council has adopted the 2020 Dubbo Transportation Strategy which supports and advocates for a South Bridge. Strategic concepts and a strategic business case were prepared for four south bridge alignment options, including costings and a benefit cost analysis for each option. The options were placed on public exhibition in 2021 to obtain community feedback for the options. A final report was presented to Council concerning the four strategic

			alignments for the South Bridge, and was formerly adopted by Council. In a subsequent meeting, Council resolved to remove the option through Sandy Beach. Other organisational priorities have not allowed for the completion of a detailed business case this year, however a report will be prepared for a Council meeting in the first quarter of 2023/2024 to progress with a detailed business case for the identified options.
Complete the Integrated Water Cycle Management Plan	23) 	40%	Deferred Action. This project has been delayed to significant developer interest in West Dubbo, resulting in Council having to re-evaluate its water and sewer servicing strategy for the area. Council has engaged a consultancy firm who are updating hydraulic models for both water supply and sewer in Dubbo. The consultancy firm has also migrated Council's water supply model to a new software platform. Upon completion of modelling works, water supply and sewer services requiring augmentation or upgrades to cater for future population growth will be identified. Augmentation and upgrade works will then be captured in the new Integrated Water Cycle Management Plan which will occur in the 2023/2024 financial year.
Investigate the provision of water and sewerage infrastructure to unserviced villages, and communicate the results to village landowners	24) 	0%	Cancelled Action. Investigation into village services was not undertaken due to competing priorities relating to investigations into water treatment plant optimisation. Existing infrastructure planning and optimisation was the priority for the 2022/2023 financial year and will be for the 2023/2024 financial year.
Review and implement the Pedestrian Access and Mobility Plan for Dubbo	25) 	80%	Deferred Action. Council has an adopted Pedestrian Access and Mobility Plan for both Dubbo and Wellington. Both plans require a review, however due to the rapid growth of development in Dubbo, the Traffic team are focused on the review of major developments and the development of strategies to determine infrastructure needs in growth areas. The Pedestrian Access Mobility Plans will be reviewed in the 2023/2024 financial year.
Identify funding opportunities to develop and implement neighbourhood shopping centre enhancement plans for the existing neighbourhood shopping centres in Myall Street, Tamworth Street, Boundary Road, Victoria Street and Bourke Street	26) 	15%	Deferred Action. This program of work has been placed on hold due to competing priorities primarily relating to the road designs required for upcoming capital works and the development of strategic designs for the urban release areas that are currently being investigated. This will be undertaken in the 2023/2024 financial year.

Prepare and implement a development and marketing strategy for Keswick Estate	27) 	50%	Master planning has been initiated for Keswick Estate South. Marketing has been undertaken whilst registration of blocks remains outstanding.
Prepare a detailed business case, including strategic and funding plans, for an indoor facility at the Dubbo Aquatic Leisure Centre	28) 	10%	Council at its meeting held on 30 June 2023, carried the motion; 1. That Council award the management of the Dubbo Regional Council Aquatic centres to Belgravia Leisure under a fully external management model for \$1,487,336 (excluding GST) per annum with annual increases as specified in the proposal. 2. That all documentation in relation to this matter be signed under common seal of Council. 3. That all documentation in relation to this matter remain confidential to Council.
Support and encourage community groups and programs to undertake environmental restoration works	29) 	0%	Deferred Action. Council is reviewing volunteer management in line with programs for environmental restoration works.
Investigate funding opportunities to increase community education programs and awareness of climate change	30) 	0%	This action has been cancelled. Staff resources are not available. Resources instead were directed to related priority projects, such as: EV destination charging stations, development of sustainable building policy and net zero strategy, and energy procurement.
Complete planning activities for stormwater drainage and flooding works in Wongarbon, and investigate funding opportunities and mechanisms	31) 	30%	Deferred Action. Council proposes to undertake a flood study for Wongarbon and will apply for funding in future years through the Floodplain Development Program. The completion of Flood Studies and Flood Risk Management Plans can take up to two years once funding is received. Council's current priority is to develop an updated flood study for Wellington and has applied for funding through the Floodplain Development Program. Council is also currently working on the Ballimore flood study. Following that, council will seek funding to undertake a flood study for Wongarbon, as well as review and adopt the Dubbo Macquarie River Flood Study.
Develop an appropriate flood planning policy for Eumungerie following adoption of the Floodplain Risk Management Plan	32) 	0%	Deferred Action. This action has not yet commenced due to other competing priorities. This task is programmed for completion in the third quarter of 2023/2024 financial year.

Consultation

Consultation has occurred internally with each Directorate to ensure actions have been updated appropriately.

Resourcing Implications

There are no financial or policy implications arising from this report as it is for information purposes only.

Timeframe

Key Date	Explanation
October 2023	2022/2023 Annual Report, report to Council
November 2023	2022/2023 Annual Report to be published on website.

Next Steps

A further report incorporating the 2022/2023 Annual Report will be presented to Council for endorsement and a copy of the six monthly progress report will be placed on the website.

APPENDICES:

- [1](#) 2022/2023 DPOP Final Progress Report



2022/2023 Delivery Program and Operational Plan







Final Report

How to read this report:

This heading is a theme of the Towards 2040 Community Strategic Plan






This heading is the 2040 Community Strategic Plan objective




Code	4 Year Focus	1 Year Focus	Status	Progress	Comments	Responsible Officer
This is the reference number in the Delivery Program	This is the description of the strategy as it appears in the Delivery Program	This is the description of the action as it appears in the Operational Plan	A traffic light is provided to show the status of the action	This indicates the progress of the action	This provides an update on the progress of the action, including details of any milestones, highlights, issues or changes	This is the position title of the person who is responsible for this action

Status Option	Definition	Legend
Completed	Action completed for the year and there will be no further resources needed to deliver it	
On Target	Action underway and is progressing as planned	
Off Target	There is an issue that has delayed progress with this action, or it has not started due to an issue	
Not due to start	This action is not scheduled to start until later in the year and can be updated in the relevant quarter	
Cancelled/deferred	Action will not happen this year	
Not updated	No update has been made for this action	

Theme 1: Housing





1.1: Housing meets the current and future needs of our community








Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
1.1.1	A variety of housing types and densities are located close to appropriate services and facilities	Assess applications for residential housing in a timely manner		100%	Applications for residential housing are assessed in a timely manner, noting an increase in the numbers of applications lodged compared to previous years. This is an ongoing matter.	3-MBDS Mgr Building & Development Services
		Prepare information that improves design outcomes for diverse and infill housing		100%	A number of Development Control Plans across residential areas of Dubbo are at various stages of Council preparation and consideration, including the Southlakes Estate, Miriam Estate, Central West Urban Release Area and North-West Urban Release Area.	3-MGP Manager Growth Planning
1.1.2	Housing is affordable and secure	Undertake regular engagement with stakeholders to monitor issues impacting housing affordability and choice		100%	Meeting undertaken with the Dubbo Residential Housing Supply Reference Group in November 2022 and in June 2023. A Mayoral Developers Forum was undertaken in March 2023. The next Mayoral Developers Forum will be held in September 2023.	3-MGP Manager Growth Planning
		Incorporate safer-by-design principles into Council planning decisions		100%	Safer by Design Principles are incorporated into existing and new (when made) land use strategies and planning controls. A number of staff have undertaken training with specific regard to these principles.	3-MBDS Mgr Building & Development Services
		Investigate mechanisms to incentivise the development and release of new residential zoned land to assist the timely release of new housing supply		100%	The Dubbo Regional Housing Roadmap continues to be implemented. The North-West Precinct Master Plan and Development Control Plan was adopted by Council at the June 2023 Council meeting and is now on public display. In addition, further Precinct planning activities are currently being undertaken. Works have been progressing on a range of planning items in the Central West Urban Release Area towards residential and employment land development in the Precinct. Preliminary works have also commenced including project scoping for	3-MGP Manager Growth Planning






Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					further strategic work at Montefiores at Wellington.	
1.1.3	Urban renewal occurs in the Dubbo Central Business District and Wellington Town Centre	Review planning controls to ensure residential development is promoted in the Dubbo CBD and the Wellington Town Centre		100%	The success or otherwise of the planning and development controls in the Wellington Town Centre and the Dubbo Central business District continue to be monitored. The Dubbo Central Business District now has a number of active development approvals for multi-storey residential and tourist and visitor accommodation.	3-MGP Manager Growth Planning
1.1.4	Public and social housing are integrated into residential areas	Advocate to the State Government and developers to increase the level of public and social housing		100%	Council as part of examining housing options will be investigating build to rent as a housing mechanism in the new Financial Year. In addition, Council through work with the Energy Corporation of NSW and renewable energy proponents has developed a scheme to assist to incentivise community housing development in the Local Government Area. Further information in respect of this scheme will be available to Community Housing Providers in Quarter 2 of the 2023/2024 Financial Year.	3-MCMS Manager Community Services
1.1.5	Development opportunities are communicated to the community	Undertake regular engagement and education programs with stakeholders to communicate development trends, permissibility of residential development, and processes		100%	<p>The most recent change has been the introduction of electronic application lodgement (Planning Portal). Council has provided information to the industry stakeholders and the general public in relation to this matter. The next major step within the Planning Portal will be generation of development consents via the Portal which was to commence on 1 July 2023. The Department of Planning have adopted a temporary measure due to difficulties with the software.</p> <p>There is an internal service review being undertaken with regard to Subdivision Certificate processing.</p> <p>Additionally, Council has been engaging with the wider public especially with regard to housing, and workshops are proposed</p>	3-MBDS Mgr Building & Development Services


Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					throughout 2023, including the Housing Reference Group.	

1.2: An adequate supply of land is located close to community services and facilities




Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
1.2.1	Land is suitably zoned, sized and located to facilitate a variety of housing types and densities	Prepare a structure plan for land in the North-West Residential Urban Release Area		100%	The Master Plan and Development Control Plan 1 for the North West Urban Release Area were adopted for the purposes of public consultation at the June Ordinary Council meeting. Both documents are now on public display with the results of this consultation to be considered by Council in due course. Further planning activities continue in the area, including works towards Planning Proposals and infrastructure and constraints planning.	3-MGP Manager Growth Planning
		Prepare a structure plan for land in the South-West Residential Urban Release Area		15%	Council Staff continue to discuss the required strategic body of work with a development proponent, however further work on this Structure Plan is currently beyond resources due to other priorities. Any further opportunities for funding will be considered to further this project moving forward.	3-MGP Manager Growth Planning
		Prepare a R5 Large Lot Residential Strategy		60%	This project has not been furthered based on the staff time required to progress items including the North West Urban Release Area and the Central West Urban Release Area. Further work will be undertaken in Quarter's 1 and 2 of the 2023/2024 Financial Year, including finalisation of a draft Issues Paper, consultation with State Government and Councillor Workshop.	3-MGP Manager Growth Planning
		Consider planning proposals in a timely manner		100%	Three Planning Proposals were gazetted during the 2022/2023 Financial Year. A total of four Planning Proposals have been publicly exhibited and are at various stages of the Planning Proposal process.	3-MGP Manager Growth Planning


Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
		Review and make submissions on proposed changes to the Environmental Planning & Assessment Act, associated regulations and planning policies as opportunities arise		100%	The Building & Development Services Branch regularly makes submissions on proposed changes to the Act, Regulations and numerous other planning legislation as opportunities arise.	3-MGP Manager Growth Planning
		Investigate rezoning and minimum lot size changes to land in Keswick Estate to encourage a variety of housing types and densities		0%	Master planning has been initiated for Keswick Estate South. Marketing has been undertaken whilst registration of blocks remains outstanding.	3-MPLD Manager Property & Land Development
		Maintain and monitor a residential land supply pipeline		100%	Council continues to work collaboratively with the State Government and developers to ensure issues and barriers to residential land supply are understood and monitored.	3-MGP Manager Growth Planning
1.2.2	Adequate land is available in the villages for development	Prepare an Issues Paper to guide the future strategic direction of the villages		50%	Council Staff provided a presentation to the Dubbo Village Committee meeting in May 2023. Council will be moving forward with the preparation of a Village Place Plan as a pilot with Stuart Town and Mumbil in the 2023/2024 Financial Year.	3-MGP Manager Growth Planning
		Prepare a Rural Land Strategy for land in the former Wellington Local Government Area		0%	Due to a reprioritisation of resources, preparation of a Rural Land Strategy for Wellington has been deferred.	3-MGP Manager Growth Planning
		Review the supply of open space in the villages		100%	Supply was reviewed in early 2022 as part of the Plans of Management for Crown Land managed by Dubbo Regional Council. All villages apart from Brocklehurst were identified as having sufficient open space for the foreseeable future. A new playground has been opened in Brocklehurst (April 2023) on Council Owned land.	3-MROS Manager Recreation & Open Space
1.2.3	Development is supported by a strategic and affordable infrastructure framework	Develop and maintain a Developer Contributions and Planning Agreements Register		100%	A register of Planning Agreements is publicly available on Council's website, this includes details of the funds to be payed to Council, purpose of the funds and length of Agreement. In addition, explanatory information is available regarding each Planning Agreement.	3-MGP Manager Growth Planning

Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
		Assess requests to enter into Planning Agreements and Works-In-Kind Agreements in a timely manner		100%	Staff are assessing five requests to enter into Voluntary Planning Agreements, which will be reported to Council and placed on public exhibition in accordance with Legislation. The draft Planning Agreement for the Spicers Creek Wind Farm was approved by Council for the purposes of public and stakeholder consultation at the April 2023 Ordinary Meeting. This draft Planning Agreement is currently on public display. The results of the public exhibition process will be reported to Council in due course.	3-MGP Manager Growth Planning
		Prepare a new Developer Servicing Plan for Water and Sewer infrastructure		0%	Preparation of this Plan is delayed pending completion of the new Integrated Water Cycle Management Strategy for the Dubbo Regional Local Government Area.	3-MGP Manager Growth Planning
		Prepare a new Roads, Traffic Facilities and Car Parking developer contributions plan for Dubbo		75%	Staff are working with a consultant in preparation of the draft Plan. This has also included undertaking further traffic modelling to assist in understanding the traffic and movement requirements of the City moving forward with development of the North West and the Central West Urban Release Area	3-MGP Manager Growth Planning
1.2.4	Rural and productive agricultural land is managed sustainably	Advocate to the State Government to ensure development in the Central-West Orana Renewable Energy Zone is compatible with the agricultural and primary land uses		100%	Council meets with Energy Co frequently to discuss and raise issues of concern. This includes issues in respect of housing, road infrastructure, employment and training. In addition, Council meets with the Department of Planning and Environment regularly to raise any concerns in the assessment of State Significant Development Applications.	3-MGP Manager Growth Planning
		Implement the State Government Planning Reforms - Agritourism into Council's planning controls and strategies		100%	The reforms commenced operation in December 2022. Staff will continue to monitor the reform implementation to understand if any amendment to the Dubbo Regional Local Environmental Plan 2022 is required to assist implementation and to aid in understanding of the reforms for our community.	3-MGP Manager Growth Planning

Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
		Investigate funding and smart technology opportunities to expand the Urban Salinity Monitoring Network		100%	Various funding sources and mechanisms continue to be explored for this body of work. Council maintains data from an extensive salinity monitoring bore network in Dubbo. This data is publicly available.	3-MGP Manager Growth Planning





1.3: Short-term and emergency accommodation is available






Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
1.3.1	Short-term accommodation is available for the workforce associated with significant infrastructure, major projects and employment generators	Advocate to the State Government to ensure short term accommodation is available to support the Central-West Orana Renewable Energy Zone and other industry needs		100%	Input provided to the review on the Accommodation Employment Strategy for various green energy projects within the Central-West Orana REZ. Discussions continue with REZ proponents to continue to understand needs and timelines. Regular contact is maintained with EnergyCo as the project continues to identify changing requirements or new concerns. Additional discussions with Council's Strategic Planning team to consider options in Wellington that may provide accommodation options to meet the needs for REZ infrastructure projects in the Wellington region.	3-MSPI Mgr Strategic Partnerships & Investment
		Prepare a Short-Term Accommodation Position Paper for Dubbo and Wellington to identify short-term accommodation needs as a result of the Central-West Orana Renewable Energy Zone, major projects and other industries		100%	Short Term Worker Accommodation Study considered by Council, Options and initiatives includes in this work to now be furthered as part of a schedule of works. Part of these works will be included in the new Operational Plan for the 2023/2024 Financial Year, which was adopted by Council at the June Ordinary Council Meeting.	3-MGP Manager Growth Planning
1.3.2	Crisis and emergency accommodation supports the needs of the community	Advocate to the State Government and developers to increase the level of crisis and emergency accommodation available		100%	Council has undertaken a wide range of advocacy activities in the period regarding accommodation issues across the Local Government Area. Particularly in respect of Dubbo, Council undertakes consultation with a number of Community Housing Providers and groups through the Dubbo Supply Reference Group, Interagency networks and	3-MCMS Manager Community Services




Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					with the State Government Department of Communities and Justice. In addition, Council through the development of the Central West and Orana Renewable Energy Zone undertake regular consultation with the Energy Corporation of NSW in respect of housing issues associated with short term worker accommodation and the impacts this may have on the availability of motel accommodation in Wellington and Dubbo. Council is also working actively with proponents of renewable energy projects to understand how Council can best facilitate further expansion of crisis and emergency accommodation provision across the Local Government Area as part of Council's ongoing commitment to ensuring the correct policy environment is in place to facilitate a range of housing options for our community.	
		Investigate alternative infrastructure contribution schemes for operators of affordable, crisis and emergency accommodation		100%	Investigations have primarily focused on how funding from renewable energy projects, including wind and solar farms can assist to incentivise social and affordable housing. Council now has two renewable energy proponents that will be providing funding to Council's Community Housing Incentivisation Scheme. Both Planning Agreements will be placed on public display early in Quarter 1 of the 2023/2024 Financial Year. In addition, Council continues to explore further ways of assisting in the incentivisation of housing including policy and other means.	3-MGP Manager Growth Planning





Theme 2: Infrastructure


2.1: The road transportation network is safe, convenient and efficient




Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
2.1.1	Traffic management facilities enhance the safety and efficiency of the road transport network	Establish an ongoing program to identify the need for additional traffic management facilities		100%	The needs are identified within the current Dubbo and Wellington Pedestrian Access Mobility Plans. Priorities are refined with data from customer requests and additional project specific studies.	3-MISD Mgr Infrastructure Strategy & Design
		Implement the road safety strategy in conjunction with Transport for NSW		70%	Deferred Action. A draft Road Safety Strategy has been prepared for internal consultation. Due to the rapid growth of development in Dubbo, the Traffic team's priorities have shifted to the ongoing review of major developments and capital works projects, as well as the updating of the Dubbo traffic model to assess future infrastructure needs.	3-MISD Mgr Infrastructure Strategy & Design
		Prepare and implement an annual road safety action plan		20%	Deferred Action. Internal review of the draft Road Safety Strategy is in progress. Once the Road Safety Strategy has been reviewed, finalised and adopted, a road safety action plan will be prepared based on the findings of the strategy. The Road Safety Strategy has not progressed further due to a shift in priorities for the Traffic team. Rapid growth of development in Dubbo, means the Traffic team have been focusing their efforts on the review of major development proposals, as well as updating traffic models and strategies for Dubbo to determine infrastructure needs in growth areas. A focus on major capital works projects this year has also required the attention of the Traffic team.	3-MISD Mgr Infrastructure Strategy & Design
		Maintain existing traffic management facilities in a safe and effective operational condition		100%	The maintenance of the traffic management facilities is undertaken throughout the year based on proactive inspections and requests received from community members.	3-MISD Mgr Infrastructure Strategy & Design

Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
2.1.2	The road network meets the needs of users in terms of traffic capacity, functionality and economic and social connectivity	Implement a rural road sealing program		100%	Ballimore Road Stage 1 - Project at 100% completion which involved the sealing of the gravel road between the Windora Road intersection and Wongajong Lane intersection. Eulalie Lane stage 1 - Survey and Design completed, Review of Environmental Factors and geotechnical investigations are in progress. Procurement of pre-cast concrete products has been secured. Project development continuing and to be constructed in the 2023/2024 financial year.	3-MID Manager Infrastructure Delivery
		Update and maintain Council's Roads Asset Management Plan to inform future road programs		100%	The Transport Asset Management Plan has been drafted using NAMs+ and is expected to be finalised in the 2023/2024 financial year.	3-MID Manager Infrastructure Delivery
		Undertake regular inspections to identify road defects and prioritise, schedule, and complete maintenance activities		100%	Inspections of the road network is undertaken on a scheduled basis, with road condition assessments and defect recording being listed in the "Reflect" database at Wellington and Dubbo. Maintenance activities like grading unsealed rural roads, gravel resheeting, pavement heavy patching were all completed for the 2022/2023 financial year.	3-MID Manager Infrastructure Delivery
		Investigate opportunities to monitor the condition of the road network through smart technology		100%	Portable dash cameras have been installed in two Council vehicles. This will be evaluated in the 2023/2024 financial year to determine the functionality of these for road condition assessments.	3-MID Manager Infrastructure Delivery
		Undertake road infrastructure planning for the Dubbo Urban Release Areas		100%	This is an ongoing activity. Council is developing road strategies for upcoming new urban release areas in the North West, Central West, South West and South East of Dubbo. This includes the preparation of concept road alignments, acquisition of land for future road alignments and the development of a new contributions plan. Council is also updating to the Dubbo traffic model to reflect the impact of major developments currently under assessment	3-MISD Mgr Infrastructure Strategy & Design




Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					<p>by Council. This updated model will help determine infrastructure needs for these future growth areas.</p> <p>A detailed design for River Street West Stage 1 is underway, which will assist with enabling new development in the North West precinct.</p> <p>A detailed design is also currently underway for the Blueridge Link Road, which will enable a change in haulage route for the major quarry and cement works developments in South East Dubbo.</p>	
		Undertake road infrastructure planning for the Central West Orana Renewable Energy Zone		100%	Council will continue to facilitate meetings, review designs and infrastructure proposals put forward by developments in the Central West Orana Renewable Energy Zone.	3-MISD Mgr Infrastructure Strategy & Design
		Conduct a service review of rural road maintenance and use recommendations to help inform business improvement and decision making		15%	Deferred Action. Service review of the rural network has not progressed, with attention being given to the recovery of the road network. This will continue into the new financial year.	3-MID Manager Infrastructure Delivery
2.1.3	Additional flood-free road access over the Macquarie River at Dubbo is provided	Prepare a detailed business case, including strategic plans, for an additional southern crossing of the Macquarie River in Dubbo		85%	Deferred Action. Council has adopted the 2020 Dubbo Transportation Strategy which supports and advocates for a South Bridge. Strategic concepts and a strategic business case were prepared for four south bridge alignment options, including costings and a benefit cost analysis for each option. The options were placed on public exhibition in 2021 to obtain community feedback for the options. A final report was presented to Council concerning the four strategic alignments for the South Bridge, and was formerly adopted by Council. In a subsequent meeting, Council resolved to remove the option through Sandy Beach. Other organisational priorities have not allowed for the completion of a detailed business case this year, however a report will be prepared for a Council meeting in the first quarter of 2023/2024 to progress with a	3-MISD Mgr Infrastructure Strategy & Design




Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					detailed business case for the identified options.	
2.1.4	Adequate and convenient car parking is available in commercial centres	Undertake regular parking patrols to ensure adequate parking is available in commercial centres		100%	Council has an ongoing contract to provide parking patrols and issue infringements with non-compliant users of the Myer Carpark and Staff Car parking areas. Council is actively engaging with other shopping centres in Dubbo in respect to providing a similar service.	3-MEC Manager Environmental Compliance
		Install and trial parking sensors in and around the Brisbane, Talbragar and Macquarie street shopping precinct		100%	Since the installation of 150 Parking sensors in the CBD area there has been a noticeable increase in the turnover of carparks in the area which means that people have a better chance of getting a park in the CBD and more people can access the shops and services in the area. This also freed up the on foot patrols of the Parking Officers in the areas where the sensors are installed which gives them more time to patrol other areas around Dubbo including school zones.	3-MEC Manager Environmental Compliance
2.1.5	Council works collaboratively with government and stakeholders on transport-related issues	Facilitate Council's Local Traffic Management Committee to monitor traffic related matters		100%	Regular Local Traffic Committee meetings are held throughout the year with the appropriate representation from internal and external stakeholders.	3-MISD Mgr Infrastructure Strategy & Design
		Pursue opportunities for additional funding of road projects through the State and Federal Government		100%	Funding has been successfully secured in an amount of \$1,523,527 for the replacement of Burrendong Bridge number 1 under the Fixing Country Bridges Program which is administered by the NSW Government. Council will be required to contribute \$507,843 for this project. Funding has been successfully secured in an amount of \$990,066 for the replacement of the bridge on Molong Street, Stuart Town under the Fixing Country Bridges Program which is administered by the NSW Government. Council will be required to contribute \$269,665 for this project. Funding has been successfully secured in	2-DI Director Infrastructure





Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					<p>an amount of \$955,707.88 for the repair of potholes on the local and regional road network under the Fixing Local Road Pothole Repair Program which is administered by the NSW Government. This is an unmatched grant that does not require a Council contribution.</p> <p>Funding has been successfully secured in an amount of \$1,432,943 for the sealing of a 1.75km section of Ballimore Road under the Fixing Local Roads Program which is administered by the NSW Government. Council will be required to contribute \$358,235.75 for this project.</p> <p>Funding has been successfully secured in an amount of \$1,075,000 for the replacement of Benolong Bridge under the Bridge Renewal Program which is administered by the Federal Government. Council had previously secured \$1,940,000 under the Fixing Country Bridges Program.</p> <p>Funding has been successfully secured in an amount of \$5,074,270 to undertake priority maintenance on regional and local roads under the Regional and Local Roads Repair Program which is administered by the NSW government. This is an unmatched grant that does not require a Council contribution.</p> <p>This is a total of \$11,051,513.88 for successful grants with \$9,976,513.88 from the State Government and \$1,075,000 from the Federal Government.</p>	
		Collaborate with State and Federal governments in relation to transportation issues and limitations in the Central West Orana Renewable Energy Zone		100%	Multiple meetings have been held with consultants and developers from the Central West Orana Renewable Energy Zones as required to discuss designs and infrastructure needs to support the proposed renewable energy developments.	3-MISD Mgr Infrastructure Strategy & Design






Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					Energy Co issued an agreement letter dated 20 March 2023, sent to Council for a grant of \$250,000 to provide technical, advisory and consultation services directly related to development and acceleration of the project. With this funding, council are in the process of recruiting additional staff to assist with the development of necessary infrastructure strategies and design reviews that support these renewable energy projects.	
		Advocate to the State and Federal Government for funding for a business case for the western bypass and distributor road that incorporates a heavy freight route		100%	Multiple meetings have been held with Transport for NSW representatives to discuss the importance of the western bypass. Communications were also provided to Federal and State Members highlighting the importance of progressing a business case, requesting \$100,000 in funding to complete a study for the western distributor. No funding has been received, but Council will continue to advocate for the western distributor and seek funding opportunities to fund a business case.	3-MISD Mgr Infrastructure Strategy & Design
		Advocate to the State Government for additional overtaking lanes on the Mitchell Highway between Dubbo and Wellington		100%	The length of road in the speed zone greater than 90kph between Dubbo and Wellington is approximately 41 kilometres. This includes one overtaking section in the southbound lane (1km) and two overtaking sections in the north bound lane (2.5km). The overtaking lanes in both directions are located between Dubbo and Geurie. Advice has been received that Transport for NSW will investigate an eastbound overtaking lane on the Mitchell Highway just east of Geurie in the 2023/2024 financial year.	2-DI Director Infrastructure
		Collaborate with State and Federal Governments in relation to issues and truck configuration limitations on the Newell, Mitchell and Golden Highways		100%	Informal discussions occurred during the year in relation to truck configurations particularly for future large-scale developments requiring the transportation of over size and over mass componentry	2-DI Director Infrastructure





2.2: Infrastructure meets the current and future needs of our community

Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
2.2.1	Water and sewer infrastructure and services meet the needs of the community	Supply water to customers in accordance with Council's adopted service levels		100%	In accordance with Council's Water Supply and Sewerage Customer Service Plan Council staff continue to maintain water supply services within the defined levels of service. The levels of service include availability of supply, supply interruptions, notification and response times for supply failures or customer complaints/enquiries. The 2022-2024 Water Supply and Sewerage Customer Service Plan is available for viewing on Council's website www.dubbo.nsw.gov.au under A-Z Plans and Strategies	3-MWSS Manager Water Supply & Sewerage
		Supply sewerage services to customers in accordance with Council's adopted service levels		100%	In accordance with Council's Water Supply and Sewerage Customer Service Plan Council staff continue to respond to sewer service failures within the defined service levels. The 2022-2024 Water Supply and Sewerage Customer Service Plan is available for viewing on Council's website www.dubbo.nsw.gov.au under A-Z Plans and Strategies.	3-MWSS Manager Water Supply & Sewerage
		Complete the Integrated Water Cycle Management Plan		40%	Deferred Action. This project has been delayed to significant developer interest in West Dubbo, resulting in Council having to re-evaluate its water and sewer servicing strategy for the area. Council has engaged a consultancy firm who are updating hydraulic models for both water supply and sewer in Dubbo. The consultancy firm has also migrated Council's water supply model to a new software platform. Upon completion of modelling works, water supply and sewer services requiring augmentation or upgrades to cater for future population growth will be identified. Augmentation and upgrade works will then be captured in the new Integrated Water Cycle Management Plan which will occur in the 2023/2024 financial year.	3-MSWSS Manager Strategy Water Supply & Sewerage



Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
		Investigate the provision of water and sewerage infrastructure to unserved villages, and communicate the results to village landowners		0%	Cancelled Action. Investigation into village services was not undertaken due to competing priorities relating to investigations into water treatment plant optimisation. Existing infrastructure planning and optimisation was the priority for the 2022/2023 financial year and will be for the 2023/2024 financial year.	3-MSWSS Manager Strategy Water Supply & Sewerage
2.2.2	Solid waste management services meet the needs of the community	Supply solid waste services to customers in accordance with Council's adopted service levels		100%	Council continues to provide waste services to the community within the adopted service levels. The next annual Bulky waste collection service is confirmed and scheduled for 9 October - 27 November (Community communication and advertisement will commence in September 2023).	3-MRRE Mgr Resource Recovery & Efficiency
		Prepare and adopt a solid waste strategy for the Local Government Area		75%	Council have engaged a consultant to develop a Council specific Waste Strategy, which will align with the NetWaste Regional Waste Strategy. The Waste Strategy aims to include all current aspects of Waste Operations that occur within the Councils area (waste generation; waste collection; waste transportation; waste processing; and waste disposal) and what changes will need to be implemented to align with fast-moving changes in policy, regulation and markets within the waste industry. The main sub-themes that will be discussed within the Strategy include: <ul style="list-style-type: none"> - Education & Community Engagement; - Regional & Local funding Opportunities; - Regional Collaboration (Regional Procurement, Joint Contracts and Projects); - Problem Waste streams; and - Landfill Consolidation (Remediation Rationalisation, Transition to Waste Transfer Stations, and Future Land use). The Waste Strategy aims to guide the delivery of Councils Waste services over the next 5 years, which will sit within a broader	3-MRRE Mgr Resource Recovery & Efficiency






Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					20-25-year setting. In addition, the Waste Strategy will explore local transformation of waste rather than its export for processing outside the region, seeking to retain its social, economic, and skills-based benefits locally.	
		Undertake a weekly organic waste service for Dubbo, Wellington, Wongarbron and Geurie		100%	The Food Organics and Garden Organics (FOGO) domestic service is an ongoing service being provided to the residents within the defined collection areas on a weekly basis.	3-MRRE Mgr Resource Recovery & Efficiency
		Undertake regular consultation and information programs on waste collection and facilities in the villages		100%	Council undertook social media, newspaper and radio communications to highlight the annual bulky waste collection that was completed in late 2022. There were also social media posts during this period to encourage residents to use their annual electronic "Tipping Voucher" to bring up to a trailer load of waste to Council's landfills or transfer stations at no charge. Transfer stations continue to operate and provide a waste service to Geurie, Stuart Town, Ballimore, Toongi and Eumungerie.	3-MRRE Mgr Resource Recovery & Efficiency
2.2.3	Urban drainage systems meet the needs of the community	Undertake regular inspections and maintenance of Council's urban drainage systems in accordance with Council's adopted service levels		100%	Council's urban drainage system inspections were undertaken on a schedule and in response to customer requests.	3-MID Manager Infrastructure Delivery
		Investigate the provision of stormwater infrastructure to unserviced villages, and communicate the results to village landowners		100%	This will be an ongoing activity for the Stormwater team. Eumungerie and Geurie flood studies have now been adopted, which includes multiple drainage mitigation options to minimise flooding. A design to mitigate flooding from a leaking dam in Stuart Town was prepared this year. A design for drainage issues at 23 Derribong Street was prepared this year, and funding allocated for construction in the 2023/2024 year. Ballimore flood study is also currently being prepared. This will include a flood risk management plan, with options included to	3-MISD Mgr Infrastructure Strategy & Design



Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					mitigate local drainage issues within the village.	
2.2.4	Enhanced telecommunications coverage is available in the region	Advocate to the State and Federal Government and providers for the continued and expeditious roll-out of internet, telecommunications and data services		100%	Aware that there has been a decision prior to the Federal election that funding was available for Nanima village which was shown during COVID to be vulnerable to a lack of services. Discussions with Renewable Energy Zone and other renewable project proponents are continuing with a focus on energy infrastructure also allowing ICT infrastructure to be deployed.	1-CEO Chief Executive Officer
2.2.5	Council maintains infrastructure and delivers services at the adopted service levels as agreed with the community	Adopt and implement an Asset Management Strategy		100%	The Asset Management Strategy was presented to the June 2023 Ordinary Council Meeting and adopted.	3-CFO Chief Financial Officer
		Prepare and implement detailed Asset Management Plans for each of Council's asset classes		100%	The Asset Management Strategy (incorporating information from the detailed Asset Management Plans for each of Council's asset classes) was presented to the June 2023 Ordinary Council Meeting and adopted.	3-CFO Chief Financial Officer
		Undertake a review of Council's building assets to determine the present and future needs and opportunities for these assets		25%	In consultation with Directors and Flexible Working Group party as well as considering long term organization priorities evaluation of assets and utilisation is in progress. This is looking at a holistic approach and not just one area of function of our administration building assets. Work continues on the preliminary stages with staff workshops and draft designs for Staff Accommodation within the Civic Administration Building and Council has resolved to relocate the council chambers to a multipurpose setup which has now been complete with the first Ordinary Council Meeting being held on the 27 July 2023.	3-MMPD Manager Major Project Delivery
2.2.6	Council utilises a modern and efficient plant fleet that meets operational needs	Review the make-up of the fleet to ensure operational requirements are being met in a cost-effective manner		100%	Low utilised items have been identified and communicated to the relevant managers. This will inform the long term plans for the	3-MFDS Manager Fleet



Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					make up of equipment held by Council for its operations.	& Depot Services
		Provide an annual plant report to the CEO		100%	This action has been completed with a report provided to the Chief Executive Officer on 15 July 2022.	3-MFDS Manager Fleet & Depot Services
		Monitor motor vehicle incidents involving Council vehicles and implement appropriate action as required		100%	Accident data is reported to the Director Infrastructure on a monthly basis and to the Chief Executive Officer in the annual plant report.	3-MFDS Manager Fleet & Depot Services
		Provide cost-effective store services		100%	Considerable amount of work has been undertaken to transition the Store with the review of stock levels, contracts established which has resulted in a higher level of service provided to clients and a major review of redundant/obsolete items has been completed.	3-MFDS Manager Fleet & Depot Services
		Prepare and adopt an electric vehicle strategy for Council vehicles		100%	The transition to Zero Emissions Policy was adopted at the Ordinary Council meeting held on 27 October 2022.	3-MFDS Manager Fleet & Depot Services

2.3: The transportation systems support connections within and outside the region

Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
2.3.1	Appropriate and well-connected rail infrastructure is available	Work with rail authorities to ensure the safety and functionality of existing level crossings		100%	The rail lines are managed by two companies with one being ARTC and the other being UGL Regional Linx. Council staff have developed good working relationships and Council staff continue to work with these two rail managers for rail crossing assessments. Council staff liaise with both ARTC and UGL Regional Linx when rail and road interface issues are identified.	3-MID Manager Infrastructure Delivery
		Advocate to the State Government to improve access and timing for passenger train services to reach major destinations		100%	Communications remain open with the Fast Rail team in Transport for NSW, positioning the region and Council as ready to explore opportunities related to passenger rail improvements.	3-MSPI Mgr Strategic Partnerships & Investment




Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
		Advocate to the State Government to ensure Dubbo is considered as part of the Fast Rail business case		100%	Discussions have occurred noting the western NSW option has been defined as a lower priority.	2-DI Director Infrastructure
2.3.2	A network of cycleways and pedestrian facilities is provided and maintained	Review and implement the Pedestrian Access and Mobility Plan for Dubbo		80%	Deferred Action. Council has an adopted Pedestrian Access and Mobility Plan for both Dubbo and Wellington. Both plans require a review, however due to the rapid growth of development in Dubbo, the Traffic team are focused on the review of major developments and the development of strategies to determine infrastructure needs in growth areas. The Pedestrian Access Mobility Plans will be reviewed in the 2023/2024 financial year.	3-MISD Mgr Infrastructure Strategy & Design
2.3.3	Public transport services are available in our villages	Collaborate with Transport for NSW as part of the 16 Cities Program to improve public transport services within the region		100%	Council staff members have been attending regular meetings with Transport for NSW (TfNSW) to discuss projects proposed under the 16 Cities Program, including continual review and feedback for bus stop locations proposed around the city of Dubbo. Council staff also facilitated the reporting of proposed bus stop locations to the Local Traffic Committee and Council in May 2023, and will continue to report as required for upcoming projects. The 16 Cities program is ongoing, so Council will continue to collaborate with TfNSW until the program is complete.	3-MISD Mgr Infrastructure Strategy & Design
2.3.4	Our community has convenient air access to a variety of destinations	Establish and maintain partnerships to promote air travel and support route viability and affordability		100%	Ongoing communication with airline operations. Facilitated stakeholder engagement feedback sessions with Qantas, Airlink, Regional Express and Link Airways.	3-MDCRA Mgr Dubbo City Regional Airport
		Seek grant funding to develop a masterplan for the Wellington Aerodrome and Recreation Park		70%	The Rural Fire Service and Dubbo Regional Airport have working in partnership in the past five years to operate a temporary Large Aerial Tanker (LAT) base arrangement and remain committed to the opportunity long term. Successful Business Case and Strategy Development Fund application has resulted in \$98,000 in funding to outline regional, strategic and economic benefits to Dubbo and NSW for the establishment of Dubbo	3-MCOS Manager Commercial Strategy




Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					Regional Airport LAT base Runway Lengthening Strengthening and Taxiway Construction.	
		Maintain leases, licenses, fees and charges at the Dubbo Regional Airport and Wellington Aerodrome and Recreation Park in line with facility maintenance and long term development opportunities		60%	<p>The lease for AMSL was finalised and executed at Wellington Aerodrome and their prototype electric aircraft testing program has commenced</p> <p>The Dubbo Regional Airport fuel leases are being renewed for a further two-year period and lease agreements have been provided for signing to the fuel operators.</p> <p>The food and beverage licence for the terminal cafe service has been renewed for a further two years.</p> <p>A five-year car rental licence has been offered to the four car rental operators and new licence agreements are being prepared.</p> <p>Eight hangar leases were due for renewal in this reporting period and 7 of the 8 hangar lease renewals have been agreed.</p> <p>A new hangar development has been proposed in the new General Aviation hangar zone and an agreement has been reached for this development. Lease agreements have been signed by the new lessee.</p> <p>The process of establishing a separate lot on the corner of Mitchell Highway and Correena Road has commenced to facilitate the development of a potential accommodation zone.</p>	3-MCOS Manager Commercial Strategy
2.3.5	Roadside environments and entrance statements are developed and maintained	Develop village maintenance and mowing service levels, including enabling volunteers, and communicate the results to village landowners		100%	<p>A review of volunteer mowing management was commenced to determine best practice principles being implemented across the local government context. Dubbo Regional Council has been working with Camden Council who are widely considered best practice advocates in the management of volunteers.</p> <p>There is now a Service Frequency Plan for mowing of all parks, reserves and sporting fields across the Local Government Area. A vast majority of the village mowing falls into</p>	3-MGSO Manager Greenspace Operations




Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					category 3 and 4 with a service frequency of every 4 weeks or 6 weeks in the summer growing season. Greenspace Operations will present the village mowing service frequency plan to the Villages Committee in the 2023/2024 financial year.	
		Advocate to Transport for NSW to establish an ongoing program of environmental rubbish compliance at roadside stops not controlled by Council		100%	Transport for NSW is responsible for maintenance and waste collection at a network of roadside rest areas within the Dubbo Regional Council Local Government Area (LGA). Council Rangers patrol and respond to complaints of illegal dumping of waste at all roadside rest areas. Council and Transport for NSW work together to ensure all waste issues are dealt with in a timely manner and to implement measures in order to reduce illegal dumping incidents occurring in roadside rest areas.	3-MEC Manager Environmental Compliance
		Establish an ongoing program of environmental rubbish compliance at roadside stops controlled by Council		100%	Council Staff undertake regular patrols of rest areas and investigate complaints of illegal dumping. Once an investigation has been completed Council arranges for the materials to be collected and disposed of.	3-MEC Manager Environmental Compliance





Theme 3: Economy

3.1: Visitor economy growth is supported

Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
3.1.1	Diverse and unique visitor opportunities are explored, developed and supported	Implement Local Government actions in the Country and Outback Destination Management Plan		100%	Input provided to development of new Destination Management Plan. Monthly engagement with Destination Country and Outback continues ensuring activities and partnership opportunities are maximised in line with Destination NSW Strategic Plans. Continued partnership with Taronga Western Plains Zoo in support of the Serengeti Plains infrastructure project. Great Big Adventure Pass program continues with the focus of enhancing the visitor opportunities and experiences in the region.	3-MSPI Mgr Strategic Partnerships & Investment
		Promote the region on destination marketing platforms and collaborative programs		100%	Ongoing collaboration local industry 'Destination Partners' to market the Region through campaigns, publications, Dubbo.com.au website and also social media @Dubbocity. Dubbo.com.au activity in quarter: 96,654 page views and 8.25 event count per user. Dubbo City + Visit Dubbo + Wellington NSW social media activity in April, May and Jun 2023 achieving 134,324 reach, 2,782 visits and 20,850 followers. A print and digital marketing campaign with Australian Traveller magazine commenced in May 2023. Destination Partnership program launched in April with 95 regional organisations committing to partnering with Council via advertising in the 2023/2024 Visitor Guide.	3-MSPI Mgr Strategic Partnerships & Investment
		Operate Visitor Information Centres and provide information to tourists about the region's attractions, maps and other items relevant to tourism		100%	The Dubbo and Wellington Visitor Information Centre's have welcomed 82,371 (DVIC) and 6,375 (WVIC) visitors and responded to 4,166 email enquiries (2,479 Dubbo, 1,687 Wellington). VIC services also include local produce sales and connecting local businesses to our Partnership programs, including the Destination	3-MSPI Mgr Strategic Partnerships & Investment



Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					Partnership Program, New Resident Program (and welcome nights), and the Visitors Information Partnership Program. The Dubbo VIC also played a significant role in support accommodation management for the state touch carnival hosted in Dubbo.	
		Prepare and implement Strategic Plans and Internal Business Strategies for the Old Dubbo Gaol		100%	Operational review and planning implementation continued during this period. Capital projects completed during this period include the underground infrastructure project, repointing and plinth storage. The Digital Map project progressed and is due for completion late 2023. An external "Customer Focused Review" has commenced during this period to assist with an action plan to improve the overall visitor experience.	3-MRE Manager Regional Experiences
		Prepare and implement Strategic Plans and Internal Business Strategies for the Wellington Caves		100%	Business strategy continue to be reviewed informed from planning day with Caves staff undertaken in March 2023. Key capital projects completed during this period included Cathedral Cave Floor Platform. Capital Projects continue with Bring back the Bat, Thunder Cave Stairs and Gaden Hand Rails. Strategic Business Review still underway in partnership with the Strategic, Partnerships and Engagement Division	3-MRE Manager Regional Experiences
		Deliver the Destination Dubbo International Ready Project (Heritage Plaza, Wiradjuri Tourism Centre and Macquarie River Precinct) in accordance with approved budgets and timelines		50%	Council gave further consideration to appropriately prioritise project status in alignment with grant funding needs for the Event Precinct, Heritage Plaza and Wiradjuri Tourism Centre as part of the Destination Dubbo grant funded projects.	3-MRE Manager Regional Experiences




Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
3.1.2	Events that foster cultural, recreational and community interaction opportunities are supported	Provide funding opportunities for events through Council's Event Assistance Program		100%	<p>Community Events Fund supported five events with \$10,000 and delivering \$8,810 to the local community: Stuart Town Carols by Candlelight, NSW Production Sedan Titles, Global Fusion, Man from Ironbark Festival and Wellington show.</p> <p>Destination Events Fund - Stream 1 supported nine events delivering \$3.2M to the local community: Wellington Vintage Fir, Burrendong Fishing Classic, Easter Showdown, Western District Ladies Golf Tournament, City of Dubbo Eisteddfod, Dubbo Winter Whisky Festival, RSNCA National Finals, Dubbo Motor Fest and PSSA State Cricket.</p> <p>Destination Events Fund - Stream 2 supported eight events delivering \$10M to the local community: Cricket NSW Youth Championships, Athletics NSW Country Championships, Cricket NSW State Carnival, NSW Swimming Championships, Little Athletics NSW Regional 3, NSW Touch Junior State Cup, Little Athletics NSW Combined Carnival and NSW Junior Rugby Championships.</p>	3-MREV Manager Regional Events
		Implement the Event Attraction and Support Strategy		100%	Regional Events has supported cultural events such as the Wellington Vintage Fair and Swap Meet, City of Dubbo Eisteddfod, Global Fusion and Man From Ironbark Festival. Recreational events such as NSW Production Sedan Titles, Burrendong Fishing Classic, RSNCA National Finals and Dubbo Motor Fest have also been supported. The Event Attraction Program secured eight events delivering \$10M into the local economy.	3-MREV Manager Regional Events
		Develop and implement strategic plans for the Dubbo and Wellington showgrounds		75%	Strategic Plan for Dubbo Showground was progressed based on the 2019 Dubbo Showground Masterplan.	3-MREV Manager Regional Events




Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					Development of the draft Wellington Showground renewal Plan has been completed. A report and public exhibition period is planned for the 2023/2024 Financial Year.	
		Investigate opportunities to increase cultural and community events at Victoria Park and Cameron Park		100%	Ongoing liaison with event proponents to facilitate and enable events to take place.	3-MREV Manager Regional Events
		Prepare guidelines to support community members to access public spaces for outdoor cultural activities		100%	Market application forms sent to all market owners on Friday 30 June. Events Unit fields numerous requests each week and provides resources from the Event Organiser Toolbox.	3-MREV Manager Regional Events
3.1.3	Visitor accommodation is available	Develop and monitor tourism accommodation visitation reports		100%	Data for the tourism market report is collated monthly and distributed to stakeholders each month. Tourism Market Report outcomes for July 2022 through to June 2023: <ul style="list-style-type: none"> • Dubbo Region occupancy financial year to date - 69% (up from 56% YOY) • Dubbo occupancy financial year to date - 82% (up from 67% YOY) • Wellington occupancy financial year to date - 57% (up from 45% YOY) Great Big Adventure Pass continued to be supported and developed for increased visitor economy growth across the region.	3-MSPI Mgr Strategic Partnerships & Investment
		Maintain and operate the Wellington Caves Holiday Complex		100%	Weather impact damage continue to hinder operations at the Wellington Caves. The Phosphate Mine is still too dangerous to enter with significant ground movement encountered throughout the mine. Cathedral Cave although opened to tours in April, remains at a limited capacity of 20 guests and limited to 2 of the 3 tour levels with the bottom level remaining closed due to safety concerns. Gaden Caves remains at normal operation. A Strategic Review has commenced led by the Division Strategy, Partnerships and	3-MRE Manager Regional Experiences



Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					Engagement. The Caravan Park continues normal operations, although a lower-than-expected occupancy is still impacting revenue opportunities.	




3.2: Employment opportunities are available in all sectors of our economy

Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
3.2.1	Employment and investment opportunities for all sectors of the community are fostered	Develop and maintain strong partnerships with diverse advisory groups, industry representatives and government agencies to encourage economic growth		100%	Strong networks continue with the working groups of Central West Orana Renewables Energy Zone (REZ) Workers and Skills Taskforce initiated through EnergyCo. Continue to build strategic relationships with the proponents, landholders, industry and Government organisations and advocate for local economic outcomes for Dubbo and Wellington in the first REZ in NSW. Discussions continue with private business, government and universities regarding the Green Energy Hub business case and future opportunities. Initiated discussions with QANTAS and possible growth of airline offerings to the Region. Skills Taskforce meetings have resulted in key deliverables through the program including the 'Sisters in Trade' program to continue to build workforce opportunities in the region. Sponsored and supported RDA Orana Resources, Energy and Industry Innovation forum.	3-MSPI Mgr Strategic Partnerships & Investment
		Provide support to stakeholders seeking government funding		100%	Continued the provision of the Dubbo Region and Narromine Grants Hub throughout 2022/2023 and supported a partnered approach with Regional Development Australian Orana branch for 2023/2024. General grants support has been provided to a number of internal and external stakeholders with local businesses, community groups and not-for-profits will continue to benefit from the one-stop-shop grants platform. strategic, date and editorial	3-MSPI Mgr Strategic Partnerships & Investment






Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					support provided to a number Council funding applications for various business cases, capital projects and programs. Services to external organisations included support for funding applications for the Regional Investment Activation Fund, Regional Tourism Activation Fund and Renewable Manufacturing Fund. Continued partnership with Taronga Western Plains Zoo on the successful grant application for the New Serengeti Plains Visitor Experience and Eco-Tourism Infrastructure Project, the \$30M project is funded by the NSW Governments Regional Tourism Activation Fund Round 2.	
		Implement purchasing and procurement policies that foster and support the local economy		90%	The Procurement Policy and the Purchasing Procedures are currently in the process of being updated. This will involve strengthening our use of local suppliers for goods and services. Procurement is about to go to market for Prequalified Local Suppliers for all our Trades and Services and this will become policy to use the list of suppliers.	3-MP Manager Procurement
3.2.2	Traineeships and employment pathways are available for all sectors of the community	Advocate and support the employment of youth, Aboriginal, long-term unemployed and people with a disability in major public projects		100%	Participation through the Local Jobs Taskforce (Federal Government) and Jobs Skills Industry Participation Framework (JSIP NSW Government) Framework for the advocacy of Indigenous, youth, dis-ability and long term unemployed on major projects such as Mindyarra and also the new \$220m Dubbo Bridge. Advocacy has resulted in successful delivery of the 'Sisters in Trade' program where the construction firm Abergeldie has undertaken all applicants as work experience in a variety of roles.	3-MSPI Mgr Strategic Partnerships & Investment
		Collaborate with local schools, universities and businesses to identify employment pathways and traineeship opportunities		100%	Active participant in NSW Government Jobs and Skills Industry Participation Panel and the Jobs and Skills Taskforce advocating for skills engagement of youth and additional training pathways for trade diversification	3-MSPI Mgr Strategic Partnerships & Investment



Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					through the Mindyarra Maintenance Facility. Participation at jobs expos in Dubbo and Western Sydney to provide pathways for students to access employment and traineeship opportunities. GP registrar welcome program in conjunction with School of Rural Health (University of Sydney) is in the planning stages to provide rotational GP registrars an opportunity to establish connections with community for long term location choices.	
3.2.3	The growth, development and diversification of the agricultural industry is supported	Collaborate with the State Government to improve on-farm connectivity and encourage farmers to adopt agricultural technology		100%	Council continues to support private industry through grant applications when required and continued advocacy with NSW EnergyCo to increase digital capability as an outcome of the Central West Orana REZ. industry engagement and input to NSW Government provided through the Renewables in Agricultural conference hosted in Dubbo in June.	3-MSPI Mgr Strategic Partnerships & Investment
		Maintain the Dubbo Regional Livestock Markets to appropriately support the agricultural sector		95%	Dubbo Regional Livestock Markets continues to be maintained to support the agricultural sector. Significant State and Government funding has been invested to road and rail signalling upgrades to Bootherba Road which was officially opened on the 24 January 2023 by the Local Member and Federal Member. DRLM was used by the NSW Minister for Agriculture 5 December 2022 for announcements of electronic tagging in sheep and goats. DRLM has applied for funding NSW eID Infrastructure Program - Infrastructure Planning & Design Guidelines Saleyards. DRLM has leased Cafe to a local business that will be using DRLM to train and develop staff in the hospitality sector.	3-MCOS Manager Commercial Strategy
3.2.4	The Dubbo Central Business District and Wellington Town Centre	Encourage and support businesses within the Dubbo Central Business District and Wellington		100%	Projects undertaken to support CBD activation and encourage private investment include maintenance of CBD tree lighting,	3-MSPI Mgr Strategic

Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
	are supported by commercial activation programs and activities	Town Centre to invest in infrastructure improvements to their properties			Christmas promotions, un-timed parking promotions, public art installation Sky Castles event which attracted over 70,000 people to Dubbo CBD. Economic trends and local spend data was provided regularly to industry to assist in product development and marketing. Shop local campaigns held in October and December to encourage local spend. Activities to support social amenity in the CBD include participating in homelessness roundtables facilitated by Department of Regional NSW and regular CBD amenity inspection reports.	Partnerships & Investment
		Collaborate with shop owners, community groups and individuals to establish “pop-up” and cultural activities in vacant shops and laneways		100%	Activities include encouragement of local shopping during the Christmas retail period, shop front decorations, children's activities and a general Christmas atmosphere across Wellington and Dubbo. Cultural activation activities include development, marketing and management of DREAM Festival and Dubbo Art Fair. Event and community funding supported number of cultural activations including Man From Ironbark Festival, Global Fusion, Wellington Arts and Sculpture Festival and the Dubbo Whisky Festival. Expressions of Interest for a 'pop-up' business at the Dubbo Airport.	3-MSPI Mgr Strategic Partnerships & Investment
		Develop a Night Time Activation Strategy to promote a diverse, safe, and vibrant nightlife		100%	Night time economy activation strategy actions are included in the Economic Development Delivery Program. Continued maintenance of CBD tree light activation and supported promotion of night time events through the Dubbo Region website and the marketing campaign to support the DREAM Festival which includes significant night time activation (DREAM Lanterns, Local Live Music program supporting local artists in Dubbo and Wellington). Delivered Smile Its Christmas program including promotion of late night shopping activation. Activation of Sky Castle by ENESS in October resulted in over 40,000 people in	3-MSPI Mgr Strategic Partnerships & Investment

Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					the Dubbo CBD between the hours of 4pm - 11pm over a 5 week period.	
		Implement and monitor the Economic Development Delivery Program		100%	Economic Development Services facilitated 107 business development and investment enquiries across the year. Economic development programs delivered include Western Sydney Jobs expo, Trade-Up to Dubbo and Wellington (skills attraction campaign), Shop Local campaign and Dubbo Skills platform (25 businesses registered) and the MyDubbo card. Investment attraction collateral was developed in partnership with the Department of Regional NSW, Office of Regional Economic Development. CBD monitoring has been undertaken to support amenity for locals and visitors. Funding was obtained to support development of business case for a Green Energy Hub in the region with consultants appointed the business case is currently in development.	3-MSPI Mgr Strategic Partnerships & Investment
		Improve food safety outcomes and conduct regular food inspections of retail food businesses		100%	Council Staff conduct annual food safety inspections on all retail, mobile, homebased and temporary food premises in the Local Government Area that are notified to Council. Staff monitor for new businesses and inform them of their obligations under the Food Act 2003 to notify Council. While conducting these inspections Council officers take the time to ensure businesses, staff have suitable skills and knowledge to safely sell and prepare food. Council offer free food handling trainer online as well as free allergen training for businesses.	3-MEC Manager Environmental Compliance
3.2.5	Neighbourhood shopping centres provide attractive and convenient services and facilities	Identify funding opportunities to develop and implement neighbourhood shopping centre enhancement plans for the existing neighbourhood shopping centres in Myall Street, Tamworth Street, Boundary Road, Victoria Street and Bourke Street		15%	Deferred Action. This program of work has been placed on hold due to competing priorities primarily relating to the road designs required for upcoming capital works and the development of strategic designs for the urban release areas that are currently being investigated. This will be undertaken in the 2023/2024 financial year.	3-MISD Mgr Infrastructure Strategy & Design

3.3: A strategic framework is in place to maximise the realisation of economic development opportunities for the region





Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
3.3.1	Land is suitably zoned, sized and located to facilitate a variety of development and employment generating activities	Implement the State Government Employment Zones Reform into Council's planning controls and strategies		100%	The new commercial and employment zones have been implemented in the Dubbo Regional Local Environmental Plan 2022. The changes to employment zones have provided further flexibility of permissible land use types across commercial and industrial zones. Council at its July 2023 Ordinary Meeting will also consider a report in respect of the provision of digital Local Environmental Plan mapping. This will increase the overall useability of Local Environmental Plan mapping.	3-MGP Manager Growth Planning
		Undertake regular engagement and education programs with businesses in regards to land zoning, appropriateness of proposed sites and approval pathways		100%	There is a Duty Planner & Duty Building Officer available to the public from 1pm-5pm Monday to Friday and also an additional service offered in Wellington. Council also offers preliminary DA meetings to assist proponents with their proposed developments. These are ongoing services offered free to the public. Additionally, Council has been engaging with the wider public especially with regard to housing, with workshops proposed throughout 2023, including the Housing Reference Group.	3-MBDS Mgr Building & Development Services
3.3.2	The Dubbo Central Business District and Wellington Centre are supported by long-term plans	Prepare and adopt a Development Strategy for the Dubbo Central Business District		5%	Project will commence in the 2023/2024 Financial Year.	3-MGP Manager Growth Planning
		Implement and monitor the Wellington Town Centre Plan		50%	Funding and other development opportunities actively sought to further provision of the items included in the Plan. This includes examining options with Voluntary Planning Agreements and the Central West and Orana Renewable Energy Zone.	3-MGP Manager Growth Planning
		Implement the Dubbo and Wellington CBD investment plan		100%	Activities to support investment in Dubbo and Wellington CBD include facilitating 20 specific enquires relating to CBD expansion or investment, development of LGA investment collateral, ongoing expansion and promotion	3-MSPI Mgr Strategic Partnerships & Investment







Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					of the My Dubbo card with a focus on CBD businesses. investment attraction also supported through improved proactive amenity management supported by regular audits and development of case studies promoting existing business and drivers behind their investment and success. Ongoing support provided to CBD tourism product development to support CBD activation and visitation, in turn supporting the attraction of business investment.	
3.3.3	Major investment is proactively attracted and supported in line with regional opportunities	Create an investment attraction strategy that targets large scale opportunities related to new technology, renewable energy and public infrastructure		100%	Created investment collateral in partnership with the Department of Regional NSW Office of Regional Economic Development. Collateral includes five chosen industries for written collateral and two specialised industries for video content. The content will provide the basis of future investment attraction content and strategy. Facilitated discussions and negotiations with a number of large supply chain and circular economy/Renewable Energy related companies in relation to setting up operations in Dubbo. Funding attracted to develop a business case for potential Green Energy Hub which will identify business expansion and investment opportunities for the private sector.	3-MSPI Mgr Strategic Partnerships & Investment
		Collaborate with supply chain business to help support a diverse and growing regional economy		100%	Participated in numerous industry networking forums and facilitated discussions and negotiations with a number of large supply chain and circular economy / renewable energy related companies in relation to regional opportunities. Partnership support is continuing on the successful grant application for Business Case and Strategy Development for Taronga Western Plains Zoo Expansion and Dubbo Regional Airport Runway business case. The successful grant application for Business Case and Strategy Development for Central West Orana Green Hub development project continues with collaboration with a	3-MSPI Mgr Strategic Partnerships & Investment


Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					number of Council departments and external organisations.	




Theme 4: Leadership






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


Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
4.1.1	Council encourages and facilitates two-way communication with and between stakeholders and the community	Prepare and implement a Community Engagement Strategy that identifies engagement requirements when developing plans, policies and programs		80%	Council's Draft Community Engagement Strategy, including Community Participation Plan is to be tabled at Council's Ordinary Meeting on 27 July 2023 for endorsement for Public Exhibition in August 2023. Council launched the online engagement hub "Your say" on 27 April 2023 ensuring two-way communication with and between stakeholders and community.	3-MCE Manager Customer Experience
		Provide opportunities for the community to interact and communicate with Councillors		95%	Community Committees are continuing to be held regularly. Councillors will workshop the Community Committees in July to determine the effectiveness of them and to determine if they are meeting the needs for community and council. No recent Community Leaders Breakfasts were put on held due to the State Government Election and have yet recommenced.	3-MGIC Manager Governance & Internal Control
		Establish community committees and facilitate active community participation and engagement		100%	The Community Committees established and majority of meeting in line with their adopted meeting schedules. Membership for the Disability Access and Inclusions Advisory Committee was finalised at April Council Meeting. The Community Engagement Strategy has been drafted and will be presented at the July Council meeting for Public Exhibition. A recommendation from the establishment of the Community Committees was for a review on effectiveness and sustainability to be undertaken and a report to be presented to Council in October 2023.	2-DSPE Director Strategy Partnership & Egmt
		Investigate additional communication channels for the community to communicate with Council		100%	Council successfully launched an online engagement platform in May. The 'Your Say' platform serves as central resource for information for community consultation on projects and programs in addition to public exhibitions. the platform also enables	2-DSPE Director Strategy Partnership & Egmt

Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					registered community members to maintain awareness. Additional channels utilised to support operational plan and budget development including Councillor videos and online polling.	
		Conduct a range of civic events and ceremonies, including Australia Day, Remembrance Day, Anzac Day, and Community Leaders Breakfast		100%	Two successful Australia Day events were held - one in Wellington and one in Dubbo. Dubbo's Australia Day event saw 49 people Naturalised. Another Citizenship Ceremony was held on 6 April with another 33 conferees. ANZAC Day events were held in various location across the Dubbo LGA	3-MGIC Manager Governance & Internal Control
4.1.2	Council's decision-making processes are open, transparent and accountable	Provide an annual report to the community		100%	The Annual Report was developed, finalised and launched to the community in November 2022.	2-DSPE Director Strategy Partnership & Egmt
		Ensure Council meeting business papers, agendas and minutes are publicly available in accordance with legislation		100%	All Council business papers and agendas are placed online in accordance with legislative timelines; council meetings are streamed live and minutes are place onto the website as soon as approved after the Council meeting.	3-MGIC Manager Governance & Internal Control
		Ensure adopted strategies and key documents are available on Council's website following their adoption, and are easily accessible		100%	The process is in place for when Strategies, Policies or plans are adopted by the elected body or executive leadership team where Governance staff are informed of the adoption and can then follow up to ensure that the documents are uploaded onto relevant registers and council's website where applicable.	3-MGIC Manager Governance & Internal Control
		Prepare clear guidelines and processes for outgoing sponsorships, grants and community benefit fund applications		100%	Grants and Funding overview section of Council's website updated to clearly communicate channels of funding available and provide link to relevant policy.	2-DSPE Director Strategy Partnership & Egmt
		Promote Council's activities and decisions through a range of media platforms		100%	Council meeting outcomes promoted direct to media outlets and via Council websites and social channels. Key local and regional	3-MSPI Mgr Strategic







Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					promotions include school holiday visitation, high showground bookings, Keswick Estate updates, the DREAM Festival launch, Dubbo Aquatic Leisure Centre proposals and the continual updates on the Wheelers Lane upgrades. Proactive and reactive media engagement with local, state and national media platforms continues while promotion of council activities also uses key platforms such as social media, website and digital communications. The Your Say platform launched and associated marketing campaign delivered to promote the community feedback platform.	Partnerships & Investment
4.1.3	Council provides quality customer service	Implement and monitor the Customer Experience Strategy		100%	<p>The Customer Experience Strategy outlines a three year action plan, with activities in this period aligning with year two.</p> <p>Actions undertaken include;</p> <ul style="list-style-type: none"> * Implementation of a "Your Say" platform to develop and implement a customer insights program to understand trends and anticipate emerging and future needs * Centralised hub for customer insights allowing council to efficiently and easily locate customer insights within the information we have available * Ongoing reviews of current website and functionality for user experiences, including ongoing updates and refinement to ensure information is easy to locate and is customer centric. * Streamline our communications to offer our customers tailored and relevant content (Your Say platform for public participation) * Customer request management review of all services and finding efficiencies in the way council responds to and manage service requests * Inclusion of customer satisfaction scores into staff performance reviews. * Development of telephony systems that provide data capture options and Omni-channel functionality. 	3-MCE Manager Customer Experience



Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					* Piloted automated workforce solutions for rates enquiries to reduce administration burden and increase service turnaround times (Rates Transaction and Balance Summary).	
		Ensure staff respond to customer requests and correspondence in accordance with Council's Customer Experience Charter		100%	Dashboards and regular reminders have been implemented throughout the organisation and are regularly reported against to ensure target times of customer requests outlined in the Customer Experience Charter are met. Monthly reports are distributed to the Executive and Senior Management to measure ongoing accountability. Specific process improvements aligned to an improved customer service and objectives of the Charter include companion animal, rates summaries, GIPAs and waste services for new dwellings.	3-MCE Manager Customer Experience
		Expand and promote services available through the DRC&Me Portal		100%	DRC&ME is continually expanding the online services available and continual reviews are conducted in further developing the service to ensure a user friendly product. Promotion of DRC&ME has been completed through council's corporate website, marketing campaigns on social media and print advertising and up selling the product through the Customer Experience Team. Additional services in development for the platform include; * GIPA Applications * Pensioner Rebates * Water Connections & Trade Waste Applications * Footpath Dining/Sign Permits * Footpath bookings for CBD areas - Busking, BBQ's, Stalls	3-MCE Manager Customer Experience
		Ensure business continuity plans are in place for the provision of Council services, and implement when required		100%	The Business Continuity Plans are up to date and within the ongoing rolling review program.	3-MGIC Manager Governance & Internal Control




Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
4.1.4	Statutory requirements are met and services are provided in a cost-effective and timely manner	Maintain the Integrated Planning and Reporting Framework		100%	Six monthly progress report on Delivery Program and Operational Plan was presented to Council in February 2023 and is available on Council's website. Council adopted the 2023/2024 Delivery Program and Operational Plan (along with other associated documents) on 22 June 2023 following a successful community consultation period and utilising Council's new You Say online engagement platform.	2-DSPE Director Strategy Partnership & Egmt
		Ensure governance reports to external agencies comply with statutory requirements		100%	Council must provide reports to a number of external authorities, i.e. Public Interest Disclosure reports must be reported to the NSW Ombudsman, and a range of statistics must be reported for GIPA applications (Government Information (Public Access)), and Code of Conduct matters to the Office of Local Government.	3-MGIC Manager Governance & Internal Control
		Review and maintain appropriate governance frameworks to enhance accountability		90%	The Governance Team have implemented new frameworks such as a Copyright Agency agreement to meet the obligations and risks in the current environment. Investigations have been made with multiple providers to meet additional obligations such as a Legislative Compliance Framework. Regular reporting to external agencies, including the Office of Local Government, the NSW Ombudsman and the Information and Privacy Commission continue.	3-MGIC Manager Governance & Internal Control
		Implement an annual strategic internal audit program		90%	The adopted audit plan was reviewed and delivered. Six of the seven audits programmed for the term of the current Committee were completed. The outstanding audit has been transferred to the new audit plan for adoption by the new incoming Committee in late 2023.	3-MGIC Manager Governance & Internal Control
		Develop an audit program that ensures workplace health and safety management systems are implemented and meet the requirements of the Work Health and Safety Act		100%	One of the actions from the WHS Action Plan is the creation of the DRC WHS Management System Manual. This is currently in draft for consultation and feedback and details the	3-MPCS Manager People Culture & Safety





Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					ongoing auditing requirements for the WHS system aligned to the WHS Act.	
		Facilitate Council's Audit and Risk Management Committee to monitor risk management, control, governance and external accountability responsibilities		100%	Meetings are held in accordance with the program with adhoc meetings held as required.	3-MGIC Manager Governance & Internal Control






4.2: The resources of Council are sustainably managed




Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
4.2.1	The system of raising revenue is equitable, and revenue from grants and other income sources is maximised	Review the Revenue Policy		100%	The Revenue Policy was presented to the June 2023 Ordinary Council Meeting and adopted.	3-CFO Chief Financial Officer
		Review the rating structure		100%	The rating structure was presented to the June 2023 Ordinary Council Meeting and adopted.	3-CFO Chief Financial Officer
		Complete annual financial statements, other statutory reports and returns as required		100%	The 2022 Annual Financial Statements were submitted for audit on 26 September 2022 adopted at the Ordinary Council Meeting in October 2022.	3-CFO Chief Financial Officer
		Review the budget on a quarterly basis		100%	The budget is reviewed on a quarterly basis in accordance with the Quarterly Budget Review Statement Office of Local Government Guidelines and Integrated Planning and Reporting (IP&R) framework.	3-CFO Chief Financial Officer
		Monitor the level of State and Federal government grants payable to Council, including Financial Assistance Grants and lodge submissions accordingly		100%	Continued monitoring of the level of State and Federal government grants payable to Council is occurring and submissions are lodged accordingly.	3-CFO Chief Financial Officer
		Invest Council funds in accordance with legislative requirements and Council's Investment Strategy and Policy		100%	Council funds have been invested in accordance with legislative provisions and Council's adopted Investment Policy and Strategy.	3-CFO Chief Financial Officer

Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
		Update Council's Long Term Financial Plan		100%	The Long Term Financial Plan was presented to the June 2023 Ordinary Council Meeting and adopted.	3-CFO Chief Financial Officer
		Pursue opportunities for strategic alliances and resource sharing with neighbouring councils		100%	<p>Council is part of a number of formal and informal strategic alliances, including resource sharing with neighbouring Councils. These alliances include:</p> <ul style="list-style-type: none"> - Resource Recovery Education Officer position is co funded by three councils (Narromine and Mid-Western). - Orana Water Utilities Alliance - Alliance of Wesetrn Councils - Great Western Plains strategic marketing program in collaboration with 4 neighbouring Councils, at trail tourism marketing collaboration with Bathurst Council. - Central West Councils Environment and Waterways Alliance - Alliance of Western Councils HR Professionals Group, with Council provides level of group administration support - Assisting in the assessment of applications and some inspections for neighbouring councils and undertake DA reviews for Bathurst and Orange on an ad-hoc basis. - Memorandum of Understanding with Narromine Council and Macquarie Regional Library to support Local and Family History Room - NSW Central West Zone libraries annual consortia purchasing (contract) for eresources and cost-sharing of regional training/touring presenter opportunities - NSW Local Government Property Professionals Group - Parks and Leisure Australia (NSW/ACT) - BGANZ - Botanic Gardens Australia and New Zealand 	3-MSPI Mgr Strategic Partnerships & Investment

Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
4.2.2	Technological capabilities meet the requirements of Council and the community	Prepare and implement a Smart Transformation Strategy to support the use of new technology for the community and within Council		100%	<p>The Smart Council Strategy adopted by Council at its meeting held 21 September 2022. The strategy establishes guiding principles to address opportunities of technological change and actions undertaken in line with adopted implementation plan include:</p> <ul style="list-style-type: none"> • Development of a long term ICT infrastructure plan, including draft Cloud/SaaS first policies. • Development of a cyber security framework to address cyber-security and privacy challenges. • Rollout of mobile customer request management (Authority ACTUS) and data collection applications. • Rollout of mobile leave/payroll application (Authority Connect) • Enhance online portal (DRC&Me) capability including rates transaction summaries, additional payment and customer request categories. • Development of training and induction processes to enhance technical capability within the organisation. • Development of business intelligence solutions including financial, customer request and development applications dashboards. 	3-CIO Chief Information Officer
		Maintain corporate information in accordance with the State Records Act		100%	Corporate information has been maintained within Council's electronic document management system (EDMS). Circa 309,780 records were registered within the financial year. Record disposals have been undertaken as per GA39 requirements.	3-CIO Chief Information Officer
		Maintain a comprehensive and accurate Geographical Information System		100%	<p>Accurate Geographical Information System (GIS) has been maintained. Service and capability has been improved through:</p> <ul style="list-style-type: none"> • Deployment of subscription based ariel imagery service giving Council instant access to up-to-date high resolution aerial imagery, city-scale 3D datasets, and integrated geospatial tools. 	3-CIO Chief Information Officer






Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					<ul style="list-style-type: none"> Development of online mapping tools to assist with public access to spatial data, including the support of emergency services for flood management, storm response and bushfire management. Deployment of Vertical Take-off and Landing (VTOL) drones to enhance survey and ariel imagery capture. 	
		Maintain an accurate Land Information System database		100%	LIS & E-Services Co-Ordinator & LIS Officer utilise and employ data information in a timely and accurate manner. Due to the increase in applications over the previous years and the introduction of the Planning Portal, an administrative assistant has been employed on a 2 year contract to assist, commencing 4 July 2023. This is an ongoing matter.	3-MBDS Mgr Building & Development Services
4.2.3	A highly skilled, diverse and motivated workforce is maintained	Adopt and implement a Workforce Management Strategy		100%	The pilot for the workforce management plan has been completed and communicated to the team. Templates and resources have been created to replicate this process across DRC. The pilot program demonstrated that the data, systems, people and processes to support full workforce management planning for DRC is not a positive return on investment. With breaking Workforce Management Planning into three horizons, Operational, Tactical and Strategic, DRC will be focused on Operational and Tactical strategies including the introduction of rosters, review of overtime and leave, work load reviews for particular areas, headcount budgeting, transition to retirement and developing a talent acquisition discipline.	3-MPCS Manager People Culture & Safety
		Implement the corporate training program		100%	The corporate training program has been implemented for 2022/2023 reporting period with 100% of the revised budget spent and 1,338 different employee training activities for the period in the three areas of Comply, Perform and Extend.	3-MPCS Manager People Culture & Safety
		Explore solutions to facilitate employee engagement and feedback		100%	The new provider and proposal for the organisational culture survey has been accepted for September 2023 delivery. There	3-MPCS Manager People






Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					are five elements to the new survey being: Organisation Culture based on the OCIA instrument, Organisation Climate, Organisational Citizenship Behaviours, Psychological Capital and Satisfaction. The results of these survey elements will be delivered to a team level of 10 or more employees completed to allow for better understanding and action planning on the results.	Culture & Safety
		Continue to build a culture of performance, and develop a program to recognise the performance of staff		100%	The activities aligned to building a culture of performance and recognition for this reporting period were successfully completed including the Leadership Development Framework, Staff Awards and the regular recognition of employees aligned to our values in the fortnightly Council Catch up. This work will continue in the next reporting period with a formalised reward and recognition program supporting the full spectrum of motivators.	3-MPCS Manager People Culture & Safety
		Implement Council's Equal Employment Opportunity Management Plan and Aboriginal Employment Strategy		100%	Two actions from the EEO Management Plan and one action from the Aboriginal Employment Strategy remain outstanding and will be included in the new plan creation for the 2024-2027 period. All other actions and activities have been undertaken as described in both documents.	3-MPCS Manager People Culture & Safety
		Create a professional development program for all Councillors		70%	A number of professional development programs have been established for individual Councillors, along with conference opportunities and group education sessions. Some programs are still being developed based on individual Councillor needs and preferences.	3-MGIC Manager Governance & Internal Control
4.2.4	The business activities of Council provide financial returns to the community	Develop and implement strategic plans for the Dubbo Regional Livestock Markets		60%	Service Review has progressed and is due for completion in September 2023, the results of which will inform future plans.	3-MCOS Manager Commercial Strategy
		Prepare and implement a development and marketing strategy for Keswick Estate		50%	The preliminary report regarding marketing of Keswick Estate will not be implemented due to (action - investigations into re-zoning).	3-MPLD Manager Property &





Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
						Land Development
		Provide cost-effective supply, contract administration and procurement services		100%	The Procurement Team recently took on the responsibility for all tenders and is now actively involved in the contract development as required to assist departments. This has been affected by transitioning staff away from the previous Purchasing Policy requirements to increased take-up of using LGP and NSWbuy contracts when approaching the market. This is also reflected in the Purchasing thresholds in the Purchasing Procedures.	3-MP Manager Procurement
		Undertake a review of the Wellington Aerodrome and Recreation Park to support its long term planning and multiuse		70%	Rehbein Consulting has been appointed to complete a Wellington Aerodrome strategic growth planning report. The report will include a multi use strategy and a first draft of the report is due in the next reporting period.	3-MCOS Manager Commercial Strategy
4.2.5	Service reviews are conducted to improve the performance of Council	Conduct service reviews and use the recommendations to help inform business improvement and decision making		100%	Council implemented the adopted Service Review program and regularly reports to the Audit and Risk Committee on the status of the program. As at 30 June 2023, there were nine service reviews that were complete, underway or in the final stages of adoption of implementation plans. A report will be provided to Council in the first quarter of 2023/2024 to consider a future service review program.	2-DSPE Director Strategy Partnership & Egmt

Theme 5: Liveability


5.1: The health and safety of the community is improved







Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
5.1.1	Effective medical services and facilities are available	Advocate to the State Government and private sector to attract general and specialist medical practitioners, and expand medical and allied health services in Dubbo and Wellington		100%	Council continues to communicate with School of Rural Health, University of Sydney to promote need for rural practitioners.	3-MCMS Manager Community Services
		Advocate to the State Government to review mental health needs and facilities in the region		100%	The sharing of information across the Community Collaborative network continues. Also interlinking services and connections across the wider inter agency network	3-MCMS Manager Community Services
		Advocate to the State Government to provide and maintain regional service levels at the Dubbo Base Hospital		100%	Council continues to support Dubbo Base Hospital in the planning and development areas. Council has also supported through referral pathways support to be given to international workers who will be based at Wellington Hospital.	3-MCMS Manager Community Services
		Advocate for, facilitate and support the expansion of Macquarie Homestay		100%	In June 2023 the Team Leader for Economic Development & Visitor Services organised a tour group of 40 staff from the Department of Regional NSW to travel around Dubbo and visit all the areas that their department has funded. Part of this tour was visiting the Macquarie Home Stay where the managing Director of Macquarie Home Stay was able to speak directly to the Department of Regional NSW about the positive social and economic benefits that this service provides to the region. This has allowed Macquarie Homestay greater leverage in gaining support for needed funding for the expansion of Macquarie Homestay.	3-MCMS Manager Community Services
		Work with stakeholders in the Dubbo Health, Education and Wellbeing Precinct to support the growth of services and facilities		100%	Planning activities continue to be undertaken for the extension of River Street and implementation of the Dubbo Transportation Strategy and the new Developer Contributions Plan for Urban Roads. Further consultation will be undertaken with stakeholders in the quarter 1 and quarter 2 of the 2023/2024 financial year.	3-MGP Manager Growth Planning





Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
5.1.2	The needs of older people and people with a disability are monitored to ensure appropriate services and facilities are available	Develop and implement strategic plans when making decisions that may impact older people and people with a disability		100%	Council's Disability Access and Inclusion Advisory Committee will be on the 24 July 2023. The purpose of this committee will be to; 1. To periodically review Council's Disability Inclusion Action Plan when required. 2. To provide advice on the potential solutions to issues raised in Council's Disability Inclusion Action Plan. 3. To encourage public consultation in initiatives designed to achieve the objectives of the Council as defined in the Disability Inclusion Action Plan.	3-MCMS Manager Community Services
		Participate in regular interagency groups to assess the needs of older people and people with a disability		100%	Community Development Officer for Seniors and people with disability Chairs the Aged Services Inter agency and also attends other related meetings. CDO has also assisted in the commencement of the first Dementia Friendly Community Alliance, for Dubbo.	3-MCMS Manager Community Services
		Maintain and implement the Disability Inclusion Action Plan		100%	The role of the Community Development Officer for Seniors and People with Disability has been working within council and community to progress some of the strategies sitting within the plan. One action has been the creation of a new Dementia Friendly Community Alliance for Dubbo. This alliance is supported by Council and continues to gain momentum and support from local services, community members and businesses.	3-MCMS Manager Community Services
		Participate in Seniors Week and International Day of People with a Disability		100%	Council's Community Development Officer for Seniors and people with disability held activities in both Dubbo and Wellington during Seniors Week 2023.	3-MCMS Manager Community Services
5.1.3	There is an appropriate level of policing in our region	Participate in relevant crime prevention networks and help the community understand the enablers of crime		100%	Council's Youth Development Officer, Manager Community Services, Director Community Culture Places and Aboriginal Liaison Officer meet with Police and other agencies related to crime prevention to work through strategies to reduce crime. Council is committed to continuing community	3-MCMS Manager Community Services

Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					engagement to bring sustainable change were needed in the area.	
		Advocate to the State Government to provide 24-hour police services in Wellington		100%	Council has a strong and effective relationship with the Orana Mid Western Police District. Council is able to hear community concerns through its Social Justice Advisory Committee and responds appropriately.	3-MCMS Manager Community Services
		Collaborate with the State Government to monitor the operations of licensed premises		100%	Manager Community Services attended the Liquor Accord Forum in Sydney in April 2023 and continues to engage necessary stakeholders in the correct process of liquor and gaming licences and applications. Council assists new applications to engage with the Hospitality and Racing Department of Enterprise Investment and Trade. Two way communication is also sort with the local Licensing Officer for Orana mid Western Police District.	3-MCMS Manager Community Services
		Advocate to the State Government for the establishment of a Youth Koori Court in Dubbo		100%	Council's Youth Development Officer connects in with the local Youth Koori Court officer through monthly meetings attached to the Walwaays Action Meetings.	3-MCMS Manager Community Services
		Advocate to the State Government for the establishment and facilitation of a drug and alcohol rehabilitation centre		90%	Council continues to work closely with all stakeholders for an appropriate and community accepted outcome of the Dubbo Alcohol and Drug Centre.	3-MCMS Manager Community Services

5.2: Our First Nations communities and cultures are celebrated and enhanced





Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
5.2.1	The health, education and socio-economic status of our First Nations communities is improved	Advocate to the State Government to deliver improved health facilities for our First Nations community		100%	Council has Partnership Agreements with both the Wellington Aboriginal Action Panel and the Dubbo Aboriginal Community Working Party. The focus of which is to improve and advance local First Nations communities. Health needs are a major focus. There are other committee's and groups across the LGA which are attended by Council's Aboriginal Liaison	3-MCMS Manager Community Services






Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					Officer who promote improved health outcomes for our First Nations people.	
		Provide and maintain an Aboriginal liaison service and advisory groups to support and assist our First Nations community		100%	Dedicated resources including a staff position allocated to this service.	3-MCMS Manager Community Services
		Maintain positive working relationships with representative bodies such as the Aboriginal Working Party, Wellington Leaders Groups, traditional owners and Aboriginal Land Councils		100%	Council has signed a new Partnership Agreement with Wellington Aboriginal Action Panel. The partnership gives WAAP an opportunity to apply a cultural lens to Council projects affecting the Wellington community and allows Indigenous people to have a voice to the decision making process .	3-MCMS Manager Community Services
		Improve First Nations employment outcomes within Council's workforce		100%	Council is committed to improving First Nations employment outcomes and demonstrates this with its quarterly Aboriginal Employment Strategy meeting. Council's Aboriginal Liaison Officer is one of the staff members who sit on this meeting and promote the progression of this strategy.	3-MCMS Manager Community Services
		Investigate Supply Nation membership for inclusion in Council's procurement policies to include the First Nations business sector		90%	This is an action that sits within the draft Reflect Reconciliation Action Plan. Council continues to work with reconciliation Australia to progress this plan.	3-MCMS Manager Community Services
5.2.2	The culture of our First Nations communities is recognised and celebrated	Celebrate and participate in National Reconciliation Week and NAIDOC Week to encourage understanding and cultural sharing		100%	Council has been able to support NAIDOC celebrations for 2023 with \$25,000 for Dubbo and \$15,000 for Wellington	3-MCMS Manager Community Services
		Support and celebrate First Nations culture through dedicated programming and development programs at Council's cultural facilities		100%	The Cultural Development Team continues to work with Aboriginal artists and organisations to facilitate First Nations content across Council facilities. This year featured Wellington Wiradjuri Artist, DandalooSu as part of Homeground and work has been undertaken on upcoming exhibitions including Ceremony: 4th Indigenous Art Triennial in January 2024 and Interwoven Connections in November from Parkes-based Wiradjuri Artist Rhonda Sharpe.	3-MRE Manager Regional Experiences




Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
		Implement Council's Reconciliation Plan to address national Closing the Gap initiatives		100%	Council continues to support strategies and actions within council and community that strength Closing the Gap . The Reflect Reconciliation Action Plan is still in draft form, but is progressing. Council has signed the Partnership Agreement with Wellington Aboriginal Action Panel (WAAP). Council sees the WAAP as a representative body for the Wellington Aboriginal Community. It is also recorded that the WAAP has membership of other recognised Aboriginal people as community representatives from the Wellington community which includes but not limited to Aboriginal community-controlled organisations (E.G Wellington Local Aboriginal Land Council, Wellington Aboriginal Town Common and other traditional local Aboriginal groups).	3-MCMS Manager Community Services
		Investigate options to create a Closing the Gap Strategy for the region		100%	This is an outcome which is written within the draft Reflect Reconciliation Action Plan and will be a focus of the Reconciliation Action Plan Working Group.	3-MCMS Manager Community Services
		Demonstrate respect to First Nations communities by observing cultural protocols		100%	Council's Reconciliation Action Plan Working Group continues to meet once a month. The third draft of the Reflect reconciliation Action Plan has been amended by Reconciliation Australia with recommendations. Representatives from the working group meet with Reconciliation Australia to work through these recommendations. The working group will make comment to draft and continue to work with Council's marketing and communication team to produce a customer facing publication. The Working group has assisted Council with cultural language options for new spaces within the Dubbo Administration Building.	3-MCMS Manager Community Services
5.2.3	Items, areas and places of First Nations cultural heritage significance are protected and conserved	Collaborate with the First Nations communities to identify and protect items of cultural significance		100%	The WPCC Collection policy adheres to the relevant, current cultural protocols and industry standards regarding First Nations Cultural Heritage and Artefacts and covers other Council facilities within Regional	3-MRE Manager Regional Experiences

Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					Experiences. DRC is continuing the development of a community designed and led holding place as part of the Wiradjuri Tourism Centre. this will further strengthen Councils commitment to the preservation of First Nation items and stories.	




5.3: The lifestyle and social needs of the community are supported





Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
5.3.1	The social services requirements of our community are identified and met	Participate in interagency groups in regard to social service issues		100%	The Community Services section of Council have staff who attend and facilitate varied interagency network meetings across the LGA. These interagency meeting focus all areas of community; Youth, aged services, early childhood, children's services and local Indigenous meetings.	3-MCMS Manager Community Services
		Provide support for the operations of the Dubbo and Wellington Neighbourhood centres and associated service providers		100%	Council staff within Community Services support different programs and within the services of Dubbo and Wellington . These services are also able to apply for funding through the community services funding rounds.	3-MCMS Manager Community Services
		Provide funding opportunities for community services through Council's Community Services Fund and Financial Assistance Program Fund		100%	This is an ongoing commitment through Council's 356 Local Government award donations	3-MCMS Manager Community Services
		Investigate opportunities for Council to effectively engage with the not-for-profit sector and volunteers to support positive community outcomes		100%	An internal Volunteer Framework has been endorsed. This framework will support a consistent Council approach to Volunteers, document processes and procedures and mitigate Industrial Relations and Work Health and Safety risk. Once the framework is in place for existing programs it will be utilised to expand volunteering across the organisation. This will also support establishment of future strategic partnerships with community groups and the not-for-profit sector.	2-DSPE Director Strategy Partnership & Egmt




Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
5.3.2	A variety of youth activities and entertainment is available	Operate and resource the Youth Council		100%	Council has a fully functioning Youth Council that meets every month to discuss issues that are important to the Youth of our region. This is supported by the Youth Development Officer, Director Community Culture & Places and Councillor representatives.	3-MCMS Manager Community Services
		Celebrate and participate in National Youth Week		100%	Youth Week activities were held in Dubbo and Wellington in April 2023. Council's Youth Development Officer and Communities for Children Officer facilitated these events.	3-MCMS Manager Community Services
5.3.3	People have access to a range of burial and interment options	Provide and maintain cemetery services in Dubbo, Wellington, village and rural locations		100%	Council has 14 open cemeteries and 9 closed cemeteries which are operated, maintained and administrated by Council staff. Cemetery team work with external stakeholders to provide for the community needs.	3-MCMS Manager Community Services
		Prepare and implement master plans for cemetery facilities in Dubbo and Wellington		80%	Council is continuing to work through the various projects which are required to complete all levels of a cemetery master plan for its 14 open cemeteries and 9 closed cemeteries.	3-MCMS Manager Community Services
5.3.4	Our community values domestic, companion and other animals	Provide animal shelter and impounding services in Dubbo and Wellington		100%	The Wellington Animal shelter is not manned it is only used as holding pen for the Rangers to secure animals during the day before transporting any animals back to the Dubbo Animal Shelter. The Dubbo Shelter is maintained by Council in accordance with legislative and animal welfare requirements. The Shelter provides care for all animals, including basic vaccinations in order to keep animals safe from disease. Council works actively to find new homes for suitable dogs and cats or placing them with rescue groups. Due to facility being at capacity in the last six months, the after-hours drop off pens have not been available at all times. The new Animal Shelter that is being designed and built in the coming years will have an enlarged capacity to house more dogs to ensure that our public accessible pens can be opened on a continual basis.	3-MEC Manager Environmental Compliance

Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
		Conduct an annual audit of the Dubbo Animal Shelter and Wellington Pound		100%	An audit of the Wellington and Dubbo animal shelters has been completed. The Wellington Animal shelter is not manned it is only used as holding pen for the Rangers to secure animals during the day before transporting any animals back to the Dubbo Animal Shelter. The Dubbo Shelter is maintained by Council in accordance with legislative and animal welfare requirements. The Shelter provides care for all animals, including basic vaccinations in order to keep animals safe from disease. Council works actively to find new homes for suitable dogs and cats or placing them with rescue groups. Due to facility capacity in the last 6 months, the after-hours drop off pens have not been available at all times.	3-MEC Manager Environmental Compliance
		Implement an education program to educate residents on the requirements of keeping companion animals		100%	Council Rangers provide educational materials to the public on the requirements of owning a companion animal. The Rangers and Animal Shelter staff work closely with RSPCA and the Animal Welfare League to promote the responsible pet ownership. Council staff also provide talks at schools and childcare centres about looking after and interacting with pets.	3-MEC Manager Environmental Compliance
		Deliver Ranger Services to assist with lost, stray, noisy or nuisance animals		100%	A majority of the work conducted by Council Rangers is responding to calls about lost, stray, or abandoned animals, as well as regular patrols across the Local Government Area educating people about the requirements of having their dogs on leads, being microchipped and registered. In addition to providing advice on ways to reduce nuisance barking from dogs.	3-MEC Manager Environmental Compliance


5.4: Our community has access to a full range of educational opportunities







Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
5.4.1	Access to a variety of high quality education facilities, opportunities and choice is available	Advocate to the State Government to ensure high quality primary and secondary education is available		100%	Council continues through out it various divisions to promote the high quality of secondary education. Council staff assist and help facilitate Careers Days and job preparation interviews with local senior campus. Support has been given to local school principals by Council's Youth Development Officer to promote improved social behaviors and to link executive education staff to relevant support services.	3-MCMS Manager Community Services
		Advocate to the State Government and private education providers for an expansion of tertiary course offerings in the region		100%	Council at various levels continues to support the needs of improved tertiary expansion in the region. Strategic and Planning, economic development and community engagement opportunities continue to strengthen for various projects.	3-MCMS Manager Community Services
		Collaborate with the State Government to identify suitable sites and funding opportunities to develop the Macquarie Conservatorium of Music in Dubbo		100%	Council motioned at the 27 April 2023 Ordinary Council meeting; 1. That Council delegate authority to the Chief Executive Officer to negotiate the terms of the Lease Agreement for the Macquarie Conservatorium to occupy 139 Darling Street, Dubbo including: a. A peppercorn corn lease per annum for a period of 5 years with an option for an additional 5 year term by mutual agreement, b. That the lease amount be reviewed at the end of the initial 5 year period and c. that the Macquarie Conservatorium be responsible for all outgoings under the lease arrangements including but not limited to utilities, fit out, repairs and maintenance on the agreed arrangement 2. That it be noted the lease amount is below market value and therefore can be considered as a financial assistance grant to the Macquarie Conservatorium under s356 of the Local Government Act 1993. 3. That any necessary documentation in relation to this matter be executed under	3-MCMS Manager Community Services






Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					the Common Seal of Council. 4. That it be noted that the preferred location for The Macquarie Conservatorium is part of a cultural hub that Dubbo Regional Council is considering in strategic analysis to be located adjacent to and including the Western Plains Cultural Centre, Dubbo. A draft lease has been created in June 2023	
5.4.2	Childhood, pre-school and after hours care meets the needs of the community	Provide and maintain Family Day Care services in Dubbo and Wellington		100%	Council staff continue to govern and facilitate the Dubbo Family Day Care which services all the needs of 30 Family Day Care educators within our LGA and also those those sit out side of it.	3-MCMS Manager Community Services
		Advocate to the State Government and private education providers to provide and expand childcare, preschool and after-hours services in the villages		100%	Dubbo Family Day Care have supported 6 new Family Day Care Educators to commence their application to register as a Family Day Care Service, over the last 6 months. These educators are across Wellington, Dubbo and Narromine	3-MCMS Manager Community Services
5.4.3	Access to a high standard of library services and facilities is available	Undertake a strategic review and options analysis of library services in the region		100%	A Library Service Review was completed by The University of Newcastle June 2023. The current regional model provides a cost-effective approach to the provision of library services across the three local government areas of Dubbo Regional Council, Warrumbungle Shire Council and Narromine Shire Council. The Service Review final report proposed that the regional service model is an effective service delivery option.	3-MMRL Manager Macquarie Regional Library
		Advocate to the State Government for funding to obtain full benefits for library facilities and services		100%	MRL promotes and provides support for state government funding through NSW Public Library Association advocacy requests and the Central West Zone Libraries biannual meetings. Manager sought to join Public Libraries Consultative Committee (2023) which advises state government on public library funding and service needs. MRL submitted Library Subsidy applications and contributes to other MRL partner councils' applications.	3-MMRL Manager Macquarie Regional Library

Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
		Prepare an annual report on the Macquarie Regional Library		100%	MRL completed the 2020/2021 Annual Report and provided copy to State Library of NSW for their records. The MRL 2021/2022 Annual Report is currently in progress. Libraries' COVID-19 actions for public libraries during the previous 2 years have been a priority, noting MRL Audit reports (2 years) were provided by DRC in late 2022-2023.	3-MMRL Manager Macquarie Regional Library
		Review the regional library service delivery model to ensure that the most appropriate level of service is delivered		100%	A Library Service Review was completed in June 2023. The Service Review identified a number of areas that require consideration including resourcing, library service model and facilities required to meet the needs of the community. A Library Improvement Plan is currently under development for 2023-2024 and will be tabled at the Audit & Risk Committee October 2023.	3-MMRL Manager Macquarie Regional Library
		Review the Macquarie Regional Library Service Agreement		100%	The Library Service review (June 2023) recommended a full review of the MRL Library Service Agreement. Specifically, the governance of the MRL service is to be reviewed and a scheduled review to be considered by DRC Governance to ensure appropriate controls and risk management issues are addressed. MRL will include this action in the Draft Library Improvement Plan 2023-2024.	3-MMRL Manager Macquarie Regional Library







5.5: Our community has access to a diverse range of recreational opportunities




Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
5.5.1	Passive and active open space is located to maximise access and use by the community	Implement and monitor the Recreation Strategy 2030		100%	The Recreation Strategy is currently up to date and remains implemented through the provision and upgrading of recreational space and facilities. Recent improvements include the installation of sports lights at John McGrath Fields.	3-MROS Manager Recreation & Open Space




Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
		Prepare a Master Plan for the Macquarie River open space areas in Dubbo, incorporating a review of the Regand Park Master Plan		100%	Following extensive community consultation of the Macquarie River Master Plan (North and South Precincts) was adopted in April 2023. Finer grained design is being investigated for targeted areas to enable work on the implementation of the master plan to commence.	3-MROS Manager Recreation & Open Space
		Engage with the community in the planning and development of public open space areas		100%	Council continues to engage with our community in the development of master plans with the most recent plan being the adopted being the Macquarie River Master Plan (North and South Precincts). Other plans are in production or in draft format ready for consideration by Council.	3-MROS Manager Recreation & Open Space
		Manage and maintain recreation and open space areas in accordance with the Asset Management Plan		100%	Council Recreation and Open Space assets are maintained in accordance with the adopted Community Culture and Places / Recreation and Open Space Asset Plan and available budgets.	3-MROS Manager Recreation & Open Space
		Develop Public Open Space Guidelines to identify standards for future developments		60%	The Open Space Guidelines have progressed through a range of meetings. Unfortunately the finalisation of these guidelines have been delayed.	3-MROS Manager Recreation & Open Space
5.5.2	Unique recreation and open space facilities are available	Identify external funding opportunities to install shade for the multi-purpose courts at Rygate Park		100%	Council has sourced advanced trees to plant at Rygate Park to provide additional natural shade rather than constructing artificial shade structures. These trees are due to arrive in July and will be planted in Spring. Sufficient space will be left for future BBQ and shade facilities to be installed.	3-MROS Manager Recreation & Open Space
		Prepare a detailed business case, including strategic and funding plans, for an indoor facility at the Dubbo Aquatic Leisure Centre		10%	Council at its meeting held on 30 June 2023, carried the motion; 1. That Council award the management of the Dubbo Regional Council Aquatic centres to Belgravia Leisure under a fully external management model for \$1,487,336 (excluding GST) per annum with annual increases as specified in the proposal. 2. That all documentation in relation to this matter be signed under common seal of	3-MROS Manager Recreation & Open Space



Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					Council. 3. That all documentation in relation to this matter remain confidential to Council.	
		Manage Aquatic Leisure Centres in accordance with Industry Standards, Royal Lifesaving Australia, NSW Water Safety and NSW Health		100%	All three facilities operated within the required Industry Standards, Royal Lifesaving Australia, NSW Water Safety and NSW Health. Appropriate actions were taken to ensure that public safety was not compromised during the 2022/2023 season.	3-MROS Manager Recreation & Open Space
		Undertake an options analysis and associated business case for public aquatic leisure options in Geurie		100%	An options paper for the future of Geurie Pool has been prepared for consideration by Council.	3-MROS Manager Recreation & Open Space
5.5.3	Our sporting facilities cater for a wide range of events and opportunities	Collaborate with user groups of sports grounds to ensure their operational requirements are met		100%	Council continues to maintain good relationships with sporting organisations through continued communication through Dubbo Region Sports Council, and individual clubs. Council supports these clubs in the development of their facilities through the Sports Ground Improvement Fund that was fully subscribed.	3-MROS Manager Recreation & Open Space
		Support the operations and activities of the Dubbo Regional Sports Council		100%	Council continues to support the Dubbo Regional Sports Council through administrative support and active participation. Council identifies funds through the Sportsground Improvement Fund that members can apply for to improve their facilities.	3-MROS Manager Recreation & Open Space
		Support and work with sporting organisations to secure major events for the region		100%	Council continues to attract major regional and State events to the region across a number of sporting codes including the NSW Touch Football Junior State Carnival, NRL, State Athletics and Cricket carnivals. These events support the Dubbo and Wellington economies and provide local athletes high level competition and progression in their sport.	3-MROS Manager Recreation & Open Space

5.6: The diversity of our heritage, cultural services and facilities are maintained and promoted

Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
5.6.1	Our community participates in and celebrates the high quality of cultural services and facilities available	Prepare an annual report on the SPARC Cultural Plan		100%	Annual report provided to Council in August 2022.	3-MRE Manager Regional Experiences
		Develop a seasonal program that attracts a range of shows and community events to the Dubbo Regional Theatre and Convention Centre		100%	Developed and launched the 2023 Season, Dare to be Different across the genres of musicals, comedy, family, dance, drama and concerts. The Subscriber program has 349 subscribers which is an increase of 62% from 2022. This is attributed to the inclusion of more comedies and new Australian productions.	3-MREV Manager Regional Events
		Prepare and implement Strategic Plans and Internal Business Strategies for the Dubbo Regional Theatre and Convention Centre		100%	Key strategic goals have been identified and implementation commenced. 1. Connecting Creatives, Culture and Country by building deeper relationships with First Nation People. 2. Ecological and Economical Efficiency by reducing the reliance on ratepayers and the impact on the environment.	3-MREV Manager Regional Events
		Develop a seasonal program that attracts a range of cultural and arts events to the Western Plains Cultural Centre		100%	SPARC outcomes continued to be delivered through this reporting period. DRC partnered with Create NSW to deliver additional programs and exhibitions at the WPCC including exhibitions within the period including, The 2022 Archibald prize, Young Archies, Waste 2 Art, Homeground, Shani Nottingham, Art Express, The Reels, Kate Kenworthy, 100 years of the Astley Cup, Bob Montgomery and From the Vault.	3-MRE Manager Regional Experiences
		Prepare and implement Strategic Plans and Internal Business Strategies for the Western Plains Cultural Centre		100%	Continuous improvements and projects identified at the CDT and WPCC Planning days were ongoing during this period. SPARC Cultural Plan outcomes continue to be delivered through exhibitions, workshops, programming and public talks.	3-MRE Manager Regional Experiences
		Prepare and implement a Public Art Strategy for culture and space activation within the region		100%	The Draft Public Art Strategy is now complete and will be provided to Council for adoption	3-MRE Manager







Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					and public exhibition early in 2023/2024 Financial Year.	Regional Experiences
		Engage with the community to create opportunities to contribute to the content and programs at the Dubbo Regional Theatre and Convention Centre and the Western Plains Cultural Centre		100%	Community focused programs and opportunities continued to engage the local community at the Western Plains Cultural Centre. This included opportunities to participate in artists talks, workshops, curatorial presentations, and exhibitions focused on local artists such as Homeground and exhibitions focused on local stories and history with From the Vault and 100 Years of Astley Cup. The Western Plains Cultural Centre and outcomes within the Dubbo Region Cultural Plan (SPARC) continued to engage with a high number of local community cultural groups such as the Dubbo Filmmakers, Outback Writers, Orana Arts, Dubbo Family History, University of the Third Age, Dubbo Eisteddfod, SOMAD, Wellington Arts, Wellington Historical Society and many others.	3-MRE Manager Regional Experiences
		Undertake a strategic review of cultural and museum services in Wellington		100%	The Wellington Musuem official opening was undertaken in this review period at the Old Wellington Police Station in April. Continued engagement with the new committee has facilitated this opening and improvements to the operating structure of the museum. Ongoing discussion to resolve outstanding issues of gaol cell activation and long-term storage strategy continue. The NSW Museums and Galleries, museum advisor program continues to be joint funded from Council and MGNSW to assist in the long term sustainability and strategy of the Wellington Museum.	3-MRE Manager Regional Experiences
5.6.2	Culturally and Linguistically Diverse peoples' culture and heritage is celebrated	Engage with the local culturally and linguistically diverse community to support effective partnerships, and identify needs and opportunities		100%	In June 2023 Council has endorsed the motion; That Council join the Welcoming Cities Network, as a Non-Fee Network Member. Welcoming Cities recognises that, of all tiers of government, local councils are best placed to understand the complexity and	3-MCMS Manager Community Services




Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					diversity of their communities. However, they often engage in this work with limited resources and support. Members of Welcoming Cities have access to a community of like-minded Local Governments and community stakeholders	
		Identify external funding opportunities to create a multicultural park, incorporating a mother language monument		70%	No funding opportunities have been identified as the first step in the process in the review of the Elizabeth Park Master Plan. This review is well advanced and is proposed to go out to community consultation in the new financial year. As part of this consultation process the community will be asked to comment on the proposed location and extent of a Multicultural Park. Following the adoption of the plan further development of a fine grain plan for the multicultural park will be undertaken to assist in securing external funding opportunities.	3-MROS Manager Recreation & Open Space
		Celebrate and participate in Harmony Week to encourage understanding and cultural sharing		100%	No further action undertaken during this period as Harmony Week was celebrated in March 2023 (last reporting period). Harmony Week celebrated March 20 - 26 in line with National Celebration dates. DRC worked externally in an advocacy capacity to help promote the dates as well as encourage local community group and event participation. Internally a number of activations were undertaken by staff including a multi day.	3-MRRE Mgr Resource Recovery & Efficiency
		Maintain Sister Cities relationships and support opportunities for cultural exchange		100%	Sister City Exchange between Minokamo planning has continued during this reporting period with 34 applications from students to be a part of the exchange this year from Dubbo to Japan. 10 students and 2 chaperones have now been selected to undertake the exchange later this year. The Exchange delegation from Japan will arrive in Australia in July. The Wujiang exchange has not taken place this year, meetings and planning has commenced to reestablish the exchange	3-MRE Manager Regional Experiences






Code	4 Year Focus	1 Year Action	Status	Progress	Comments	Responsible Officer
					again in 2024. Additionally, work has been undertaken to research other established relationships with sister and friendship cities. Both Wellington and Dubbo have had a number of relationships that are no longer active. Work will be undertaken in 2024 to determine the status of each city's relationship with the Dubbo Region.	
5.6.3	Items of heritage significance are protected, conserved and adapted for re-use where appropriate	Participate in the Local Heritage Assistance Fund		100%	Council participates in the Local Heritage Assistance Fund every year, with NSW Heritage Office having confirmed that the programme (partial funding) will continue for at least the next two (2) years. This is an ongoing matter.	3-MBDS Mgr Building & Development Services
		Provide a heritage advisory service to protect and enhance heritage assets, and to identify items of heritage significance		100%	Council's Planning staff is experienced and provides a constant heritage service. Additionally, Council's Heritage Advisor is available 1 day per month to assist both staff and the general public with regard to development associated with listed heritage items. This is an ongoing matter.	3-MBDS Mgr Building & Development Services


Theme 6: Environmental Sustainability

6.1: We achieve net zero emissions





Code	3 Year Focus	1 Year Action	Status	Comments	Responsible Officer
6.1.1	Investment in renewable energy opportunities are encouraged and supported	Support and encourage the community to use renewable energy and implement energy efficient measures		Councils Organisational Sustainability Coordinator's primary focus is on internal operations and achieving Council's endorsed renewable energy target. Installation of Destination Electric Vehicle Chargers for public use was completed in late 2022 at Wellington Library and in April 2023 at Wellington Caves. These sites are now available to the public to use.	3-MRRE Mgr Resource Recovery & Efficiency
		Develop and implement appropriate policies to ensure new development and street lighting upgrades adopt LED technology		All street lighting designs are reviewed by Council. Light Emitting Diode (LED) lighting is enforced except where it is deemed not appropriate by Essential Energy.	3-MISD Mgr Infrastructure Strategy & Design
		Review the Energy Strategy and Implementation Plan		Review of the Energy Strategy and Implementation Plan completed, with presentation to ELT in late 2022. Results were discussed at the Climate Change and Resilience Committee meeting in November 2022.	3-MRRE Mgr Resource Recovery & Efficiency
		Maintain membership in the Cities Power Partnership		Council has renewed the Cities Power Partnership.	3-MRRE Mgr Resource Recovery & Efficiency
		Collaborate with the State Government to ensure development in the Central-West Orana Renewable Energy Zone takes a strategic approach to community development		Meetings undertaken with Energy Co monthly. This includes reviewing short term accommodation issues and overall Renewable Energy Zone considerations. These meetings were undertaken throughout the period and represent Council's commitment to ensuring development of the Central West and Orana Renewable Energy Zone is undertaken to benefit our community.	3-MGP Manager Growth Planning
6.1.2	Council buildings and facilities are energy efficient, carbon neutral and utilise renewable energy sources	Investigate opportunities for energy efficiency and renewable energy use for Council buildings and facilities, and implement where appropriate		Investigation of upcoming renewals and identifying opportunities to implement more sustainable technologies is ongoing. - EV Chargers have been installed for council fleet vehicles. - Upcoming planned renewal of air handling units entered into council asset prioritisation system. The	3-MMPD Manager Major Project Delivery



Code	3 Year Focus	1 Year Action	Status	Comments	Responsible Officer
				<p>work involves installing smaller units with a variable valve system which is significant more efficient than the current units.</p> <p>- Council chambers have been relocated to the ground floor conference rooms to improve disability access and has been designed to be a multi-use space. Freeing up the old chamber space to be included in the flexible working body of work for refurbishment. For more effective use of the whole Civic Administration Building.</p>	
		Monitor and report the energy performance of Council buildings and facilities via Council's energy management tool		<p>This action is an ongoing monthly action for Council. The E21 bill reviewer platform is currently utilised by Council Facility Managers to review monthly energy consumption and energy performance of the Managers respective sites.</p>	3-MRRE Mgr Resource Recovery & Efficiency
		Develop and implement a policy which provides energy efficient guidance, information and benchmarks in the design and construction of major capital works and building projects		<p>In April 2023, the Council Executive Leadership Team adopted the Sustainable Buildings Policy and Standards (Developed by an external Consultant - Ironbark Sustainability).</p> <p>The Policy and Standards will assist Council to apply minimum and best practice sustainability standards to the design, construction, refurbishment, and operation of Council buildings.</p> <p>Benefits include:</p> <ul style="list-style-type: none"> - Helping to deliver Council's strategies to address climate change - Reduced operational and maintenance costs of Council buildings - Alignment with other leading councils in addressing climate change - Demonstrates leadership in the community <p>The Policy and Standards will apply to all buildings owned or managed by Council, including renovations over \$50,000 and any new builds over \$250,000.</p>	3-MRRE Mgr Resource Recovery & Efficiency
		Prepare a Net Zero Strategy for Council and Council operations		<p>The Net Zero Framework has been developed by Council in conjunction with consultant 100% Renewables, and with the support of the NSW Government's Sustainability Advantage Program.</p>	3-MRRE Mgr Resource Recovery & Efficiency



Code	3 Year Focus	1 Year Action	Status	Comments	Responsible Officer
				<p>The purpose of the Net Zero Framework is to provide Council with an overarching blueprint for reducing greenhouse gas emissions to net zero within its operations by 2050.</p> <p>The requirement for Council to achieve 'net zero emissions' is outlined within Council's Towards 2040 Community Strategic Plan (Objective 6.1). The Net Zero Framework has been set out in three parts (Background, Framework, and Implementation, Monitoring and Review) and is structured around the United Nations Framework Convention on Climate Change (UNFCCC) guidance for setting and achieving net zero commitments.</p> <p>A presentation was provided by 100% Renewables on the draft Net Zero Framework to Councillors in July 2023. The Net Zero Framework will be discussed at the July Ordinary Council Meeting.</p>	
		Implement practices to optimize fleet performance and reduce fuel use and greenhouse gas emissions		Transition to Zero Emission Policy adopted and included in Fleet replacement procedures.	3-MFDS Manager Fleet & Depot Services
6.1.3	Alternative modes of transport are available	Investigate the provision of electric vehicle charging stations, along with opportunities to fund installation of these facilities		Council has utilised and completed 100% of the NSW EV Destination Charging Grant, with the installation of two (2) Electric Vehicle charging stations located at the Wellington Library, and two (2) Electric Vehicle charging stations located at the Wellington Caves.	3-MRRE Mgr Resource Recovery & Efficiency
		Collaborate with the State Government as part of the NSW Electric Vehicle Strategy		Council has utilised and completed 100% of the NSW EV Destination Charging Grant, with the installation of two (2) Electric Vehicle charging stations located at the Wellington Library, and two (2) Electric Vehicle charging stations located at the Wellington Caves.	3-MRRE Mgr Resource Recovery & Efficiency
6.1.4	Existing and new development is sustainable, has sufficient greenspace and efficiently uses resources	Investigate mechanisms and smart technologies to reduce the urban heat effect		University of NSW have created a website for the project and plans have been created to install temperature sensors on street assets for which approval is currently being sought.	3-MRRE Mgr Resource Recovery & Efficiency
		Implement the Street Tree Master Plan and Street Tree Maintenance Guidelines to improve the quality of street appeal in the region		The Wellington Street Tree Master Plan was adopted in April 2023 to provide strategic direction for the improvement of the public trees in Wellington. Street tree planting guidelines are still	3-MROS Manager Recreation & Open Space

Code	3 Year Focus	1 Year Action	Status	Comments	Responsible Officer
				current and an additional plan for the Stockholm planting methodology added to these plans. Council continues to plant trees within the streetscapes and other public lands in accordance with available budgets.	
		Prepare and adopt a Tree Preservation Order to manage important trees within the region		A report on options for the implementation of a more stringent Tree Preservation Order, which includes the protection of trees on private lands, has been prepared and was submitted to Council in July for consideration for public exhibition. A report following public engagement will be submitted to Council in October 2023.	3-MROS Manager Recreation & Open Space


6.2: We recognise, plan for and respond to the impacts of climate change







Code	3 Year Focus	1 Year Action	Status	Comments	Responsible Officer
6.2.1	The impacts of climate change are identified and addressed through collaboration with our community and government	Support and encourage community groups and programs to undertake environmental restoration works		Deferred Action. Council is reviewing volunteer management in line with programs for environmental restoration works.	3-MROS Manager Recreation & Open Space
		Undertake Climate Change Risk Planning for Council and Council's assets		Council staff continue working on climate change and risk planning. External consultants are also considering how to best address this in regards to Council assets.	3-MGIC Manager Governance & Internal Control
		Investigate funding opportunities to increase community education programs and awareness of climate change		This action has been cancelled. Staff resources are not available. resources instead are directed to related priority projects, such as: EV destination charging stations, development of sustainable building policy and net zero strategy, and energy procurement.	3-MRRE Mgr Resource Recovery & Efficiency
6.2.2	Water supply is provided efficiently and sustainably to our community	Promote and encourage water savings initiatives to the community		Council provided a water saving educational theatre and interactive workshop incursion, Walter Smart & Friends, to over 1,500 primary school students across 13 performances at 9 schools across the Local Government Area. The unique incursion raised awareness of water efficiency, improving water literacy and influencing responsible water behaviour. Council continues to subscribe to the Water Conservancy who provide Council with a range of	3-MWSS Manager Water Supply & Sewerage



Code	3 Year Focus	1 Year Action	Status	Comments	Responsible Officer
				<p>water efficiency information and materials for the community including interactive tools, videos, website, flyers and booklets.</p> <p>Council continues to engage with property owners to monitor their water usage (leak detection, high usage) with the smart meter technology through the MyDRC Water customer portal. The mobile telephone app for the customer portal has undergone testing phase by the developer and is anticipated for release in later 2023.</p>	
		Investigate activities and funding strategies to ensure long-term water security		<p>Council has constructed two new production bores and associated pipelines in Wellington. Council has engaged a consultant to assist with designing an underbore of the Macquarie River and Main Western Railway Line and has also conducted extensive geotechnical investigation in the area. Council has also engaged a consultant who is reviewing the operation of the Wellington Water Treatment Plant and investigating what modifications need to be made to run the facility on 100% bore water.</p> <p>Council has constructed two new production bores and associated pipelines in Geurie. These have been connected to the Geurie Water Treatment Plant. Further augmentation works are planned for the Macquarie River Raw Water Pump Station to better facilitate the arrangement.</p> <p>Council has constructed five new production bores and associated pipelines in Dubbo. A further three production bores will be constructed in West Dubbo in the vicinity of Bunglegumbie, Troy Bridge and Nulla Roads. Council recently awarded the tender of a further 9.0km of bore water pipelines to Leed Engineering and Construction to connect the three new bores to the existing bore water pipe network. Construction on the pipeline will commence mid-August 2023.</p>	3-MSWSS Manager Strategy Water Supply & Sewerage
6.2.3	Waste management processes reduce our	Investigate smart technology to improve waste management practices		Ongoing Investigations into applying GPS technology into the landfill compactor. This technology will allow for an increase in operation	3-MRRE Mgr Resource

Code	3 Year Focus	1 Year Action	Status	Comments	Responsible Officer
	environmental footprint and impact on the environment			efficiency by compacting waste to predetermined heights and compaction rates. This will prevent unnecessary additional passes over the waste by the compactor and allow for accurate heights to be achieved, as a result conserving fuel and extending plant life.	Recovery & Efficiency
		Undertake a litter, waste and food avoidance and minimisation education program		Council have an Educational Officer who is currently rolling out 2023/2024 Waste & Sustainability Programs. The programs will aim to deliver landfill avoidance, food waste management and recycling options across Primary Schools, High Schools and Organisations within the Councils area.	3-MRRE Mgr Resource Recovery & Efficiency
		Work with NetWaste on waste projects and opportunities for greater diversion from landfill		Council is a member on the Netwaste steering committee. Netwaste have finished the Regional Waste Strategy, which Council contributed to the development of the Strategy. Netwaste have recently also developed a coffee table version of the strategy, which highlights the key points of the strategy in a shortened format (attached). Council will continue to work with Netwaste on potential waste projects and trials for greater diversion from landfill and also increase reuse, recycling and circular economy opportunities.	3-MRRE Mgr Resource Recovery & Efficiency




6.3: Land use management sustains and improves the built and natural environment






Code	3 Year Focus	1 Year Action	Status	Comments	Responsible Officer
6.3.1	The quality of the Macquarie, Talbragar and Bell river corridors are managed and enhanced	Support and encourage community groups and programs to undertake environmental restoration works		Our Parks and Bushcare program continued to support and facilitate volunteer effort in this space. Council has developed Operational Plans to guide effort and improve understanding of the scope of work to be completed and the manner in which it is completed. Council has also developed an on-line induction platform to facilitate easier induction of new members. Dubbo Regional Council continues to work with volunteer groups to support their contribution toward natural area maintenance.	3-MGSO Manager Greenspace Operations

Code	3 Year Focus	1 Year Action	Status	Comments	Responsible Officer
6.3.2	Stormwater discharge into receiving waters is limited	Maintain existing gross pollutant traps and retarding basins		<p>Council maintains 67 gross pollutant traps across the local government area. These are design to collect rubbish and sediment from the stormwater system so it doesn't enter the river system. The gross pollutant traps are cleaned based upon weather patterns and responding to customer requests.</p> <p>There are 103 basins that temporarily store water during rain events to reduce the likelihood of flooding. These are generally larger grassed areas with a piped outlet at the low point of the basin. These are mown on an as needs basis throughout the year and are often used as open space in dry times.</p>	3-MISD Mgr Infrastructure Strategy & Design
		Undertake a stormwater education program		An education campaign started in mid-2019. The campaign is still active through Council's website: https://www.dubbo.nsw.gov.au/Our-Region-and-Environment/Water--sewerage-and-drainage/stormwater	3-MISD Mgr Infrastructure Strategy & Design
		Incorporate stormwater treatment devices into new development areas		New development areas were assessed on a case-by-case basis to determine the requirements for the placement of additional gross pollutant traps.	3-MISD Mgr Infrastructure Strategy & Design
		Undertake regular street sweeping programs		Street sweeping was undertaken on a daily basis throughout the year. The sweepers are based in Dubbo and Wellington and have worked independently and together, as required, to service the urban streets in both towns.	3-MID Manager Infrastructure Delivery
6.3.3	Endangered ecological communities, threatened species, habitats and environmental assets are protected	Advocate to the State Government for funding to map all endangered environmental assets		The mapping of all endangered ecological communities in the Dubbo Regional Local Government Area continues to be raised with the State Government Biodiversity Conservation Trust, including examining grant opportunities and other funding mechanisms. In the meantime, Council continues to build on the information we hold from previous ecological studies, development applications and other mechanisms. Ecological assessments are undertaken of land as required at the strategic planning stage and as identified in Council's adopted land use strategies.	3-MGP Manager Growth Planning
		Advocate to the State Government for funding to restore degraded environments		Council has continued to advocate to State Government to assist in restoring degraded environments. Council has received \$300k for the Bell River bank stabilisation project, \$650k for restoration of Pioneer Park paths and	3-MROS Manager

Code	3 Year Focus	1 Year Action	Status	Comments	Responsible Officer
				surrounds, \$590k Pioneer Park irrigation and rehabilitation of Pioneer Park western carpark back to a natural state. A further \$100k has been granted for Flying Fox Foraging habitat restoration.	Recreation & Open Space
		Collaborate with Environmental Groups to identify and monitor noxious and environmental weeds		Greenspace Operations worked with local volunteer groups throughout the year through the Parks and Bushcare Program to facilitate contribution to natural area maintenance and weed identification across our natural areas.	3-MGSO Manager Greenspace Operations
		Design major infrastructure projects so that they avoid endangered ecological communities, threatened species, habitats and environmental assets		All Part 5 projects are assessed through the Development Unit and none have impacted significantly upon any endangered ecological communities and/or the habitats of threatened species.	3-MBDS Mgr Building & Development Services

6.4: We plan for and mitigate the impacts of natural events and disasters

Code	3 Year Focus	1 Year Action	Status	Comments	Responsible Officer
6.4.1	People and property are protected from fire-related incidents	Review bushfire prone mapping for the region		New bushfire prone land mapping will be implemented as part of the new digital LEP mapping for the Dubbo Regional Local Government Area.	3-MGP Manager Growth Planning
6.4.2	Development does not place the community at risk from flood impacts	Regularly maintain drainage networks in Dubbo, Wellington and the Villages		Maintenance activities of drainage networks were undertaken throughout the year based on internal asset owner requests and customer requests including gross pollutant traps.	3-MID Manager Infrastructure Delivery
		Complete planning activities for stormwater drainage and flooding works in Wongarbron, and investigate funding opportunities and mechanisms		Deferred Action. Council proposes to undertake a flood study for Wongarbron and will apply for funding in future years through the Floodplain Development Program. The completion of Flood Studies and Flood Risk Management Plans can take up to two years once funding is received. Council's current priority is to develop an updated flood study for Wellington and has applied for funding through the Floodplain Development Program. Council is also currently working on the Ballimore flood study. Following that, council will seek funding to undertake a flood study for Wongarbron, as well as review and adopt the Dubbo Macquarie River Flood Study.	3-MISD Mgr Infrastructure Strategy & Design

Code	3 Year Focus	1 Year Action	Status	Comments	Responsible Officer
		Develop an appropriate flood planning policy for Eumungerie following adoption of the Floodplain Risk Management Plan		Deferred Action. This action has not yet commenced due to other competing priorities. This task is programmed for completion in the third quarter of 2023/2024 financial year.	3-MISD Mgr Infrastructure Strategy & Design
		Prepare and adopt a Floodplain Risk Management Plan for Geurie		Geurie Flood Risk Management Plan was adopted by Council at the Ordinary Council meeting held on 23 March 2023.	3-MISD Mgr Infrastructure Strategy & Design
		Facilitate Council's Floodplain Risk Management Committee to monitor flood risks and mitigation opportunities		This is an ongoing activity for the Stormwater team, and Floodplain Committee meetings are called when required for specific projects. The Ballimore Flood Study was presented to the Floodplain Committee in February 2023 and subsequently exhibited to the community in March 2023 to gain community feedback. Further meetings will be held next year, as the Ballimore flood study and flood risk management plan are progressed further. Council will commence updating the Wellington Flood Study in the 2023/2024 year, a project that will be presented to future Floodplain Committee meetings.	3-MISD Mgr Infrastructure Strategy & Design
6.4.3	Local emergency management organisations and local State Emergency Services are capable of responding to emergencies	Implement and review disaster plans and Local Emergency Management Plans		The audit has been completed for identified suitable evacuation facilities within the LGA. There are no disaster plans or Local Management Plans due for review at present.	3-MGIC Manager Governance & Internal Control
		Coordinate Council's response and assist relevant agencies during emergencies and disasters		Council has continued to work with local emergency agencies fulfilling its legislative obligations to oversee and facilitate emergency management in the LGA. .	3-MGIC Manager Governance & Internal Control



DUBBO REGIONAL
COUNCIL

REPORT: Local Small Commitments Allocation Program

DIVISION: Strategy, Partnerships and Engagement

REPORT DATE: 10 August 2023

TRIM REFERENCE: ID23/2030

EXECUTIVE SUMMARY

Purpose	For notation	
Issue	The nominated project, by the Premiers Department, for the NSW Electorate of Dubbo as part of the Local Small Commitments Allocation Program is located in the Dubbo Region LGA, with Dubbo Regional Council determined as the organisation to deliver the project.	
Reasoning	That the project summary requires notation by Council.	
Financial Implications	Budget Area	Community, Culture and Places
	Funding Source	Recreation and Open space
	Proposed Cost	\$396,000
	Ongoing Costs	To be advised, asset maintenance
Policy Implications	Policy Title	There are no policy implications arising from this report
	Impact on Policy	N/A

STRATEGIC DIRECTION

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

Theme: 4 Leadership

CSP Objective: 4.2 The resources of Council are sustainably managed

Delivery Program Strategy: 4.2.1 The system of raising revenue is equitable and revenue from grants and other income sources is maximised

RECOMMENDATION

- 1. That the report of the Executive Officer Strategy, Partnerships and Engagement, dated 10 August 2023, be noted.**
- 2. That the Chief Executive Officer submit the Project Details Form for the pre-determined nominated project, as outlined in the report, to the Local Small Commitments Allocation Program.**
- 3. That in the instance that information contained in the Project Details Form does not meet the eligibility and assessment criteria of the Local Small Commitment Allocation Program, a report outlining alternative projects be brought to Council for consideration.**

Natasha Comber
Director Strategy, Partnerships and Engagement

AK
Executive Officer Strategy
Partnerships and
Engagement

BACKGROUND

The Local Small Commitments Allocation (LSCA) Program was established by the NSW Government following the 2023 election. The LSCA will provide grants up to the value of \$400,000 in 2023/2024 in each of the 93 NSW electorates. These grants will help fund small local projects for the purpose of enhancing community wellbeing and providing benefits to communities in NSW.

The total cost of the LSCA is \$37.2 million and it will be funded from the NSW Generations Fund – Community Services and Facilities Fund (CSFF).

All grants made through the LSCA program are one-off or ad hoc grants. Identified local councils and community organisations will be invited to submit proposals to deliver small local projects. These include upgrades to community centres, playgrounds and parks, and the delivery of welfare services, educational programs and community events.

The NSW Special Minister of State is the final decision maker about which projects are to be funded. The LSCA Program will be administered by the LSCA Program Office within the NSW Premier's Department.

All LSCA grants will be administered in accordance with the NSW Grants Administration Guide (Guide), the grants administration requirements in Section 10.3A of the Government Sector Finance Act 2018 (NSW), and the requirements of the CSFF and the NSW Generations Funds Act 2018 (NSW).

The LSCA Program Office in the Premier's Department will review the information you have provided to determine whether your organisation and project (how the funds would be used) meet the eligibility and assessment criteria.

REPORT

This report provides Council with the summary of the nominated project submitted to the Premiers Department as an election commitment prior to the March 2023 election. This report is for Council's notation only.

NSW Electorate	Dubbo
Initial Project Description	Picnic area near weir, River Redgum planting and partnering with community groups to activate the recently adopted Regand Park area of the Macquarie River Master Plan.
Initial Organisation	Dubbo Regional Council
LSCA Funding Available	\$396,000.00
Tranche	Tranche A

The next step for Dubbo Regional Council (DRC) is to complete the Project Details Form. This form requires details about the nature of the project, including what the main deliverables are, the key beneficiaries and the timeframe for completing the project.

The LSCA Program Office in the Premier’s Department will review the form and determine whether DRC and project (how the funds would be used) meet the eligibility and assessment criteria.

Consultation

- Typically funding opportunities that become available are raised with Management and staff whereby an internal assessment of the eligibility, suitability and capacity to deliver is completed in conjunction with an internal priority scoring process and alignment to strategic priorities.
- In the case of the LSCA Program, the Labour Member of Parliament or the Labour candidate running in the electorate nominated the project in the lead up to the 2023 NSW election. The master list of projects from the Premiers Department determined the details contained in the LSCA Project Initiation Form, prior consultation was not undertaken with Council in this regard. The form is attached at **Appendix 1**.

Resourcing Implications

- Minimal staff time required to complete funding documentation.
- Substantial staff time/resources will be required to undertake the project.
- For the purpose of this report the total \$396,000 is located in d. Capital Expenditure of the table below, however is it noted that landscaping and other items which do not meet the capitalisation requirements will form a significant portion of this project.

Total Financial Implications	Current year (\$)	Current year + 1 (\$)	Current year + 2 (\$)	Current year + 3 (\$)	Current year + 4 (\$)	Ongoing (\$)
a. Operating revenue	396,000	0	0	0	0	0
b. Operating expenses	0	2,000	2,000	2,000	2,000	2,000
c. Operating budget impact (a – b)	0	-2,000	-2,000	-2,000	-2,000	-2,000
d. Capital Expenditure	396,000	0	0	0	0	0
e. Total net impact (c – d)	0	-2,000	-2,000	-2,000	-2,000	-2,000
Does the proposal require ongoing funding?	Yes, ongoing maintenance					
What is the source of this funding?	Recreation and Open Space, operating budget					

Table 1. Ongoing Financial Implications

Timeframe

Key Date	Explanation
August 2023	Submission of Project Details Form
September 2023 – onwards	Once approved, staff will develop detailed project plan and utilise Council’s YourSay platform to inform community of the project details, timeline and progress.
Within two years of executed funding agreement	Completion of project.

APPENDICES:

- [1](#) Local Small Commitments Allocation Program - Project Initiation Form - Application Number LSCA334

LSCA Program - Dubbo
LSCA Project Initiation Form
Application No. LSCA334 From Grants
Form Submitted 24 Jul 2023, 11:48AM AEST

Local Small Commitments Allocation Program

*** indicates a required field**

Submission Number

LSCA334

This field is read only.

The identification number or code for this submission.

Grant Round Name

LSCA Program - Dubbo

This field is read only.

The round this submission is in.

Initial Project Details

NSW Electorate *

Dubbo

Initial Project Description *

Dubbo Regional Council - \$396,000.00 - for picnic area near weir, River Redgum planting and partnering with community groups to activate the recently adopted Regand Park area of the Macquarie River Master Plan.

Initial Organisation

Dubbo Regional Council

LSCA Funding Available

\$396,000.00

Must be a dollar amount.

What is the total financial support you are requesting in this application?

Tranche *

Tranche A

Initial Project Contact

Initial Contact Person Email *

Murray.Wood@dubbo.nsw.gov.au

Must be an email address.

Initial Contact Person *

Murray Wood

Initial Contact Person Number *

0418 636 864

LSCA Program - Dubbo
LSCA Project Initiation Form
Application No. LSCA334 From Grants
Form Submitted 24 Jul 2023, 11:48AM AEST