



AGENDA

ORDINARY COUNCIL MEETING

28 JULY 2022

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

The meeting is scheduled to commence at 5.30 pm.

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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CCL22/171 LEAVE OF ABSENCE (ID22/1170)

CCL22/172 CONFLICTS OF INTEREST (ID22/1172)

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.

CCL22/173 PUBLIC FORUM (ID22/1174)

CCL22/174 CONFIRMATION OF MINUTES (ID22/1176)

Confirmation of the minutes of the proceedings of the Ordinary Council meeting held on 23 June 2022 and Extraordinary Council meeting held 27 June 2022.

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INFORMATION ONLY MATTERS:

CCL22/175 MAYORAL APPOINTMENTS AND MEETINGS (ID22/1296)

The Council had before it the report dated 30 June 2022 from the Chief Executive Officer regarding Mayoral Appointments and Meetings.

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MATTERS CONSIDERED BY COMMITTEES:

- CCL22/177 REPORT OF THE INFRASTRUCTURE, PLANNING AND ENVIRONMENT COMMITTEE - MEETING 14 JULY 2022 (ID22/1178)** 49
The Council had before it the report of the Infrastructure, Planning and Environment Committee meeting held 14 July 2022.
- CCL22/178 REPORT OF THE CULTURE AND COMMUNITY COMMITTEE - MEETING 14 JULY 2022 (ID22/1179)** 55
The Council had before it the report of the Culture and Community Committee meeting held 14 July 2022.
- CCL22/179 REPORT OF THE CORPORATE SERVICES COMMITTEE - MEETING 14 JULY 2022 (ID22/1180)** 58
The Council had before it the report of the Corporate Services Committee meeting held 14 July 2022.

NOTICES OF MOTION:

- CCL22/180 DISABILITY ACCESS AND INCLUSION ADVISORY COMMITTEE (ID22/1390)** 63
Council had before it a Notice of Motion dated 15 July 2022 from Councillor P Wells and Councillor S Chowdhury regarding the Disability Access and Inclusion Advisory Committee as follows:

We would like to place the following notice of motion on the agenda for the 28 July 2022 Ordinary meeting of Council.

That the Director Community Culture and Places provide to the August 2022 Council meeting a report on the proposed Disability Access and Inclusion Advisory Committee with Councillor representatives and draft Terms of Reference to be determined.

REPORTS FROM STAFF:

- CCL22/181 FLUORIDATION OF DUBBO URBAN AREAS' WATER SUPPLY (ID22/1404)** 65
The Council had before it the report dated 18 July 2022 from the Chief Executive Officer regarding Fluoridation of Dubbo Urban Areas' Water Supply.

- CCL22/182 UPDATE ON DUBBO NON-POTABLE PIPELINE PROJECT (ID22/1423)** 75
The Council had before it the report dated 22 July 2022 from the Chief Executive Officer regarding Update on Dubbo Non-Potable Pipeline Project.
- CCL22/183 QUARTERLY REPORT ON CODE OF CONDUCT COMPLAINT STATISTICS FOR APRIL TO JUNE 2022 AND FINANCIAL YEAR SUMMARY (ID22/1393)** 82
The Council had before it the report dated 15 July 2022 from the Manager Governance and Internal Control regarding Quarterly Report on Code of Conduct Complaint Statistics for April to June 2022 and Financial Year Summary.
- CCL22/184 SPECIAL TEMPORARY DELEGATION FOR THE CHIEF EXECUTIVE OFFICER (ID22/1388)** 86
The Council had before it the report dated 14 July 2022 from the Governance Team Leader regarding Special Temporary Delegation for the Chief Executive Officer.
- CCL22/185 DRAFT COUNCIL POLICY - PAYMENT OF EXPENSES AND PROVISION OF FACILITIES FOR THE MAYOR AND COUNCILLORS (ID22/1383)** 90
The Council had before it the report dated 13 July 2022 from the Governance Team Leader regarding Draft Council Policy - Payment of Expenses and Provision of Facilities for the Mayor and Councillors.
- CCL22/186 ACCEPTANCE OF EASEMENT AT 2A RAWSON STREET, DUBBO AS PART OF DEVELOPMENT BY NSW LAND AND HOUSING CORPORATION (ID22/984)** 133
The Council had before it the report dated 15 June 2022 from the Manager Property and Land Development regarding Acceptance of Easement at 2A Rawson Street, Dubbo as Part of Development by NSW Land and Housing Corporation.
- CCL22/187 SMART REGION STRATEGY AND SMART COUNCIL STRATEGY (ID22/642)** 143
The Council had before it the report dated 1 July 2022 from the Team Leader Growth Planning Projects regarding Smart Region Strategy and Smart Council Strategy.

- CCL22/188 NAMING OF A PRIVATE THOROUGHFARE ASSOCIATED WITH DEVELOPMENT APPLICATION FOR 37 MULTI-DWELLING HOUSING ON LOT 3516 IN DP1265884, 45 ARGYLE AVENUE DUBBO (ID22/1381)** 211
- The Council had before it the report dated 13 July 2022 from the LIS and E-Services Coordinator regarding Naming of a Private Thoroughfare Associated with Development Application for 37 Multi-Dwelling Housing on Lot 3516 in DP1265884, 45 Argyle Avenue Dubbo.
- CCL22/189 DRAFT SOCIAL MEDIA POLICY (ID22/1384)** 216
- The Council had before it the report dated 13 July 2022 from the Manager Corporate Image and Communication regarding Draft Social Media Policy.
- CCL22/190 2022/2023 EVENT PARTNERSHIP PROGRAM - FEES AND CHARGES (ID22/1360)** 234
- The Council had before it the report dated 11 July 2022 from the Events and Partnerships Team Leader regarding 2022/2023 Event Partnership Program - Fees and Charges.
- CCL22/191 COMMENTS AND MATTERS OF URGENCY (ID22/1181)**

CONFIDENTIAL COUNCIL:

- CCL22/192 CONTRACT FOR ELECTRICITY - SMALL SITES (ID22/1304)**
- The Council had before it the report dated 4 July 2022 from the Manager Procurement regarding Contract for Electricity - Small Sites.
- 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)).*

CCL22/193 LEASE OF LAND - AIRPORT HANGAR SITE 20 TO AIRLINK (ID22/1168)

The Council had before it the report dated 15 June 2022 from the Manager Dubbo Regional Airport regarding Lease of Land - Airport Hangar Site 20 to Airlink.

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)).

CCL22/194 LEASE TO THE CROWN AS PART OF DUBBO AIRPORT PRECINCT FOR A REGIONAL POLICE TRAINING FACILITY (ID22/1391)

The Council had before it the report dated 14 July 2022 from the Manager Property and Land Development regarding Lease to the Crown as Part of Dubbo Airport Precinct for a Regional Police Training Facility.

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)).

CCL22/195 TENDER FOR SUPPLY AND INSTALLATION OF LANDSCAPING - KESWICK ESTATE STAGE 5 RELEASE 1 (ID22/1386)

The Council had before it the report dated 13 July 2022 from the Property Development Officer regarding Tender for Supply and Installation of Landscaping - Keswick Estate Stage 5 Release 1.

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)).

CCL22/196 EXPLORING OPTIONS FOR THE NSW DESTINATION CHARGING GRANT (ID22/1295)

The Council had before it the report dated 15 July 2022 from the Organisational Sustainability Coordinator regarding Exploring Options for the NSW Destination Charging Grant.

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)).

CCL22/197 TENDER FOR THE DESIGN AND CONSTRUCTION OF BENOLONG ROAD BRIDGE (ID22/1361)

The Council had before it the report dated 12 July 2022 from the Operations Engineer (West) regarding Tender for the Design and Construction of Benolong Road Bridge.

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)).



Confirmation of Minutes

Confirmation of the minutes of the proceedings of the Ordinary Council meeting held on 23 June 2022 and the Extraordinary Council meeting held on 27 June 2022.

RECOMMENDATION

That the minutes of the proceedings of the Dubbo Regional Council at the Ordinary Council meeting held on 23 June 2022 comprising pages 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21 and 22 of the series, and the Extraordinary Council meeting held on 27 June 2022 comprising pages 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40 and 41 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 - 23/06/2022
- 2 [↓](#) Minutes - Ordinary Council Meeting - 27/06/2022 - Special



REPORT ORDINARY COUNCIL MEETING 23 JUNE 2022

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

ALSO IN ATTENDANCE:

The Chief Executive Officer, the Director Organisational Performance, the Governance Team Leader, the Administration Officer Mayor, the Manager Property and Land Development, the Director Strategy, Partnerships and Engagement, the Communications Partner, the Director Development and Environment, The Manager Growth Planning, the Director Infrastructure the Manager Recreation and Open Space, the Director Community, Culture and Places, the Community Services Manager and the Manager Regional Events, the Wellington Caves Complex Greenspace Operations Coordinator and the Visitor Experience Officer.

Councillor M Dickerson assumed the Chair of the meeting.

The proceedings of the meeting commenced at 5.31 pm 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 M Wright.

The acknowledgement of country was also read by Councillor R Ivey.

CCL22/138 LEAVE OF ABSENCE (ID22/1137)

Requests for leave of absence were received from Councillors L Burns and P Wells who were absent from the meeting due to personal reasons.

Councillor D Mahon attended the meeting via audio-visual link.

Moved by Councillor J Black and seconded by Councillor S Chowdhury

MOTION

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

CARRIED

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

Against: Nil

ORDINARY COUNCIL MEETING - 23 JUNE 2022
REPORT**CCL22/139 CONFLICTS OF INTEREST (ID22/1138)**

The following conflicts of interest were declared:

- The Director Strategy, Partnerships and Engagement, Ms N Comber, declared a pecuniary interest in item CCL22/162. The reason for such interest is that Ms Comber is looking at purchasing a residential block at Keswick Estate.

At this juncture the Mayor presented two awards:

- Winner - 2022 Museums Australasia Multimedia and Publication Design Awards – Permanent Exhibition or Gallery Fitout, projects above \$500,000 – *Ancient Landscapes Gallery*, Wellington Caves with Thylacine Design. Presented to the Wellington Caves Complex Greenspace Operations Coordinator.
- Winner – 2022 National Trust Heritage Awards – Education and Interpretation - *Old Dubbo Gaol Upgrade, Stage 1*. Presented to the Visitor Experience Officer.

CCL22/140 PUBLIC FORUM (ID22/1139)

The Council reports having heard from the following persons during Public Forum:

- Ms Margaret Sheriden - CCL22/159 – Renaming of Crown Reserve or Clubhouse (against)
- Mrs Barbara Kelly – CCL22/159 – Renaming of Crown Reserve or Clubhouse (for)
- Ms Jodie Benton – Friends of Western Plains Cultural Centre – Direction of WPC

CCL22/141 CONFIRMATION OF MINUTES (ID22/1140)

Confirmation of the minutes of the proceedings of the Ordinary Council meeting held 26 May 2022.

Moved by Councillor V Etheridge and seconded by Councillor S Chowdhury

MOTION

That the minutes of the proceedings of the Dubbo Regional Council at the Ordinary Council meeting held on 26 May 2022 comprising pages 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23 and 24 of the series be taken as read, confirmed as correct minutes and signed by the Mayor and the Chief Executive Officer.

CARRIED

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

Against: Nil

INFORMATION ONLY MATTERS:**CCL22/142 MAYORAL APPOINTMENTS AND MEETINGS (ID22/1149)**

The Council had before it the report dated 7 June 2022 from the Chief Executive Officer regarding Mayoral Appointments and Meetings.

ORDINARY COUNCIL MEETING - 23 JUNE 2022
REPORT

Moved by Councillor R Ivey and seconded by Councillor S Chowdhury

MOTION

That the information contained in the report be noted.

CARRIED

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

Against: Nil

MATTERS CONSIDERED BY COMMITTEES:**CCL22/143 REPORT OF THE INFRASTRUCTURE, PLANNING AND ENVIRONMENT COMMITTEE - MEETING 9 JUNE 2022 (ID22/1141)**

The Council had before it the report of the Infrastructure, Planning and Environment Committee meeting held 9 June 2022.

Moved by Councillor J Black and seconded by Councillor V Etheridge

MOTION

That the report of the Infrastructure, Planning and Environment Committee meeting held on 9 June 2022, be adopted.

CARRIED

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

Against: Nil

CCL22/144 REPORT OF THE CULTURE AND COMMUNITY COMMITTEE - MEETING 9 JUNE 2022 (ID22/1142)

The Council had before it the report of the Culture and Community Committee meeting held 9 June 2022.

Moved by Councillor J Gough and seconded by Councillor J Black

MOTION

That the report of the Culture and Community Committee meeting held on 9 June 2022, be adopted.

CARRIED

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

Against: Nil

ORDINARY COUNCIL MEETING - 23 JUNE 2022
REPORT**CCL22/145 REPORT OF THE CORPORATE SERVICES COMMITTEE - MEETING 9 JUNE 2022
(ID22/1143)**

The Council had before it the report of the Corporate Services Committee meeting held 9 June 2022.

Moved by Councillor R Ivey and seconded by Councillor V Etheridge

MOTION

That the report of the Corporate Services Committee meeting held on 9 June 2022, be adopted.

CARRIED

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

Against: Nil

NOTICES OF MOTION:**CCL22/146 ADVERTISING BANNERS ON THE LH FORD BRIDGE (ID22/1136)**

Council had before it a Notice of Motion dated 7 June 2022 from Councillor S Chowdhury regarding the Advertising Banners on the LH Ford Bridge.

Moved by Councillor S Chowdhury and seconded by Councillor J Black

MOTION

That the CEO provides a report to the July Ordinary Council meeting regarding the viability of displaying advertisement banners and/or flags on the lighting infrastructure on the LH Ford Bridge.

CARRIED

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

Against: Nil

**CCL22/147 EXPLORING OPTIONS FOR THE NSW DESTINATION CHARGING GRANT
(ID22/1183)**

Council had before it a Notice of Motion dated 16 June 2022 from Councillor R Ivey regarding the Exploring Options for the NSW Destination Charging Grant.

Moved by Councillor R Ivey and seconded by Councillor V Etheridge

MOTION

ORDINARY COUNCIL MEETING - 23 JUNE 2022
REPORT

That the CEO provide a report to the July Ordinary Council meeting detailing Council sites most suitable for installation of electric vehicle chargers per the NSW Destination Charging Grant offer and seeking approval to apply to the NSW Government Grant for funding assistance to install chargers at those recommended sites.

CARRIED

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

Against: Nil

CCL22/148 UPDATE TO DUBBO TRANSPORTATION STRATEGY IMPLEMENTATION (ID22/1184)

Council had before it a Notice of Motion dated 16 June 2022 from Councillor M Wright regarding the Update to Dubbo Transportation Strategy Implementation.

Moved by Councillor M Wright and seconded by Councillor S Chowdhury

MOTION

That the Chief Executive Officer provide a report to the September Ordinary Council meeting providing an update on the implementation of the Dubbo Transportation Strategy.

CARRIED

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

Against: Nil

REPORTS FROM STAFF:

CCL22/149 MANAGEMENT OPTIONS OF COUNCIL'S AQUATIC LEISURE CENTRES (ID22/394)

The Council had before it the report dated 28 February 2022 from the Director Organisational Performance regarding Management Options of Council's Aquatic Leisure Centres.

Moved by Councillor S Chowdhury and seconded by Councillor M Wright

MOTION

1. That Council note the information regarding the Operations of Councils Aquatic Leisure Centres.
2. That a Councillor workshop be arranged to discuss the Operations of Council's Aquatic Leisure Centres.

CARRIED

ORDINARY COUNCIL MEETING - 23 JUNE 2022
REPORT

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

Against: Nil

CCL22/150 WRITE OFF OF UNRECOVERABLE DEBTS (ID22/978)

The Council had before it the report dated 6 June 2022 from the Chief Financial Officer regarding Write Off of Unrecoverable Debts.

Moved by Councillor V Etheridge and seconded by Councillor S Chowdhury

MOTION

That the Accounts Receivable debts detailed within the report dated 6 June 2022 be written off.

CARRIED

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

Against: Nil

CCL22/151 PURCHASE OF LAND FOR RURAL FIRE SERVICE (ID22/1160)

The Council had before it the report dated 14 June 2022 from the Manager Property and Land Development regarding Purchase of Land for Rural Fire Service.

Moved by Councillor S Chowdhury and seconded by Councillor V Etheridge

MOTION

1. **That Dubbo Regional Council subdivide Lot 114 DP 750760 to create proposed Lot 10 in the deposited plan contained within this report.**
2. **That Council purchase proposed Lot 10 on behalf of the New South Wales Rural Fire Service for \$8,000.**
3. **That the land be maintained by the New South Wales Rural Fire Services.**
4. **That all costs incurred as part of the subdivision and purchase of proposed Lot 10 be the responsibility of the New South Wales Rural Fire Service.**
5. **That the land be classified as 'Operational Land' in accordance with the *Local Government Act 1993 (NSW)*.**
6. **That all documents required to be signed as part of this report be executed under the Common Seal of Council.**

CARRIED

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

Against: Nil

ORDINARY COUNCIL MEETING - 23 JUNE 2022
REPORT**CCL22/152 COUNCILLOR AND MAYORAL FEES 2022/2023 (ID22/895)**

The Council had before it the report dated 5 May 2022 from the Governance Team Leader regarding Councillor and Mayoral Fees 2022/2023.

Moved by Councillor V Etheridge and seconded by Councillor J Black

MOTION

1. That pursuant to the provisions of Section 248(2) of the Local Government Act 1993, the annual fee payable to Councillors for the period commencing 1 July 2022 be \$25,310.
2. That pursuant to the provisions of Section 249(3) of the Local Government Act 1993, the annual additional fee payable to the Mayor for the period commencing 1 July 2022 be \$62,510.

CARRIED

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

Against: Nil

CCL22/153 DUBBO REGIONAL HOUSING ROADMAP (ID22/1161)

The Council had before it the report dated 14 June 2022 from the Manager Growth Planning regarding Dubbo Regional Housing Roadmap.

Moved by Councillor R Ivey and seconded by Councillor M Wright

MOTION

1. That the draft Dubbo Regional Housing Roadmap (provided here in Appendix 1) be adopted by Council.
2. That an update report be provided to Council for consideration on a six monthly basis detailing achievement towards the actions included in the Roadmap.
3. That Council continue to facilitate meetings of the Dubbo Housing Supply Reference Group as a key consultation initiative with industry.

CARRIED

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

Against: Nil

CCL22/154 2022 COMMUNITY NEEDS AND SATISFACTION SURVEY RESULTS (ID22/1163)

The Council had before it the report dated 14 June 2022 from the Manager Corporate Image and Communication regarding 2022 Community Needs and Satisfaction Survey Results.

Moved by Councillor J Black and seconded by Councillor S Chowdhury

ORDINARY COUNCIL MEETING - 23 JUNE 2022
REPORT

MOTION

1. That the findings from the 2022 Community Needs and Satisfaction Survey Report be noted.
2. That the next Community Satisfaction and Needs Survey be conducted in March 2024.

Moved by Councillor R Ivey and seconded by Councillor V Etheridge

AMENDMENT

1. That the findings from the 2022 Community Needs and Satisfaction Survey Report be noted.
2. That the report be further reviewed by staff across the organisation to support service improvement and increase community insight.
3. That the next Community Satisfaction and Needs Survey be conducted in March 2024.

The amendment on being put to the meeting was carried.

CARRIED

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

CARRIED

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

Against: Nil

CCL22/155 WELLINGTON CBD ON-STREET PARKING MANAGEMENT STATUS (ID22/383)

The Council had before it the report dated 10 June 2022 from the Senior Traffic Engineer regarding Wellington CBD On-Street Parking Management Status.

Moved by Councillor R Ivey and seconded by Councillor V Etheridge

MOTION

That Council approval be granted to continue with the previously commenced Wellington CBD on-street parking management investigation, taking into consideration:

- a. The opportunity to transition the groundwork and outcomes of the previous investigation to further progress the project.
- b. The potential to address more recent concerns of long-term parking requirements in the Wellington CBD and additional feedback opportunity with further ongoing business consultation.

CARRIED

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

Against: Nil

ORDINARY COUNCIL MEETING - 23 JUNE 2022
REPORT**CCL22/156 2022 DUBBO STAMPEDE RUNNING FESTIVAL - TEMPORARY ROAD CLOSURE
(ID22/1162)**

The Council had before it the report dated 14 June 2022 from the Safe Roads Engineer regarding 2022 Dubbo Stampede Running Festival - Temporary Road Closure.

Moved by Councillor V Etheridge and seconded by Councillor S Chowdhury

MOTION

1. That the application of the Dubbo Running Festival Committee Incorporated be approved for the undertaking of the Dubbo Stampede Running Event on Sunday 28 August 2022, 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:
 - a. A temporary road closure will be implemented between 6.15 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 6.15 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 6.15 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 2022 Dubbo Stampede Running Festival.

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REPORT

- 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).

CARRIED

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

Against: Nil

CCL22/157 NRL 2022 - POST EVENT REPORT (ID22/1132)

The Council had before it the report dated 6 June 2022 from the Manager Regional Events regarding NRL 2022 - Post Event Report.

Moved by Councillor J Black and seconded by Councillor J Gough

MOTION

1. That the information regarding delivery of the 2022 NRL event be noted.
2. That Council write to NSW Government and thank them for the \$150,000 grant that supported the event.
3. That Council write to Souths and thank them for their partnership in delivering the 2022 NRL event in the Dubbo region.

CARRIED

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

Against: Nil

CCL22/158 DAN ROBINSON MEMORIAL SIGNAGE (ID22/1157)

The Council had before it the report dated 10 June 2022 from the Manager Recreation and Open Space regarding Dan Robinson Memorial Signage.

Moved by Councillor M Wright and seconded by Councillor S Chowdhury

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REPORT**MOTION**

1. That the scoreboard at Apex Oval Field 2 be named Dan Robinson Scoreboard with such naming to be placed on public exhibition for no less than 28 days.
2. That a further report be presented to Council following public exhibition.

CARRIED**For:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and M Wright.**Against:** Nil**CCL22/159 RENAMING OF THE CROWN RESERVE R520039 TO TONY KELLY RESERVE OR NAMING THE NUMBER ONE OVAL CHANGE ROOM/AMENITY/FUNCTION BUILDING THE TONY KELLY PAVILION (ID22/1159)**

The Council had before it the report dated 14 June 2022 from the Manager Recreation and Open Space regarding Renaming of the Crown Reserve R520039 to Tony Kelly Reserve or naming the Number One Oval Change Room/Amenity/Function Building the Tony Kelly Pavilion.

Moved by Councillor J Gough and seconded by Councillor V Etheridge

MOTION

1. That Council name the Number One Oval Clubhouse the Tony Kelly Pavilion, with such renaming to be placed on public exhibition for no less than 28 days.
2. That a further report be presented to Council following the Public Exhibition.
3. That correspondence be sent to the family of Mr T. Kelly advising them of Council's decision.

CARRIED**For:** Councillors J Black, S Chowdhury, M Dickerson, V Etheridge, J Gough, R Ivey, D Mahon and M Wright.**Against:** Nil**CCL22/160 COMMUNITY SERVICES FUND 2021/2022 - COMMUNITY BENEFIT FUNDING IN ACCORDANCE WITH SECTION 356 LOCAL GOVERNMENT ACT 1993 - CORRECTION (ID22/1151)**

The Council had before it the report dated 7 June 2022 from the Community Development Officer - Seniors and People With a Disability regarding Community Services Fund 2021/2022 - Community Benefit Funding in Accordance with Section 356 Local Government Act 1993 - Correction.

Moved by Councillor J Black and seconded by Councillor R Ivey

MOTION

ORDINARY COUNCIL MEETING - 23 JUNE 2022
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That council allocate \$750.00 from the existing Community Services fund Round 2 (\$45,568), to the successful application made by Dubbo Legacy a Division of Orange Legacy.

CARRIED

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

Against: Nil

CCL22/161 COMMENTS AND MATTERS OF URGENCY (ID22/1144)

There were no matters recorded under this clause.

CONFIDENTIAL COUNCIL

In accordance with Section 9(2A) Local Government Act 1993, in the opinion of the Chief Executive Officer, the following business is of a kind as referred to in Section 10A(2) of the Act, and should be dealt with in a Confidential Session of the Council meeting closed to the press and public.

The items listed come within the following provisions of the Act:

- CCL22/162 – Response to Notice of Motion – Release of Residential Land
Section 10A(2)(d)(ii) – commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the Council
- CCL22/163 – NRL Contract Renewal
Section 10A(2)(d)(ii) – commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the Council
- CCL22/164 – Opportunity for Industry Growth – A Commercial Agreement for Discussion on 139 Darling St (Former Carpet Court Building)
Section 10A(2)(c) – information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business

There were no submissions as to whether the meeting should be closed for a particular item.

At this junction it was moved by Councillor S Chowdhury and seconded by Councillor V Etheridge that the Council resolves into Closed Session, the time being 6.42 pm.

The Open Session resumed at 8.11 pm.

The Governance Team Leader read out the following resolutions made in the closed session of council.

ORDINARY COUNCIL MEETING - 23 JUNE 2022
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CCL22/162 RESPONSE TO NOTICE OF MOTION - RELEASE OF RESIDENTIAL LAND (ID22/1148)

The Council had before it the report dated 7 June 2022 from the Manager Property and Land Development regarding Response to Notice of Motion - Release of Residential Land.

Moved by Councillor S Chowdhury and seconded by Councillor V Etheridge

MOTION

The Council recommends that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned 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)).

CARRIED

Moved by Councillor M Wright and seconded by Councillor V Etheridge

MOTION

1. **That Council accelerates the release of residential land.**
2. **That Council investigate the creation of a Special Purpose Vehicle for the delivery of Council's land developments, with a subsequent report to be presented to Council in September 2022.**

CARRIED

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

Against: Nil

Director Strategy, Partnerships and Engagement Ms N Comber declared a pecuniary, significant interest in the matter now before the Council and left the room and was out of sight during the Council's consideration of this matter. The reason for such interest is that Ms Comber is looking at purchasing a residential block at Keswick Estate.

CCL22/163 NRL CONTRACT RENEWAL (ID22/1152)

The Council had before it the report dated 8 June 2022 from the Manager Regional Events regarding NRL Contract Renewal.

Moved by Councillor S Chowdhury and seconded by Councillor V Etheridge

MOTION

The Council recommends that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned 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)).

CARRIED

ORDINARY COUNCIL MEETING - 23 JUNE 2022
REPORT

Moved by Councillor R Ivey and seconded by Councillor V Etheridge

MOTION

1. That it be noted that Council is required to fund a shortfall of \$67,000 for the 2022 event.
2. That Council consider the delivery of an NRL event in a multi-year agreement with an NRL Club.
3. That any sponsorship funds generated by Dubbo Regional Council are retained by Dubbo Regional Council.
4. That negotiations with NRL clubs seeks better community access to players.
5. That the Mayor and Chief Executive Officer commence negotiations with NRL clubs and provide a final report to Council on the outcome of negotiations.

CARRIED

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

Against: Nil

CCL22/164 OPPORTUNITY FOR INDUSTRY GROWTH - A COMMERCIAL AGREEMENT FOR DISCUSSION ON 139 DARLING ST (FORMER CARPET COURT BUILDING) (ID22/1150)

The Council had before it the report dated 7 June 2022 from the Economic Development Team Leader regarding Opportunity for Industry Growth - a Commercial Agreement for Discussion on 139 Darling St (Former Carpet Court Building).

Moved by Councillor S Chowdhury and seconded by Councillor V Etheridge

MOTION

The Council recommends that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business (Section 10A(2)(c)).

CARRIED

Moved by Councillor J Gough and seconded by Councillor S Chowdhury

MOTION

1. That Council assist in facilitating development of an emerging industry sector to help leverage other circular economy and REZ business developments in the LGA through a six month lease at \$100, excluding GST, per week of the vacant building at 139 Darling Street, with all outgoings to be the responsibility of the tenant.
2. That there is a genuine intention that this business remains in the Dubbo Local Government area.

ORDINARY COUNCIL MEETING - 23 JUNE 2022
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CARRIED

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

Against: Nil

The meeting closed at 8.13 pm.

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CHAIRPERSON



**REPORT
EXTRAORDINARY COUNCIL MEETING
27 JUNE 2022**

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

ALSO IN ATTENDANCE:

The Chief Executive Officer, the Director Organisational Performance, the Governance Team Leader, the Administration Officer Governance, the Director Strategy, Partnerships and Engagement, the Communications Partner, the Director Infrastructure, the Director Community, Culture and Places and the Manager Growth Planning.

Councillor M Dickerson assumed the Chair of the meeting.

The proceedings of the meeting commenced at 12.00 pm at the Dubbo Civic Administration Building, Council Chamber, with a prayer read by Councillor V Etheridge for Divine Guidance to the Council in its deliberations and activities. The acknowledgement of country was also read by Councillor M Wright.

CCL22/165 LEAVE OF ABSENCE (ID22/1145)

Requests for leave of absence were received from Councillors J Black, L Burns and P Wells who were absent from the meeting due to personal reasons.

Moved by Councillor S Chowdhury and seconded by Councillor J Gough

MOTION

That such requests for Leave of Absence be accepted and Councillors J Black, L Burns and P Wells be granted leave of absence from this meeting.

CARRIED

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

Against: Nil

EXTRAORDINARY COUNCIL MEETING - 27 JUNE 2022
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CCL22/166 CONFLICTS OF INTEREST (ID22/1146)

There were no conflicts of interest declared.

CCL22/167 PUBLIC FORUM (ID22/1147)

Council reports having heard from the following persons during Public Forum:

- Bronwyn Powell – OzFish – CCL22/168 – 2022/2023 Delivery Program and Operational Plan – Results of Public Exhibition – Funding of River Repair Bus
- Ethan Chant – OzFish – CCL22/168 – 2022/2023 Delivery Program and Operational Plan – Results of Public Exhibition - Funding of River Repair Bus
- Lachlan Cusack – REINSW Orana Division – CCL22/170 – Towards 2040 Community Strategic Plan – Results of Public Exhibition – Results of Public Exhibition
- Fran Philipson – CCL22/168 - 2022/2023 Delivery Program and Operational Plan – Results of Public Exhibition – Wellington Aerodrome Landing Fees
- Nicholas Broadbent – Future premises of the Macquarie Conservatorium – via audio-visual link

MAYORAL MINUTES:

CCL22/167a PROVISION OF CREDIT TO USERS OF POTABLE WATER IN GEURIE DURING BOIL WATER ALERT PERIOD (ID22/1205)

The Council had before it the Mayoral Minute regarding Provision of Credit to Users of Potable Water in Geurie During Boil Water Alert Period.

Moved by Councillor M Dickerson

MOTION

That the CEO provide a report to the July Infrastructure, Planning and Environment Committee on how a rebate could be provided to users of potable water in Geurie for the period of the boil water alert in June 2022.

CARRIED

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

Against: Nil

REPORTS FROM STAFF:

CCL22/168 2022/2023 DELIVERY PROGRAM AND OPERATIONAL PLAN - RESULTS OF PUBLIC EXHIBITION (ID22/882)

The Council had before it the report dated 31 May 2022 from the Team Leader Growth Planning Projects regarding 2022/2023 Delivery Program and Operational Plan - Results of Public Exhibition.

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Moved by Councillor R Ivey and seconded by Councillor S Chowdhury

MOTION

1. That the submissions received by Council during the public exhibition period (attached in Appendix 1) be noted.
2. That the draft 2022/2023 Delivery Program and Operational Plan (as amended and attached in Appendix 2), draft Macquarie Regional Library 2022/2023 Operational Plan (attached in Appendix 3), draft Council 2022/2023 Budget and Capital Expenditure (attached in Appendix 4 and Appendix 5), draft 2022/2023 Fees and Charges (as amended and attached in Appendix 6), draft 2022/2023 Annual Statement of Revenue Policy (attached in Appendix 7), draft Macquarie Regional Library 2022/2023 Budget (attached in Appendix 8), draft Macquarie Regional Library 2022/2023 Fees and Charges (attached in Appendix 9), draft Long Term Financial Plan (attached in Appendix 10) and draft Interim Workforce Management Plan (attached in Appendix 11), be adopted and commence operation on 1 July 2022.
3. That that draft documents be amended to correct minor clarifications and typographical errors.
4. That the 2022/2023 Fees and Charges in respect of the Aquatic Leisure Centres – All Access Passes be deleted.
5. That the 2022/2023 Fees and Charges in respect of the Aquatic Leisure Centres – Admission be amended to:

Dubbo and Wellington Aquatic Leisure Centres

Season Pass – Adult	\$120
Season Pass – Child	\$80
Season Pass – Concession	\$80
Season Pass – Family	\$290
28 Day Pass – Adult	\$25
28 Day Pass – Child	\$20
28 Day Pass – Concession	\$20
28 Day Pass – Family	\$45

Geurie Pool

Season Pass – Adult	\$95
Season Pass – Child	\$60
Season Pass – Concession	\$60
Season Pass – Family	\$150
28 Day Pass – Adult	\$22
28 Day Pass – Child	\$17
28 Day Pass – Concession	\$17
28 Day Pass – Family	\$38

6. That Council make a determination on the 2022/2023 Fees and Charges in respect of the Aquatic Leisure Centres – 10 Entry Pass – Dubbo, Wellington and Geurie.
7. That the 2022/2023 Fees and Charges in respect of the Sporting Facilities – Hire Fee – Apex Oval/Barden Park/Victoria Park No. 1 Oval/Dubbo Regional Cycling Facility be

EXTRAORDINARY COUNCIL MEETING - 27 JUNE 2022
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amended to include a new fee as follows:

Casual hire function room – Private – excluding clean if required – per use	\$370
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8. That the 2022/2023 Fees and Charges in respect of the Sporting Facilities – Ground Preparation Fee – Soccer be amended as follows:

Macquarie United	\$2872.47
Orana Spurs	\$2061.17
Dubbo Bulls	\$1667.44

9. That the 2022/2023 Fees and Charges in respect of Companion Animals – Registration be amended in accordance with the Companion Animals Regulation 2018 as follows:

Dog – Desexed (by relevant age)	\$69
Dog – Desexed (by relevant age eligible pensioner)	\$29
Dog – Desexed (sold by pound/shelter)	\$0
Dog – Not Desexed or Desexed (after relevant age)	\$234
Dog – Not Desexed (not recommended)	\$69
Dog – Not Desexed (recognised breeder)	\$69
Dog – Working	\$0
Dog – Service of the State	\$0
Assistance Animal	\$0
Cat – Desexed or Not Desexed	\$59
Cat – Eligible Pensioner	\$29
Cat – Desexed (sold by pound/shelter)	\$0
Cat – Not Desexed (not recommended)	\$59
Cat – Not Desexed (recognised breeder)	\$59
Registration late fee	\$19

10. That the 2022/2023 Fees and Charges in respect of Companion Animals – Annual permit be amended in accordance with the Companion Animals Regulation 2018 as follows:

Cat not desexed by four months of age	\$85
Dangerous dog	\$206
Restricted dog	\$206
Permit late fee	\$19

11. That the 2022/2023 Fees and Charges in respect of the Community Arts Centre Meeting Rooms be amended as follows:

Art Studio – Community – per hour, minimum 2 hour booking	\$30
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12. That \$295,000 from the compulsory acquisition of Wiradjuri Park by Transport for NSW be used to repair the flood damaged pathway in Pioneer Oval, Wellington
13. That an advertisement be placed in local print media advising of Council's adoption of the relevant documents.
14. That in accordance with the requirements of Section 566(3) of the Local Government

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Act 1993, the interest charged on overdue rates and charges be at the rate of 6% per annum for the 2022/2023 financial year.

15. That those who made a submission be acknowledged and advised of Council's determination in this matter.

CARRIED

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

Against: Nil

CCL22/168a AQUATIC LEISURE CENTRS - 10 VISIT PASS

As resolved by Council in part 6, above, Council must now make a determination regarding fees and charges in respect of the Aquatic Leisure Centres – 10 Visit Pass.

Moved by Councillor R Ivey and seconded by Councillor J Gough

MOTION

That the 2022/2023 Fees and Charges in respect of the Aquatic Leisure Centres – 10 Visit Pass be amended to:

DALC/WALC Adult	\$45
DALC/WALC Child/ concession	\$25
Geurie Adult	\$30
Geurie Concession	\$20

CARRIED

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

Against: Nil

CCL22/169 THE MAKING OF THE RATES AND CHARGES FOR 2022/2023 (ID22/1027)

The Council had before it the report dated 2 June 2022 from the Revenue Accountant regarding The Making of the Rates and Charges for 2022/2023.

Moved by Councillor M Wright and seconded by Councillor V Etheridge

MOTION

1. That WHEREAS the 2022/2023 Draft Operational Plan was adopted by the Council on 28 April 2022, and WHEREAS public notice of the 2022/2023 Draft Operational Plan was given as per Section 405 of the Local Government Act 1993 in the form of a proactive media plan supported by an advertising campaign and online communications and WHEREAS a period of 28 days has lapsed since the commencement of advertising on 2 May 2022 and Council has taken into

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consideration submissions made concerning the Draft Operational Plan and Budget IT IS HEREBY RESOLVED that Council make the following Rates and Annual Charges for the year 2022/2023, and that such Rates and Annual Charges be the amount specified hereunder subject to the minimum amount per assessment specified in Ordinary Rates table below:

Ordinary Rates (Section 494)	Ad Valorem (or rate in \$) Amount	Minimum Amount	Yield %
Residential			
Residential Ordinary Applies to residential properties within the areas that are outside the defined Residential Dubbo Urban, Residential Wellington, Residential Geurie, Residential Village, Firgrove Estate, and Richmond Estate (as defined in Schedule A hereunder)	0.5452	\$556.50	8.6%
Residential – Dubbo Urban Applies all residential properties within the defined "Urban" area (as defined in Schedule A hereunder)	0.7876	\$732.15	44.1%
Residential – Firgrove Estate Applies to residential properties within the defined "Firgrove" development (as defined in Schedule A hereunder)	0.5774	\$715.65	0.7%
Residential - Richmond Estate Applies to residential properties within the defined "Richmond Estate" development (as defined in Schedule A hereunder)	0.5774	\$715.65	0.5%
Residential - Village Applies to all residential properties within the defined "Village" areas of Ballimore, Brocklehurst, Eumungerie and Wongarbron (as defined in Schedule A hereunder)	0.6191	\$578.00	0.6%
Ordinary Rates (Section 494)	Ad Valorem (or rate in \$) Amount	Minimum Amount	Yield %

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Residential - Wellington Applies to all residential properties within the defined Wellington Urban area (as defined in Schedule A hereunder)	1.9126	\$552.40	4.2%
Residential - Geurie Applies to all residential properties within the Village of Geurie (as defined in Schedule A hereunder)	0.6191	\$578.00	0.3%
Business			
Business Ordinary Applies to all business properties that are outside the township of Wellington and the defined CBD, East Dubbo, Cobra Street and Wellington Road areas (as defined in Schedule A hereunder)	1.0698	\$732.15	10.0%
Business - Central Business District Applies to all business properties within the defined "CBD" area	2.6527	\$732.15	11.1%
Business - East Dubbo area Applies to all business properties within the defined "East Dubbo" area	3.2526	\$732.15	1.2%
Business – Cobra Street Applies to all business properties within the defined "Cobra Street" bulky goods precinct	3.2526	\$732.15	0.7%
Business - Wellington Road Applies to all business properties within the defined "Wellington Road" area	3.2526	\$732.15	0.7%
Business - Wellington Applies to all business properties within the township of Wellington (as defined in Schedule A hereunder)	2.6701	\$732.15	0.9%
Ordinary Rates (Section 494)	Ad Valorem (or rate in \$) Amount	Minimum Amount	Yield %
Farmland			

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Farmland Applies to all land which has been declared "Farmland"	0.4537	\$389.20	16.4%
Mining			
Mining Applies to all land which has been declared "Mining"	6.0000	\$578.00	0.0%

Schedule A

Ordinary Rates Land to which rate applies

a. Residential

All properties categorised as "residential" outside the defined "Residential Dubbo Urban", "Residential Wellington", "Residential Geurie", "Residential Village", "Firgrove Estate" and "Richmond Estate" areas.

b. Residential - Dubbo Urban

All residential properties declared "Residential Dubbo Urban" being in the area generally described as that part of the City of Dubbo which lies within an area bounded by Talbragar River, Old Gilgandra Road, Bootherba Road, Yarrandale Road, Cobbora Road, Bushland Drive, western boundary of Lots 221 and 222 DP 1239477 and Lot 21 DP 572534, Buninyong Road, South Buninyong Road, Railway Lane, Wellington Road, the western boundary of Lot 51 DP 612578, the eastern and southern boundary of Lot 2508 DP 1093568, eastern and southern boundary of Lot 2492 DP 623366, Sheraton Road, western boundary of Lot 2 DP 1272474, northern boundary of Lot 6 DP 582736 and Lot 31 DP 738069, Hennessy Drive inclusive of parcels south of Hennessy Drive described as Lots 7000, 7001 and 7002 DP 1139564, Old Dubbo Road, area on southern side of Macquarie Street zoned R2 to the Water Treatment Plant boundary, Macquarie River, southern boundary of Lot 16 DP 753233, Newell Highway, Blackbutt Road, Jaira Road, Minore Road, Western Railway Line, area zoned IN2 on the western side of railway line bounded by Lot 7 DP 223428 Lot 52 DP 1028071 Lot 2 DP 1183095, Narromine Road, Dubbo Aerodrome, Blizzardfield Road, Bunglegumbie Road, northern and eastern boundary Lot 7 DP 250606, eastern boundary Lot 6 DP 250606, southern boundary Lot 4 DP 250606, Macquarie River, southern boundary Lot 261 DP 575016, Brisbane Street North Dubbo and Newell Highway.

c. Residential - Firgrove

All residential properties within the "Firgrove Estate" development.

d. Residential - Richmond

All residential properties within the "Richmond Estate" development.

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- e. **Residential - Village**
All residential properties within the villages of Ballimore, Eumungerie and Wongarbon zoned RU5 (Village) under the Dubbo Local Environmental Plan 2022 and all residential properties declared Residential Village being in the area generally described as that part of Brocklehurst which lies within an area bounded by Wambianna Street, western boundary of Lots 147 and 148 DP 754328, northern boundary of Lot 1 DP 1001551 and the Newell Highway.
- f. **Residential - Wellington**
All residential properties declared "Residential Wellington" being in the area generally described as that part of the town of Wellington which lies within an area bounded by Mitchell Highway, Goolma Road, western boundary of Lot 2 DP 806578, Macquarie River, McLeod Street, Warne Street, Marsh Street, Maughan Street, McLeod Street, southern boundary of Lots 3 and 4 DP 711299, western boundary of Lot 147 DP 756920, western boundary of Lot 337 DP 728783, Charles Street, Pierce Street, Samuel Street, the western boundary of lots 68 and 69 DP 756920, Pierce Street, northern boundary of Lot 7002 DP 1020770, Barton Street, Belle Street, Curtis Street, eastern boundary of Lot 3 and 4 Section 17 DP 759073, Lot 1 Section 82 DP 759073, unformed end of Zouch Street, western boundary of Lots 7 and 10 DP 783257, Maxwell Street, Bell River, southern and eastern boundary of Lot 31 DP 1099008, southern, eastern and northern boundary of Lot 289 DP 756920, Gobolion Street, Bell River, Macquarie River, Lay Street, Tollemache Street, eastern boundary of Lot 10 DP 1122385, southern and eastern boundary of Part Lot 2 DP 334986, Mitchell Highway.
- g. **Residential - Geurie**
All residential properties declared "Residential Geurie" being in the area generally described as that the village of Geurie which lies within an area bounded by Geurie Street, Greenbank Street, Lot 154 DP 754313, Fitzroy Street, Comobella Road, western boundary of Lots 1 and 10, section 5 DP 758438, Lot 1 DP 123355, Lots 1 and 10 section 15 DP 758438, Mitchell Highway, western boundary of Lots 195 and 196 DP 184019, Morley Street, Whitely Street, Cass Street, Old Dubbo Road and Mitchell Highway.
- h. **Business**
All properties categorised as "business" except those within the defined "Central Business District", "East Dubbo", "Cobra Street" and "Wellington Road" areas or within the "township of Wellington" (which is defined in the Residential Wellington sub-category description).
- i. **Business - Central Business District**
All "business" properties within the area described as that part of the City of Dubbo which lies within the area bounded by Erskine Street, Darling Street, Cobra Street and the Macquarie River.

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- j. **Business - East Dubbo**
All "business" properties within the area bounded by Wheelers Lane, Birch Avenue, Windsor Parade and the Mitchell Highway.
- k. **Business - Cobra Street**
All "business" properties zoned Business Development B5 in the area fronting Cobra Street within the area bounded by the Molong Railway line to the west and the eastern and southern boundaries of Lot 121 DP1074142 and the northern boundary of Lot 304 DP 754308.
- l. **Business - Wellington Road**
All "business" properties zoned Business Development B5 in the area fronting Wellington Road known as "Blue Ridge Estate" within the area bounded by Sheraton Road to the west, Wellington Road (Mitchell Highway) to the north, the eastern boundary of Lot 4 DP 1144575 and Capital Drive to the east and Blueridge Drive and the Northern Boundary of Lot 2506 DP 1082413 as the southern boundary.
- m. **Business - Wellington**
All "business" properties within the township of Wellington (as defined in the Residential Wellington sub-category).
- n. **Farmland**
All land which has been declared "farmland".
- o. **Mining**
All land which has been declared "mining".

ANNUAL CHARGES STATEMENT (Section 405(2))

In accordance with the provisions of Section 405 of the Act, Council has resolved to make and levy the following annual charges.

DOMESTIC WASTE MANAGEMENT SERVICE CHARGE (SECTION 496)

Domestic Waste Management Service Charge – 3 Bin Service

A Domestic Waste Management Service is to be available to all residential properties in the urban areas of Brocklehurst, Dubbo, Geurie, Wellington and Wongarbron which have been defined on a map marked for this purpose. The annual charge for 2022/2023 is \$429.50. This charge provides for a once weekly kerbside collection service of one weekly 240 litre food and garden waste bin service, a once weekly kerbside collection of 140 litre garbage bin and a fortnightly kerbside collection for one 240 litre bin of mixed recycling.

Under section 496(2) of the Local Government Act 1993 Council may make an annual charge for the provision of a domestic waste management service for a parcel of land that is exempt from rating if the service is available for that land and the owner of

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that land requests or agrees to the provision of the service to that land.

Council will grant a voluntary pension rebate of \$52.00 on the Domestic Waste Management Service Charge – 3 Bin Service in 2022/2023. To be eligible to receive the

voluntary rebate the property owner must be eligible to receive a Pensioner Concession on their Ordinary Rates and Annual Charges under section 575 of the Local Government Act 1993. The voluntary Pension Rebate – Domestic Waste will be granted or abandoned proportionately based on liability and on a quarterly basis as per the eligibility criteria for a Pension Concession granted under section 575 of the Local Government Act.

Domestic Waste Management Service Charge – 2 Bin Service

A Domestic Waste Management Service is to be available to all residential properties located in the urban fringe and outer areas of Brocklehurst, Dubbo, Geurie, Wellington and Wongarboon, the villages of Ballimore, Bodangora, Dripstone, Elong Elong, Euchareena, Eumungerie, Mogriguy, Mumbil, Nanima, North Yeoval and Stuart Town, and the areas of Cadonia Estate, Firgrove Estate, Richmond Estate, Ponto Falls and Wellington Caves; which have been defined on a map marked for this purpose.

The Domestic Waste Management Service Charge – 2 Bin Service will apply to multiple unit dwellings on single title lots such as retirement villages, gated communities and apartment blocks and to Strata title units with greater than 2 lots in the registered Strata Plan.

The annual charge for 2022/2023 is \$350.10. This charge provides for a once weekly kerbside collection service of one weekly kerbside collection of 240 litre Garbage bin and a fortnightly kerbside collection for one 240 litre bin of mixed recycling.

Multiple unit dwellings situated on a single title property will be levied a Domestic Waste Management Service Charge – 2 Bin Service for each unit for dwellings comprising up to and including eight units. Multiple unit dwellings comprising more than eight units will be levied eight times the Domestic Waste Management Service Charge – 2 Bin Service (\$2,800.80) plus one Domestic Waste Management Service Charge – 2 Bin Service for every two unit dwellings in excess of eight (rounded up to the next whole number in the case of an odd number of units).

Capacity Upgrade – 3 Bin Service

In exceptional circumstances, and as approved by the Manager Resource Recovery and Efficiency, approval may be granted for a weekly 240 litre Garbage Bin rather than the standard weekly 140 litre bin. The additional charge for this extra capacity will be \$89.35 in 2022/2023. This is an annual charge and will not be levied on a pro-rata basis.

EXTRAORDINARY COUNCIL MEETING - 27 JUNE 2022
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Domestic Waste Management Charge – Vacant Land

A Domestic Waste Charge – vacant land for 2022/2023 of \$108.15 is applicable to all vacant parcels of land categorised as Residential for rating purposes within the defined three bin or two bin kerbside collection areas.

Additional Domestic Waste Management Services

Additional Domestic Waste Management Recycling Service for residential dwellings charge provides for a once fortnightly kerbside collection for one 240 litre bin of mixed recycling. The annual charge for 2022/2023 is \$143.15.

Additional Domestic Waste Management Food Organics and Garden Organics Service for residential dwellings charge provides for a once weekly kerbside collection for one 240 litre bin of food and garden organic waste bin service. The annual charge for 2022/2023 is \$140.00.

ANNUAL CHARGES (SECTION 501)

Non Domestic Waste Collection Service Charge

A weekly kerbside garbage collection service is available to all non-residential properties in the designated kerbside collection area. The annual charge will only be applied to those properties for which the service is provided.

The annual charge for 2022/2023 is \$237.20. This charge provides for a once weekly kerbside collection service of one 240 litre garbage bin.

Non-Domestic Recycling Service Charge

Fortnightly Non-Domestic Recycling collections will be provided to all non-residential properties in the designated kerbside collection area that require the service. The annual charge provides for a fortnightly kerbside collection of the 240 litre bin of mixed recycling.

The annual charge for 2022/2023 is \$143.15 per bin.

Non-Domestic Green Waste Collection Service Charge

Food and Garden Waste collections will be available to all non-residential properties in the designated 3-bin kerbside collection area that require the service. The annual charge provides for a weekly kerbside garbage collection service of one 240 litre Food and Garden Waste bin.

The annual charge for 2022/2023 is \$140.00 per bin.

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Waste Management Service (Rural) Charge

A Waste Management Service (Rural) Charge is applicable to all rural parcels of rateable land with households located thereon located outside the defined waste collection zones and covers the disposing of small domestic quantities (equivalent to wheelie bin capacity). The annual charge finances the operation of rural household waste transfer stations and the cost of disposing of small quantities of rural household waste at the Whylandra Waste and Recycling Centre and Wellington Waste Facility.

The annual charge for 2022/2023 is \$153.60 (including GST) and the charge is based on the revenue required to cover the “reasonable cost” of providing this service for 2022/2023.

Drainage Service Charge - Dubbo

An annual Drainage Service Charge will apply to all parcels of rateable land in the defined “Urban” area. The defined “Urban” area is the same area to which the Residential Dubbo Urban Ordinary Rate is applied. The amount of the Annual Charge for 2022/2023 will be \$103.06 and is an increase of 2.3% over the Annual Charge for 2021/2022.

Water Supply Service Access Charge

The Pricing Policy for 2022/2023 will comprise:

1. An access charge (annual charge under Section 501).
2. A usage charge (charge for the actual use of the service under Section 502).

Council will be maintaining separate charging structures for the former Dubbo City Council and Wellington Council.

An annual Water Supply Service Access Charge will apply to all parcels of land where a water supply is available. The amount of the access charge applicable to each property will be in accordance with the size of the water service provided to that property. The access charge for each size of water service for 2022/2023 is as follows:

Former Dubbo City Council:

Meter Size	Annual Charge
20mm	\$293.56
25mm	\$457.95
30/32mm	\$751.48
40mm	\$1,174.19
50mm	\$1,834.68
65mm	\$3,099.86
80mm	\$4,696.77

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100mm	\$7,338.70
150mm	\$16,520.85
200mm	\$29,355.52

A minimum charge, being the amount equivalent to a 20mm water service charge, will apply to each rateable parcel of land which has been created under a Strata Title subdivision, Community or Neighbourhood Plan.

A minimum charge, being the amount equivalent to a 20mm water service charge, will apply to each parcel of rateable land which does not have a water service connected but to which a water service is available in accordance with the provision of Section 552 (1) (b) of the Local Government Act 1993.

Former Wellington Council:

Tariff Description	Annual Availability Charge
Domestic	\$450.56
Commercial 20mm	\$545.73
Commercial 25mm	\$844.34
Commercial 31mm	\$1,303.97
Commercial 32mm	\$1,389.93
Commercial 38mm	\$1,969.66
Commercial 40mm	\$2,171.27
Commercial 50mm	\$3,388.93
Commercial 80mm	\$8,684.61
Commercial 100mm	\$13,572.52
Commercial 150mm	\$30,528.06
Un-connected service	\$450.54
Connected service - no meter	\$545.73
Dedicated fire service	\$545.73
Commercial (Non Profit) - Commercial 50mm	\$844.34
Church Properties	
Connected Wellington and Village Non Residential	\$436.54
Connected Wellington and Village - Domestic	\$360.42

Sewerage Service Charge – Residential

Dubbo Residential Sewer Charge

An annual Sewerage Service Charge will apply to all residential properties within the former Dubbo City Council area.

The annual Sewerage Service charge to apply to all single dwellings, and each rateable parcel of land which has been created under a Strata Title subdivision, Community or Neighbourhood Plan and vacant land where a sewerage service is available will be \$835.88 for 2022/2023.

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The annual sewerage service charge to apply to all residential multiple residence properties where individual separate occupancies are situated on a single parcel of land (includes non strata flats, units, villas and dwellings within retirement villages) will be the number of occupancies x the residential single dwelling annual charge x .5.

Wellington Residential Sewer Charge

An annual Sewerage Service Charge will apply to all residential properties within Wellington.

The annual sewerage service charge to apply to all single dwellings, and each rateable parcel of land which has been created under a Strata Title subdivision, Community or Neighbourhood Plan where a sewerage service is available, will be \$732.43 for 2022/2023.

Wellington Sewer Charge - Unoccupied

The annual sewerage service charge to apply to all vacant parcels of land within the township of Wellington where a sewerage service is available will be \$648.24 for 2022/2023.

Mumbil Sewer Charge

The annual sewerage service charge for 2022/2023 to apply to all Residential properties within Mumbil where a sewerage service is available will be \$686.29.

Mumbil Sewer Charge – Unoccupied

The annual sewerage service charge for 2022/2023 to apply to all each unoccupied rateable parcel of land within Mumbil where a sewerage service is available will be \$648.24.

Geurie Sewer Charge

The annual sewerage service charge for 2022/2023 to apply to all Residential properties within Geurie where a sewerage service is available will be \$732.43

Geurie Sewer Charge – Unoccupied

The annual sewerage service charge for 2022/2023 to apply to each unoccupied rateable parcel of land within Geurie where a sewerage service is available will be \$648.24.

Religious Property Sewer Charge - Wellington

The annual sewerage service charge for 2022/2023 to apply to all religious properties

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where a sewerage service is available will be \$587.07.

Religious Property Sewer Charge – Village

The annual sewerage service charge for 2022/2023 to apply to all religious properties where a sewerage service is available will be \$587.07.

2. That WHEREAS the 2022/2023 Draft Operational Plan was adopted by the Council on 28 April 2022, and WHEREAS public notice of the 2022/2023 Draft Operational Plan was given as per Section 405 of the Local Government Act 1993 in the form of a proactive media plan supported by an advertising campaign and online communications and WHEREAS a period of 28 days has lapsed since the commencement of advertising on 2 May 2022 and Council has taken into consideration submissions made concerning the Draft Operational Plan and Budget, IT IS HEREBY RESOLVED that Council make the following User Charges for the year 2022/2023:

USER PAY CHARGES (SECTION 502)

Water Supply Service Usage Charge

A charge will be raised for the use of the Water Supply Service on a consumption year basis recorded by the meter or meters servicing each property.

The Usage Charge applicable to properties in the former Dubbo City Council for 2022/2023 will apply as follows:

Residential Properties - All Consumption - per kilolitre	\$2.22
Non Residential Properties - All Consumption - per kilolitre	\$2.22

The Usage Charges applicable to properties in the former Wellington Council for 2022/2023 will apply as follows:

Tariff Description	Consumption Charge	Consumption Charge	Consumption Charge	Consumption Charge
From KL	0	301	501	10,001
To KL	300	500	10,000	-
Domestic	\$2.42	\$2.47	\$2.65	\$2.86
Commercial	\$1.67	\$1.80	\$2.19	\$2.75
Connected Service No Meter	20KL per qtr			

Sewerage Service Charges - Non Residential

Sewerage Service Charge Non Residential - Dubbo

The use of the Sewerage Service by all non-residential properties within the former Dubbo City Council area will be charged on a quarterly basis in accordance with the following pricing structure for 2022/2023:

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$$\begin{aligned}
 B &= SDF \times (AC + C \times UC) \\
 B &= \text{Quarterly Sewerage Charge - Non Residential} \\
 SDF &= \text{Sewerage Discharge Factor} \\
 AC &= \frac{(AC_{20} \times D^2)}{400}
 \end{aligned}$$

This equates to the following Access Charge (AC) for the various water connection sizes:

Meter Size	Quarterly Amount	Annual Equivalent
20mm	\$109.95	\$439.80
25mm	\$171.80	\$687.19
32mm	\$281.47	\$1,125.89
40mm	\$439.80	\$1,759.20
50mm	\$687.19	\$2,748.75
65mm	\$1,161.35	\$4,645.39
80mm	\$1,759.20	\$7,036.80
100mm	\$2,748.75	\$10,995.00
150mm	\$6,184.69	\$24,738.75

The Access Charge (AC) is applicable to each water service connected to a property in accordance with the size of the meter fitted to the service.

$$\begin{aligned}
 D &= \text{Water Supply Service Connection Size} \\
 C &= \text{Annual Water Consumption} \\
 UC &= \text{Usage Charge} && \$2.40/Kl \\
 &= \text{Minimum Quarterly Sewerage Charge - Non Residential} && \$208.97
 \end{aligned}$$

Sewerage Services Charge Non Residential - Wellington

The use of the Sewerage Service by all non-residential properties within the former Wellington Council area will be charged on a quarterly basis in accordance with the following pricing structure for 2022/2023:

$$\begin{aligned}
 B &= SDF \times (AC + C \times UC) \\
 B &= \text{Quarterly Sewerage Charge - Non Residential} \\
 SDF &= \text{Sewerage Discharge Factor} \\
 AC &= \frac{(AC_{20} \times D^2)}{400}
 \end{aligned}$$

This equates to the following Access Charge (AC) for the various water connection sizes:

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Meter Size	Quarterly Amount	Annual Equivalent
20mm	\$97.64	\$390.56
25mm	\$152.56	\$610.25
31mm	\$234.58	\$938.32
32mm	\$249.96	\$999.83
38mm	\$352.48	\$1,409.92
40mm	\$390.56	\$1,562.24
50mm	\$610.25	\$2,441.00
80mm	\$1,562.24	\$6,248.96
100mm	\$2,441.00	\$9,764.00
150mm	\$5,492.25	\$21,969.00
Unconnected Service	\$155.49	\$621.97
Connected Service No Meter	\$176.51	\$706.04
Commercial (Non-Profit) – 50mm	\$156.70	\$626.78
Churches		
Connected - Villages		\$503.14
Connected - Wellington		\$503.14

The Access Charge (AC) is applicable to each water service connected to a property in accordance with the size of the meter fitted to the service.

D	=	Water Supply Service Connection Size	
C	=	Annual Water Consumption	
UC	=	Usage Charge	\$1.04/Kl
		Minimum Quarterly Sewerage Charge - Non Residential	\$183.112.

CARRIED

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

Against: Nil

CCL22/170 TOWARDS 2040 COMMUNITY STRATEGIC PLAN - RESULTS OF PUBLIC EXHIBITION (ID22/877)

The Council had before it the report dated 31 May 2022 from the Team Leader Growth Planning Projects regarding Towards 2040 Community Strategic Plan - Results of Public Exhibition.

Moved by Councillor J Gough and seconded by Councillor V Etheridge

MOTION

1. That the submissions and comments received by Council during the public exhibition period (attached in Appendix 1) be noted.
2. That the draft Towards 2040 Community Strategic Plan be endorsed and commence operation on 1 July 2022 (attached in Appendix 2).
3. That the changes between the pre-exhibition draft Community Strategic Plan and the

EXTRAORDINARY COUNCIL MEETING - 27 JUNE 2022
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- post-exhibition Community Strategic Plan be noted (attached in Appendix 3).
4. That the community be advised through a variety of media channels of Council's endorsement of the Towards 2040 Community Strategic Plan.
 5. That those who made a submission be acknowledged and advised of Council's determination in this matter.

CARRIED

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

Against: Nil

The meeting closed at 12.52 pm.

.....
CHAIRPERSON



DUBBO REGIONAL
COUNCIL

REPORT: Mayoral Appointments and Meetings

DIVISION: Chief Executive Officer
REPORT DATE: 30 June 2022
TRIM REFERENCE: ID22/1296

EXECUTIVE SUMMARY

Purpose	Provide review or update	
Issue	<ul style="list-style-type: none">Details of Mayoral appointments and meetings for the period 12 June 2022 through to 16 July 2022.	
Reasoning	<ul style="list-style-type: none">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 13 June 2022

- Submitted Mayoral Memo to the Daily Liberal.
- Submitted Mayoral Memo to the Wellington & District Leader.

Tuesday 14 June 2022

- Attended a meeting with Councillor Pam Wells.
- Attended a meeting with Errin Williamson, President of Dubbo Chamber of Commerce.
- Attended the official signing of the Dubbo Regional Council and Dubbo Aboriginal Community Working Party Partnership Agreement.
- Attended along with Council's Chief Executive Officer, Murray Wood a meeting with the Clyde Thomson and Lucy White from Destination Country and Outback.
- Attended along with Council's Chief Executive Office, Murray Wood a meeting with Member for Dubbo the Hon. Dugald Saunders MP.

Wednesday 15 June 2022

- Attended meeting with Council's Chief Executive Office, Murray Wood.
- Attended along with Councillor Matt Wright, Council's Chief Executive Office, Murray Wood, Director Strategy, Partnership and Environment, Natasha Comber, Director Development and Environment, Stephen Wallace, Building Services Team Leader, Peter Griffiths a meeting with Ahmed Mahil from Luyten 3D.
- Attended along with Council's Chief Executive Officer a business dinner with the Australian Strategic Materials visiting South Korean delegation.

Thursday 16 June 2022

- Attended along with Director Community, Culture and Places, John Watts, Director Infrastructure, Luke Ryan and Manager Community Services, Christy White a tour of the upgrades of the Dubbo Turf Club.
- Attended along with Councillors Jess Gough and Richard Ivey the Wellington Community Services Expo.
- Attended a meeting with ASM South Korean Delegation.

Friday 17 June 2022

- Attended radio interview with 2DU.
- Attended the AMaGA National Awards Ceremony to accept award on behalf on Wellington Caves for the Ancient Landscape Exhibition.

Saturday 18 June 2022

- *Deputy Mayor Councillor Richard Ivey attended along with Councillors Josh Black and Vicki Etheridge and Council's Chief Executive Officer, Murray Wood the Philippine Independence Day Flag Raising Ceremony in lieu of the Mayor.*
- *Deputy Mayor Councillor Richard Ivey attended the Philippine Independence Day dinner in lieu of the Mayor.*

Sunday 19 June 2022

- Attended along with Councillor Vicki Etheridge and Council's Chief Executive Officer, Murray Wood the ALGA National General Assembly Welcome Reception and Exhibition opening in Canberra.

Monday 20 June 2022

- Attended radio interview with 2DU.
- Attended radio interview with 2BS.
- Attended radio interview with 2WEB.
- Attended interview with the Daily Liberal.
- Attended along with Councillor Vicki Etheridge and Council's Chief Executive Officer, Murray Wood the ALGA National General Assembly in Canberra.
- Submitted Mayoral Memo to the Daily Liberal.
- Submitted Mayoral Memo to the Wellington and District Leader.

Tuesday 21 June 2022

- Attended radio interview with 2DU.
- Attended along with Councillor Vicki Etheridge and Council's Chief Executive Officer, Murray Wood the ALGA National General Assembly in Canberra.

Wednesday 22 June 2022

- Attended radio interview with Triple M.
- Attended radio interview with ABC.
- Attended along with Council's Chief Executive Officer, Murray Wood the ALGA National General Assembly in Canberra.
- Attended along with Council's Chief Executive Officer, Murray Wood the Regional Cities NSW June Board meeting in Canberra.

Thursday 23 June 2022

- Attended along with Council's Chief Executive Officer, Murray Wood a lunch with Executives from Iberdrola Wind Farm in Wellington.
- Attended Council Briefing.
- Attended Ordinary Council Meeting.

Friday 24 June 2022

- Attended radio interview with 2DU.
- Attended radio interview with DC FM.
- Attended radio interview with Binjang radio.
- Attended interview with Prime 7.

Saturday 25 June 2022

- Attended along with Councillors Jess Gough; Josh Black; Shibli Chowdhury; Richard Ivey and Vicki Etheridge, Council's Chief Executive Officer, Murray Wood the Federal Member for Parkes, the Hon. Mark Coulton MP and the Member for Dubbo, the Hon. Dugald Saunders MP a Community Leaders' Breakfast.
- Attended along with Councillors Jess Gough; Josh Black; Shibli Chowdhury and Richard Ivey a tour of Bodangora Wind Farm.

Monday 27 June 2022

- Attended radio interview with 2DU.
- Attended radio interview with Zoo FM.
- Attended along with Council's Chief Executive Officer, Murray Wood and James McKechnie the signing of the Memorandum of Understanding with Charles Sturt University.
- Attended Council Briefing.
- Attended Extraordinary Council Meeting.
- Attended along with Council's Chief Executive Officer, Murray Wood the Regional Leaders Event Welcome Reception Function.
- Submitted Mayoral Memo to the Daily Liberal.
- Submitted Mayoral Memo to the Wellington and District Leader.

Tuesday 28 June 2022

- Attended radio interview with 2DU.
- Attended along with Councillors Richard Ivey and Matt Wright, a meeting with Council's Director Development and Environment, Stephen Wallace and Manager Resource Recovery and Efficiency, John Wisniewski.

Wednesday 29 June 2022

- Attended a meeting with Fiona Dewar, Deputy Secretary of Strategy, Corporate and Performance at the Department of Regional NSW.
- Attended along with Councillors Shibli Chowdhury and Richard Ivey a tour of the Charles Sturt University Dental Clinic and CSU building.
- Attended along with Councillor Matt Wright, Council's Chief Executive Officer Murray Wood and Director Development and Environment, Stephen Wallace a meeting with members from CEL Australia.

Thursday 30 June 2022

- Attended a radio interview with 2DU.
- Attended along with Council's Chief Executive Officer, Murray Wood and members from the Dubbo Men's Shed the signing of the lease agreement.
- Attended a meeting with Transition Dubbo.
- Attended a dinner of the Alliance of Western Councils in Nyngan.

Friday 1 July 2022

- Attended radio interview with 2DU.
- Attended radio interview with Binjang.
- Attended along with Council's Director Development and Environment, Stephen Wallace the Alliance of Western Councils Board Meeting in Nyngan.

Saturday 2 July 2022

- Attended the Inner Wheel Club of Dubbo Annual Changeover Luncheon celebrating 60 years of friendship and service.
- Attended along with Councillor Richard Ivey the Rotary Club of Wellington Changeover Dinner.

Monday 4 July 2022

- Attended radio interview with 2BS.
- Attended radio interview with 2WEB.
- Attended along with Councillors Josh Black and Shibli Chowdhury and Council's Chief Executive Officer the NAIDOC march and flag raising ceremony.
- Attended a meeting with Councillor Jess Gough.
- Submitted Mayoral Memo to the Daily Liberal.
- Submitted Mayoral Memo to the Wellington and District Leader.

Tuesday 5 July 2022

- Attended a meeting with Council's Chief Executive Officer, Murray Wood.
- Attended the Orana Mid-Western Police District Awards Ceremony.
- Attended along with Council's Chief Executive Officer, Murray Wood a meeting with David Fisher and Justin Canpelo from Housing Plus Orange.
- Attended along with Council's Chief Executive Officer, Murray Wood a Regional Cities Connectivity Working Group Meeting.
- Attended an interview with Tom Barber from the Daily Liberal.

Wednesday 6 July 2022

- Attended radio interview with Triple M.
- Attended radio interview with Prime 7.
- Attended a meeting of DEVIOUS.
- Attended a meeting with Councillor Josh Black.
- Attended along with Councillors Josh Black; Shibli Chowdhury; Mathew Dickerson; Vicki Etheridge; Jess Gough; Richard Ivey; Damien Mahon; Pam Wells and Matt Wright and Council's Chief Executive Officer Murray Wood a Councillor Workshop.

Thursday 7 July 2022

- Attended radio interview with 2DU.
- Attended radio interview with ABC.
- Attended radio interview with DC FM.
- Attended radio interview with Triple M
- Attended Regional Cities Population Working Group Meeting.
- Attended interview with Ben Palmer from the Daily Liberal.
- Attended a meeting with Brendan Cook from DRNSW.
- Attended interview with Kellie from the Guardian.
- Attended along with Councillors Josh Black; Shibli Chowdhury; Richard Ivey; Matt Wright and Council's Chief Executive Officer, Murray Wood a tour of the Western Cancer Centre.

Friday 8 July 2022

- Attended radio interview with 2DU.
- Attended along with Council's Chief Executive Officer, Murray Wood, Director Development and Environment, Stephen Wallace a meeting with Gus Lico from Dubbo RSL Club.
- Attended the NAIDOC Day Program at Apex Oval.
- Attended along with Council's Chief Executive Officer, Murray Wood a meeting with Claire Bynon from Dubbo Basketball Association and Maria Nordstrom from Basketball NSW.
- Attended along with Council's Chief Executive Officer, Murray Wood the Official Opening of Experimenta Life Forms – International Triennial of Media Art at the Western Plains Cultural Centre.

Saturday 9 July 2022

- Attended Dubbo parkrun and officially congratulated them on their 7th anniversary.

Monday 11 July 2022

- Attended radio interview with Zoo FM.
- Attended along with Council's Chief Executive Officer, Murray Wood a boil water alert media call at the Dubbo Water Treatment Plant.
- Attended interview with Jordan from the Guardian.
- Attended interview with Dave from the Daily Mail.
- Attended the Regional Cities NSW Connectivity Working Group Meeting.
- Attended along with Council's Chief Executive Officer, Murray Wood a meeting with representatives from NSW Health and Department of Planning and Environment.
- Attended Dubbo Region Public Art Strategy Consultation with David Cianci.
- Submitted Mayoral Memo to the Daily Liberal.
- Submitted Mayoral Memo to the Wellington and District Leader.

Tuesday 12 July 2022

- Attended a radio interview with Triple M.
- Attended a meeting with Councillor Pam Wells.
- Attended a meeting with Council's Chief Executive Officer, Murray Wood.
- Attended a meeting with the Daily Liberal at the Western Plains Cultural Centre.
- Attended along with Councillor Matt Wright, Council's Chief Executive Officer, Murray Wood, Director Development and Environment, Stephen Wallace a meeting with Nick Holden from Contour 3D.

Wednesday 13 July 2022

- Attended the Financial Assistance Program and Community Services Fund cheque presentations.
- Attended interview with Claudia from ABC News.
- Attended along with Councillors Shibli Chowdhury and Richard Ivey a tour of the Wellington Correctional Centre.
- Attended interview with Sarah Dingle from ABC National Radio.
- Attended interview with Matt from ABC Radio National.
- Attended along with Council's Chief Executive Officer, Murray Wood and Director Community, Culture and Places, Jane Bassingthwaighte the Making Connections – National Mental Health Commission community session.

Thursday 14 July 2022

- Attended radio interview with ABC Breakfast TV.
- Attended radio interview with Triple M.
- Attended interview with The Australian.
- Attended along with Councillors Josh Black; Shibli Chowdhury; Vicki Etheridge, Jess Gough; Richard Ivey; Matt Wright; Member for Parkes, the Hon. Mark Coulton; Member for Dubbo, the Hon. Dugald Saunders and Superintendent Danny Sullivan a Citizenship Ceremony.
- Attended a meeting with Councillor Vicki Etheridge.
- Attended interview with ABC Drive – Anna Moulder.
- Attended Council Standing Committee Meetings.

Friday 15 July 2022

- Attended radio interview with 2DU.
- Attended radio interview with Binjang.
- Attended radio interview with DC FM.
- Attended meeting with Councillor Matt Wright.

**Report of the Infrastructure, Planning and
Environment Committee - meeting 14
July 2022**



**DUBBO REGIONAL
COUNCIL**

AUTHOR:

**Administration Officer - Governance and
Internal Control**

REPORT DATE:

15 June 2022

The Council had before it the report of the Infrastructure, Planning and Environment Committee meeting held 14 July 2022.

RECOMMENDATION

That the report of the Infrastructure, Planning and Environment Committee meeting held on 14 July 2022, be noted.



**REPORT
INFRASTRUCTURE, PLANNING AND
ENVIRONMENT COMMITTEE
14 JULY 2022**

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

ALSO IN ATTENDANCE:

The Chief Executive Officer, The Director Organisational Performance, the Manager Governance and Internal Control (S Wade), the Administration Officer Mayor, the Director Strategy, Partnerships and Engagement, the Manager Corporate Image and Communications, the Director Development and Environment, the Director Infrastructure and the Director Community, Culture and Places.

Councillor J Black assumed the chair of the meeting.

The proceedings of the meeting commenced at 5.31 pm.

IPEC22/26 LEAVE OF ABSENCE (ID22/1305)

Requests for leave of absence were received from Councillor's L Burns and D Mahon who were absent from the meeting due to personal reasons.

Moved by Councillor P Wells and seconded by Councillor J Gough

MOTION

That such requests for Leave of Absence be accepted and Councillor's L Burns and D Mahon be granted leave of absence from this meeting.

CARRIED

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

Against: Nil

IPEC22/27 CONFLICTS OF INTEREST (ID22/1308)

There were no conflicts of interest declared.

**IPEC22/28 LIQUID TRADE WASTE AND SEWERAGE AND TRADE WASTE DISCHARGE
FACTOR POLICIES - RESULTS OF PUBLIC EXHIBITION (ID22/1292)**

The Committee had before it the report dated 28 June 2022 from the Manager Water Supply and Sewerage regarding Liquid Trade Waste and Sewerage and Trade Waste Discharge Factor Policies - Results of Public Exhibition.

Moved by Councillor V Etheridge and seconded by Councillor R Ivey

MOTION

- 1. That the Draft Liquid Trade Waste Policy, as attached at Appendix 1, be adopted.**
- 2. That the Draft Sewage and Trade Waste Discharge Factor Policy, as attached at Appendix 2, be adopted.**

CARRIED

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

Against: Nil

**IPEC22/29 WALKWAY CLOSURE - MEADOWBANK DRIVE AND SPRINGFIELD WAY DUBBO
- DISPOSAL TO ADJOINING OWNERS (ID22/1036)**

The Committee had before it the report dated 27 June 2022 from the Road Services Engineer regarding Walkway Closure - Meadowbank Drive and Springfield Way Dubbo - Disposal to Adjoining Owners.

Moved by Councillor V Etheridge and seconded by Councillor S Chowdhury

MOTION

- 1. That Council complete the road closure process required by the Roads Act 1993 to have the walkway between Meadowbank Drive and Springfield Way physically closed.**
- 2. That an easement be created for the existing sewer pipe in the walkway connecting Meadowbank Drive.**
- 3. That the portion adjoining 31 Meadowbank Drive be disposed to the adjacent owner Mr C D Smith for \$14,080.00 (including GST).**
- 4. That the portion adjoining 46 Springfield Way be disposed to the adjacent property owner Mrs D E McCarthy for \$12,320.00 (including GST).**
- 5. That all documentation in relation to this matter be completed under the Common Seal of Council.**

CARRIED

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

Against: Nil

IPEC22/30 BUILDING SUMMARY - JUNE 2022 (ID22/1202)

The Committee had before it the report dated 22 June 2022 from the Director Development and Environment regarding Building Summary - June 2022.

Moved by Councillor V Etheridge and seconded by Councillor M Wright

MOTION

That the report of the Director Development and Environment, dated 30 June 2022, be noted.

CARRIED

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

Against: Nil

At this juncture the time being 5.40pm it was moved by Councillor M Dickerson and seconded by Councillor V Etheridge to defer the confidential items to be dealt with after the conclusion of the Corporate Services Committee.

The meeting resumed at 6.04pm

CONFIDENTIAL SESSION

In accordance with Section 9(2A) Local Government Act 1993, in the opinion of the Chief Executive Officer, the following business is of a kind as referred to in Section 10A(2) of the Act, and should be dealt with in a Confidential Session of the meeting closed to the press and public.

The items listed come within the following provisions of the Act:

- IPEC22/31 – Social Housing Development Scheme – Draft Planning Agreement
Section 10A(2)(d)(i) – information that would, if disclosed, prejudice the commercial position of the person who supplied it.
- IPEC22/32 – Tender for Northern Regular Passenger Transport Apron Extension
Section 10A(2)(d)(i) – information that would, if disclosed, prejudice the commercial position of the person who supplied it.

There were no submissions as to whether the meeting should be closed for a particular item.

At this junction it was moved by Councillor S Chowdhury and seconded by Councillor V Etheridge that the Council resolves into Closed Session, the time being 6.04 pm.

The Open Session resumed at 6.14pm.

The Manager Governance and Internal Control read out the following resolutions made in the closed session of the meeting.

**IPEC22/31 SOCIAL HOUSING DEVELOPMENT SCHEME - DRAFT PLANNING AGREEMENT
(ID22/1294)**

The Committee had before it the report dated 30 June 2022 from the Manager Growth Planning regarding Social Housing Development Scheme - Draft Planning Agreement.

Moved by Councillor S Chowdhury and seconded by Councillor V Etheridge

MOTION

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

CARRIED

Moved by Councillor S Chowdhury and seconded by Councillor J Gough

MOTION

- 1. That Council notes the current status and discussions with the Proponent of the Forest Glen Solar Farm development in respect to a Voluntary Planning Agreement.**
- 2. That a draft Voluntary Planning Agreement be prepared in accordance with the terms identified in this report.**
- 3. If a Voluntary Planning Agreement cannot be successfully negotiated with the Proponent that a further report be provided for the consideration of Council.**
- 4. That the draft Voluntary Planning Agreement be placed on public display in accordance with the provisions of the Environmental Planning and Assessment Act 1979.**
- 5. That following conclusion of the public exhibition period, a further report be prepared for the consideration of Council, including any submissions received.**

CARRIED

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

Against: R Ivey.

**IPEC22/32 TENDER FOR NORTHERN REGULAR PASSENGER TRANSPORT APRON
EXTENSION (ID22/1311)**

The Committee had before it the report dated 4 July 2022 from the Manager Dubbo Regional Airport regarding Tender for Northern Regular Passenger Transport Apron Extension.

Moved by Councillor S Chowdhury and seconded by Councillor V Etheridge

MOTION

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

CARRIED

Moved by Councillor V Etheridge and seconded by Councillor S Chowdhury

MOTION

- 1. Council accept the Tender submitted for Northern Regular Passenger Transport Apron Extension from Aitken Civil Engineering in the sum of \$1,607,182 for Separable Part A.**
- 2. That all documentation in relation to this matter remain confidential to Council.**
- 3. That all documentation in relation to this matter be signed under the Common Seal of Council.**

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

Against: Nil

The meeting closed at 6.16pm.

.....
CHAIRPERSON



Report of the Culture and Community Committee - meeting 14 July 2022

AUTHOR: Administration Officer - Governance and
Internal Control
REPORT DATE: 15 June 2022

The Council had before it the report of the Culture and Community Committee meeting held 14 July 2022.

RECOMMENDATION

That the report of the Culture and Community Committee meeting held on 14 July 2022, be noted.



DUBBO REGIONAL
COUNCIL

REPORT
CULTURE AND COMMUNITY COMMITTEE
14 JULY 2022

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

ALSO IN ATTENDANCE:

The Chief Executive Officer, The Director Organisational Performance, the Manager Governance and Internal Control (S Wade), the Administration Officer Mayor, the Director Strategy, Partnerships and Engagement, the Manager Corporate Image and Communication, the Director Development and Environment, the Director Infrastructure and the Director Community, Culture and Places.

Councillor J Gough assumed the chair of the meeting.

The proceedings of the meeting commenced at 5.41 pm.

CCC22/30 LEAVE OF ABSENCE (ID22/1306)

Requests for leave of absence were received from Councillor's L Burns and D Mahon who were absent from the meeting due to personal reasons.

Moved by Councillor S Chowdhury and seconded by Councillor J Black

MOTION

That such requests for Leave of Absence be accepted and Councillor's L Burns and D Mahon be granted leave of absence from this meeting.

CARRIED

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

Against: Nil

CCC22/31 CONFLICTS OF INTEREST (ID22/1309)

There were no conflicts of interest declared.

**CCC22/32 IDENTIFICATION OF SURPLUS LAND - RECREATION AND OPEN SPACE
(ID22/1302)**

The Committee had before it the report dated 1 July 2022 from the Manager Recreation and Open Space regarding Identification of Surplus Land - Recreation and Open Space.

Moved by Councillor P Wells and seconded by Councillor M Wright

MOTION

1. That the disposal of the identified parcels of land be considered by Council
2. That funds generated from the sale of the Council owned parcels be used for the asset renewals.
3. That Council approach the NSW State Government with regards to changing Market Square's dedicated use to something that allows housing.

CARRIED

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

Against: J Black.

The meeting closed at 5.53pm.

.....
CHAIRPERSON



Report of the Corporate Services Committee - meeting 14 July 2022

AUTHOR: Administration Officer - Governance and
Internal Control
REPORT DATE: 15 June 2022

The Council had before it the report of the Corporate Services Committee meeting held 14 July 2022.

RECOMMENDATION

That the report of the Corporate Services Committee meeting held on 14 July 2022, be noted.



DUBBO REGIONAL
COUNCIL

REPORT
CORPORATE SERVICES COMMITTEE
14 JULY 2022

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

ALSO IN ATTENDANCE:

The Chief Executive Officer, The Director Organisational Performance, the Manager Governance and Internal Control (S Wade), the Administration Officer Mayor, the Director Strategy, Partnerships and Engagement, the Manager Corporate Image and Communication, the Director Development and Environment, the Director Infrastructure and the Director Community, Culture and Places.

Councillor M Dickerson assumed the chair of the meeting.

The proceedings of the meeting commenced at 5.54 pm.

CSC22/29 LEAVE OF ABSENCE (ID22/1307)

Requests for leave of absence were received from Councillor's L Burns and D Mahon who were absent from the meeting due to personal reasons.

Moved by Councillor J Black and seconded by Councillor V Etheridge

MOTION

That such requests for Leave of Absence be accepted and Councillor's L Burns and D Mahon be granted leave of absence from this meeting.

CARRIED

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

Against: Nil

CSC22/30 CONFLICTS OF INTEREST (ID22/1310)

There were no conflicts of interest declared.

CSC22/31 INVESTMENT UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT - JUNE 2022 (ID22/1158)

The Committee had before it the report dated 1 July 2022 from the Chief Financial Officer regarding Investment Under Section 625 of the Local Government Act - June 2022.

Moved by Councillor R Ivey and seconded by Councillor J Gough

MOTION

That the information contained within the Investment under Section 625 of the Local Government Act Report, dated 1 July 2022, be noted.

CARRIED

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

Against: Nil

CSC22/32 LOCAL GOVERNMENT NSW - 2022 ANNUAL CONFERENCE (ID22/1313)

The Committee had before it the report dated 5 July 2022 from the Governance Team Leader regarding Local Government NSW - 2022 Annual Conference.

Moved by Councillor M Wright and seconded by Councillor S Chowdhury

MOTION

- 1. That Councillor's S Chowdhury, V Etheridge and M Wright be selected, alongside the Mayor to act as voting delegates at the Local Government NSW Annual Conference 2022.**
- 2. That the nominated delegates represent Council at the Local Government NSW Annual Conference 2022.**
- 3. That Councillor J Gough attend as a non-voting councillor at the Local Government NSW Annual Conference 2022.**

CARRIED

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

Against: Nil

CSC22/33 QUARTERLY REPORT ON DOCUMENTS EXECUTED UNDER POWER OF ATTORNEY (ID22/1312)

The Committee had before it the report dated 5 July 2022 from the Governance Team Leader regarding Quarterly Report on Documents Executed Under Power of Attorney.

Moved by Councillor J Black and seconded by Councillor J Gough

MOTION

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

CARRIED

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

Against: Nil

**CSC22/34 AMENDMENT TO COMMUNITY COMMITTEE TERMS OF REFERENCE
(ID22/1293)**

The Committee had before it the report dated 29 June 2022 from the Administration Officer - Governance and Internal Control regarding Amendment to Community Committee Terms of Reference.

Moved by Councillor P Wells and seconded by Councillor R Ivey

MOTION

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

CARRIED

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

Against: Nil

The meeting closed at 6.03pm.

.....
CHAIRPERSON



DUBBO REGIONAL
COUNCIL

NOTICE OF MOTION: Disability Access and Inclusion Advisory Committee

REPORT DATE: 15 July 2022

FILE: ID22/1390

Council had before it a Notice of Motion dated 15 July 2022 from Councillor P Wells and Councillor S Chowdhury regarding the Disability Access and Inclusion Advisory Committee as follows:

We would like to place the following notice of motion on the agenda for the 28 July 2022 Ordinary meeting of Council.

That the Director Community Culture and Places provide to the August 2022 Council meeting a report on the proposed Disability Access and Inclusion Advisory Committee with Councillor representatives and draft Terms of Reference to be determined.

RECOMMENDATION

That the Director Community Culture and Places provide to the August 2022 Council meeting a report on the proposed Disability Access and Inclusion Advisory Committee with Councillor representatives, and a draft Terms of Reference to be determined.

Shibli Chowdhury
Councillor

Pam Wells
Councillor

APPENDICES:

- 1 [Signed Notice of Motion - Disability Access and Inclusion Advisory Committee - Clr S Chowdhury and Clr P Wells](#)

Councillor Pam Wells
PO Box 81
DUBBO NSW 2830

Councillor Shibli Chowdhury
PO Box 81
DUBBO NSW 2830

19 July 2022

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

Dear Murray

NOTICE OF MOTION – DISABILITY ACCESS AND INCLUSION ADVISORY COMMITTEE

We the undersigned would like to place the following notice of motion on the agenda for the 28 July 2022 Ordinary meeting of Council.

That the Director Community Culture and Places provide to the August 2022 Council meeting a report on the proposed Disability Access and Inclusion Advisory Committee with Councillor representatives and draft Terms of Reference to be determined.

Yours faithfully


Pam Wells
Councillor


Shibli Chowdhury
Councillor



REPORT: Fluoridation of Dubbo Urban Areas' Water Supply

DIVISION: Chief Executive Officer
REPORT DATE: 18 July 2022
TRIM REFERENCE: ID22/1404

EXECUTIVE SUMMARY

Purpose	Fulfil legislated requirement/Compliance	
Issue	<ul style="list-style-type: none"> Council was advised in writing on 20 June 2022 by Health NSW over concerns regarding Council not operating a fluoridation system at Dubbo for over three years. 	
Reasoning	<ul style="list-style-type: none"> Council had previously advised regulators of the inability to provide fluoride to Dubbo drinking water due to failed fluoridation equipment in January 2019. Council has obligations under the Fluoridation of Public Water Supplies Act 1957 to continue to provide fluoridation once approved. 	
Financial Implications	Budget Area	Water Asset Renewals
	Funding Source	Water Fund
	Proposed Cost	To be finalised by Public Works Advisory.
	Ongoing Costs	Absorbed as part of standard operating costs for chemical treatment of drinking water.
Policy Implications	Policy Title	Water Supply Services Policy
	Impact on Policy	Implementation of the recommendations of this report will bring Council line with section 4.2.2 of the 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: 2 Infrastructure

CSP Objective: 2.2 Infrastructure meets the current and future needs of our community

Delivery Program Strategy: 2.2.1 Water and sewer infrastructure and services meet the needs of the community

RECOMMENDATION

1. That it be noted that existing infrastructure for fluoridation at the John Gilbert Water Treatment Plant in Dubbo has been independently assessed in June 2019 as non-compliant with the Australian Standard for the storage and handling of corrosive substances (AS3780) and the NSW Code of Practice for Fluoridation of Public Water Supplies.
2. That it be noted that Council has not been fluoridating drinking water in Dubbo since January 2019.
3. That it be noted that as of April 2022 Public Works Advisory has been engaged to scope the body of work required to build infrastructure that meets Council's legislative and regulatory obligations.
4. That it be noted that the Mayor and Chief Executive Officer first met with regulatory agencies including Western Local Health District, Health NSW – Water Unit and the Department of Planning and Environment – Water Group on 11 July 2022 regarding concerns about the performance of Council as a water utility.
5. That the Chief Executive Officer complete asset renewals of its fluoridation capability in 2022/2023.
6. That the Chief Executive Officer provide an update report on the progress of the fluoridation asset renewals at its Ordinary meeting scheduled for 22 September 2022.
7. That it be noted that this matter concerning fluoridation infrastructure is not related to, nor did it contribute to, the issuing of a Boil Water Alert for Dubbo and surrounds in July 2022.

Murray Wood
Chief Executive Officer

MW
Chief Executive Officer

REPORT

Hydrofluorosilicic Acid (HSFA) dosing is the chemical treatment of Council's John Gilbert Water Treatment Plant to input fluoride into the water supply to meet its obligations under the Fluoridation of Public Water Supplies Act 1957.

In January 2019 Council staff formally advised the Water unit of Health NSW that Council was not able to fluoridate the water supply due to a leaking storage tank. This was proposed to be a temporary halt to fluoridation and repair works would be required to the storage facilities.

Hunter H₂O was engaged by Council in March 2019 to undertake an audit of Council's facilities that operate Ferric Chloride and Hydrofluorosilicic Acid dosing at the John Gilbert Water Treatment Plant.

Hunter H₂O provided a completed audit in June 2019 that recommended to Council that in regards to HSFA that Council:

- *Complete relocation/replacement of the HSFA dosing system, bunding, delivery arrangements and bulk storage.*
 - *Bulk storage tank requires fixing or refurbishment to prevent spills and ensure integrity*
 - *Bulk storage tank bund has significant corrosion issues with exposed aggregate and reo.*
 - *The ventilation in the dosing room is poor and not up to the required AS3780 standard.*
 - *Double containment is required of the transfer pipe which is direct buried under the driveway. It is unknown what condition the pipe is in.*
 - *Currently 170m of pipework (above walkways) from the dosing system to the dosing point, which if compromised can be a major WH&S issues.*
 - *The current fluoride control system is not ideal, requirements for a dedicated dosing pit with common flowmeter prior to the clear water tank.*
 - *Fluoride concentration meter needs to be relocated to ensure a consistent dose rate is achieved.*

Relevant Legislation

The audit showed that Council was non-compliant with the Australian Standard for the storage and handling of corrosive substances (AS3780) and the NSW Code of Practice for Fluoridation of Public Water Supplies. The audit also highlighted that there were serious risks to workplace health and safety should a failure occur at identified points in the dosing infrastructure.

Council, as a water utility, has an obligation under the Fluoridation of Public Water Supplies Act 1957. Under Section 6B Council could be considered as having been in breach of the Act.

Section 6B states:

6B Discontinuance of fluoridation

- (1) *A water supply authority to which an approval has been granted or a direction has been given shall not discontinue fluoridating the public water supply concerned, unless the approval or direction is revoked by the Secretary.*
- (2) *A water supply authority contravening this section is guilty of an offence against this Act.*

Corrective Action - 2022

In April 2022 the then interim Director Infrastructure and Chief Executive Officer (CEO) were made aware that Council had not been fluoridating drinking water in Dubbo due to failed infrastructure and this had been the case since January 2019. From this point Public Works Advisory (PWA), a NSW Government agency, was engaged to undertake scoping and analysis to determine how fluoridation infrastructure could be renewed/redeveloped so that Council met its obligations under legislation.

Subsequently, through June and July 2022, officers from PWA have undertaken onsite investigations at the John Gilbert Water Treatment Plant. This body of work will inform design solutions and develop associated capital budgets. A future report shall be forthcoming to Council that shall allocate funding from the Water Fund capital program and to approve the procurement of recommended contractors.

On 20 June 2022, the Mayor and CEO received correspondence from Public Health unit of the Western Local Health District (**Appendix 1**). The correspondence detailed concerns with how Council, as a water utility, had performed prior to June 2021. A matter that was specified was the lack of fluoridation of Dubbo's drinking water supply. Specifically the correspondence stated that Health NSW were "*concerned that Council has not operated the fluoridation system at Dubbo for over three years, preventing the Dubbo community from receiving the oral health benefits of water fluoridation. This is inconsistent with Council's obligations under the Fluoridation of Public Water Supplies Act 1957.*"

In preparation for a subsequent meeting, Council was able to provide advice that, upon the then current senior leadership team being made aware of the fluoridation matter in April 2022, a body of work was commenced immediately to address the infrastructure deficit and subsequent lack of fluoridation service to community. In this regard, Council received a conceptual plan of the proposed new fluoride dosing system during the week commencing 18 July 2022, which is attached as **Appendix 2**.

No Relationship to the Dubbo Boil Water Alert

It should be noted that this fluoridation infrastructure matter is not related to the issues of turbidity in raw water and subsequent breach of some filters by particles that indicated a risk of cryptosporidium in the water supply, subsequently leading to a Boil Water Alert in Dubbo. It should also be noted that it is a regulatory requirement to undertake a review of factors that led to a Boil Water Alert by an independent, and that is an important learning opportunity to ensure Council effectively operates a resilient water supply service. That review shall be the subject of a future report to Council.

Consultation

- Communication with the Water unit of Health NSW.
- Audit provided by Hunter H₂O in June 2019.
- Public Works Advisory
- Western NSW Local Health District

Resourcing Implications

- Financial implications will be finalised by Public Works Advisory, with a further report to Council outlining full implications.
- Ongoing resourcing implications will be absorbed as part of standard operating costs for chemical treatment of drinking water.

APPENDICES:

- [1](#) Letter from Public Health unit of Western NSW Local Health District
- [2](#) Conceptual Plan of the Proposed New Fluoride Dosing System



*The Mayor
Councillor Mathew Dickerson
Dubbo Regional Council
P. O. Box 81
Dubbo NSW 2830
Email: council@dubbo.nsw.gov.au*

Our ref D22/5842

Dear Sir

I am writing to you about the safe operation of Dubbo Regional Council's drinking water supplies, the fluoridation of Dubbo's drinking water, and the safe management of recycled water. The Public Health Act 2010 requires water suppliers to supply safe drinking water and to have and comply with a drinking water management system. NSW Health and the Department of Planning and Environment regulate water utilities. Both organisations have been working with and providing support to Dubbo Regional Council to improve the safety and quality of the drinking water supplies provided to the communities of Dubbo, Geurie, Mumbil and Wellington.

Both organisations have concerns about the effective management and safe operation of these drinking water supplies due to:

- recent water quality incidents at Wellington and Geurie resulting in boil water alerts
- the Dubbo Regional Council drinking water management system not reflecting the merger of Dubbo and Wellington Councils
- issues with recycled water plans including investigations into the impact of the proposed water recycling on the groundwater used for drinking at Wellington and Dubbo

These concerns include the adequacy and implementation of Dubbo Regional Council's drinking water management system, water treatment plant issues, resourcing (including staffing), and approach to planning for water recycling. NSW Health is also concerned that Council has not operated the fluoridation system at Dubbo for over three years, preventing the Dubbo community from receiving the oral health benefits of water fluoridation. This is inconsistent with Council's obligations under the Fluoridation of Public Water Supplies Act 1957.

I am writing to request a meeting with you and the Chief Executive Officer to share our concerns in detail, discuss actions to address these concerns and to offer support from both organisations in implementing these actions. A key outcome from the meeting would be to gain a commitment by Dubbo Regional Council on a plan to demonstrate that it meets all relevant requirements for the supply of safe drinking and recycled water.

Please contact Mr Tim Brokenshire on 02 6330 5959 or timothy.brokenshire@health.nsw.gov.au to discuss your availability in July – August to meet with representatives from both NSW Health and Department of Planning and Environment.

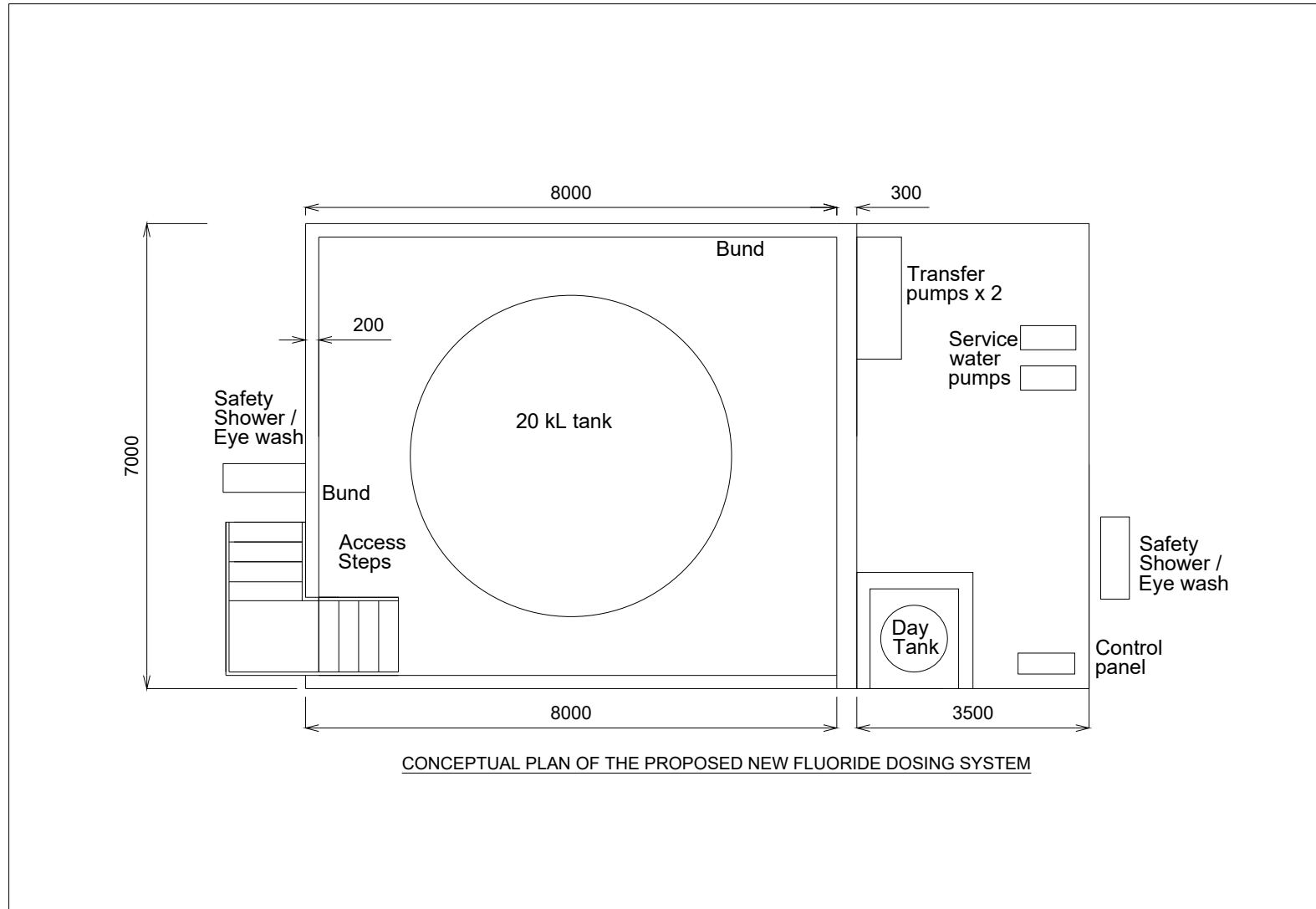
Yours sincerely

Western and Far West NSW Local Health District
ABN 50 629 556 404
Public Health Unit
PO Box 4061
Dubbo NSW 2830
Telephone: 1300 066 055 Fax: 02 6809 7967



Priscilla Stanley
Public Health Unit Director, Western and Far Western Local Health Districts

Cc Michael Blackmore, Director Water Utilities, NSW Department of Planning and Environment -
Water









DUBBO REGIONAL
COUNCIL

REPORT: Update on Dubbo Non-Potable Pipeline Project

DIVISION: Chief Executive Officer
REPORT DATE: 22 July 2022
TRIM REFERENCE: ID22/1423

EXECUTIVE SUMMARY

Purpose	Strategic Project Update	Provide planning approval
Issue	<ul style="list-style-type: none"> Council has been advised by regulators that approval to utilise treated effluent on playing fields that are directly above an aquifer used for drinking water supply will not be forthcoming To provide an update to Council on the possible alternative use of the treated effluent irrigation pipeline. 	
Reasoning	<ul style="list-style-type: none"> Council has utilised NSW Government funding to install significant pipeline infrastructure from north Dubbo through the CBD to south Dubbo and Taronga Western Plains Zoo. There is a potential alternative use of the pipeline that addresses the need for more efficient water utilisation. Section 60 of the Local Government Act 1993 and section 292 of the Water Management Act 2000 require a local government water utility to obtain approval from DPE Water and to consult with local Public Health unit. 	
Financial Implications	Budget Area	Water Fund
	Funding Source	\$30 million grant from the NSW Government
	Proposed Cost	\$4.95M – treated effluent pipeline as part of the \$9M pipeline project T19-052
	Ongoing Costs	Unknown at time of writing
Policy Implications	Policy Title	Water Supply Services Policy
	Impact on Policy	To bring Council line with section 4.2.2 of the policy, further action, as outline in this report, will be required.

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:	2.2.1 Water and sewer infrastructure and services meet the needs of the community
Theme:	6 Environmental Sustainability
CSP Objective:	6.2 We recognise, plan for and respond to the impacts of climate change
Delivery Program Strategy:	6.2.2 Water supply is provided efficiently and sustainably to our community

RECOMMENDATION

- 1. That the information contained in the report be noted.**
- 2. That a future report be provided by the Infrastructure Division that details the project scope and associated business case for alternative utilisation of the treated effluent pipeline infrastructure that still addresses issues of water security and efficiency.**

Murray Wood
Chief Executive Officer

BACKGROUND

The funding deed for 'Dubbo Drought Groundwater Infrastructure' projects was executed by Dubbo Regional Council (DRC) and Department Planning and Environment (DPE, formerly DPIE) in December 2019. The deed involved the granting by DPE of \$30M to DRC for the delivery of a series of objectives in relation to water security for the Dubbo Regional Local Government Area (LGA). The objectives stated in Schedule A of the deed were:

1. Re-use of backwash water at Dubbo Water Treatment Plant (WTP)
2. Investigate/secure bore sites for Dubbo
3. Link existing Dubbo bore sites via pipeline to the WTP and associated commissioning works
4. Investigate/secure water entitlements for Dubbo
5. ***Provide advanced waste water treatment plant for Dubbo (AWWTP)***
6. ***Provide pipeline for non-potable water Dubbo (recycled waste water)***
7. Investigate/secure groundwater bore supply and entitlements for Wellington
8. Investigate/secure groundwater bore supply and entitlements for Geurie

REPORT

Schedule A of the deed included milestones for the concurrent design and construction of the AWWTP and the recycled water pipeline. The synergies of including construction of both the groundwater and treated effluent pipelines into a single tender enabled 5.2km of the 13.2km recycled pipeline to be constructed in a shared trench with the groundwater pipeline, thereby reducing impacts and costs to install. The purpose of the recycled water pipeline was to supply recycled water to Dubbo sporting ovals and also to Western Plains Taronga Zoo (WPTZ), in order to replace the use of surface (river) water, town water, and bore water for irrigation at these sites.

The milestones in relation to the AWWTP design and installation did not proceed. Section 60 of the Local Government Act 1993 (the Act) requires local water utilities to obtain Ministerial approval for the construction or modification of water or sewage treatment works. It seems that whilst there was initial support and enthusiasm by DRC and DPE for the use of recycled water in the midst of an extremely severe drought, there was a developing resistance by DPE to support the irrigating of treated effluent over an aquifer (located under the Dubbo sporting ovals).

As a result of concerns around lack of clarity around approvals, in February 2022 meetings were held between Council's consultants, relevant Council staff, Public Health Unit of Western NSW Local Health District and Department of Planning and Environment Water Group. Whilst Council, through its consultants, were advised to undertake more studies to prove the safety of using treated effluent over an aquifer, the question was posed to the agencies by the Chief Executive Officer as to whether there was a realistic chance for Council to obtain a Section 60 approval. The informal advice was that this was not a realistic outcome. The basis for the advice was:

- That the presence of endocrine disrupters (from people passing/excreting medicines) in treated effluent was a risk to the environmental health of the aquifer, particularly so when used for drinking water supply.
- Treating effluent to the standard required of drinking water requires relatively expensive treatment and would make usage for irrigation unfeasible.
- Treating effluent for drinking water is an option during extreme drought but it was advised there are more efficient options for utilising ground water resources.
- The standards to allow for the utilisation of treated effluent for drinking water requires significant community consultation and social licence before Ministerial approval would be recommended by agencies.

After consistent signals and feedback from Government agencies that there was now a low likelihood of obtaining approval to utilise treated effluent, Council redirected efforts to pursue alternative water security projects such as purchasing a property on Nulla Road that is positioned over a significant part of the aquifer in north-west Dubbo. The installation of bore/pipeline infrastructure represents a productive use of grant funds that contribute to water security for Dubbo.

Consultation

- NSW Government – Department of Planning and Environment Water Group
- Western NSW Local Health District
- Consultants engaged by Council

Resourcing Implications

The investigation of an alternative use for the installed effluent pipeline will require allocation of budget to undertake detailed design analysis and business case development. Approximately 7.4 km of the pipeline could be utilised in a 'Stage 1', which focuses on irrigating sporting ovals and parks that are in close proximity to the pipeline. 'Stage 2' could include the construction of an additional reservoir on Yarrandale Road, plus pipeline extensions to service additional sporting facilities and parklands. The estimated costs for undertaking such design analysis is \$70,000 as categorised in the table below.

Item	Per hour rate	Hours	Totals
Conceptual Design	\$120	70	\$8,400
Consultancy on hydraulics	\$230	70	\$16,100
Review of existing irrigation systems and requirements	\$120	105	\$12,600
Review of telemetry	\$230	70	\$16,100
Preparation of final report	\$230	70	\$16,100
TOTAL			\$69,300

Options Considered

- To continue studies and fund detailed research into the utilisation of treated effluent over the top of aquifers. This would be expensive with no certainty of results. It should be noted that with Internet of Things (IoT) type sensors in irrigation management and soil monitoring, there would be methodologies that would theoretically effectively manage the risk of contamination to the aquifer and therefore public health.
- To provide treated effluent to green hydrogen manufacturers in certain areas of Dubbo. This would be possible in the north Dubbo Industrial area and represents a future economic opportunity that is being explored. The distribution pipeline could also provide the raw material for green hydrogen in other parts of Dubbo for vehicle fuel in the future. Green hydrogen from treated effluent is a new industry and requires significant private sector investment to be realised.

Preferred Option for Further Investigation

Until such time as an AWWTP was to be developed and commissioned at the Dubbo Sewage Treatment Plant, there is potential to utilise the majority of the effluent pipeline for irrigating of sports grounds and parklands, utilising a combination of river water and backwash water from the John Gilbert Water Treatment Plant (WTP). This would involve establishing river pumps at the rear of the WTP and connecting that pipeline into the effluent pipeline which is located within the boundaries of the WTP. A pump and pipe from the backwash lagoon at the WTP would also be connected to the pipeline. There is also the possibility for an additional reservoir tank to be constructed on Yarrandale Road, next to the existing reservoir.

The advantages of this system would include:

- A greater number of sporting ovals would be irrigated with river water and a larger volume of backwash water, removing them from town water;
- Backwash and river water could be pumped into a new reservoir during times of the day when electricity is cheap (when electricity spot market price is low on sunny days due to high solar PV generation). This water would then be able to be supplied to the WTP by gravity feed.
 - The pipeline would be 'pressured' so that less 'boosting' is required to irrigate sporting ovals, thereby further reducing electricity costs;
- The existing river pump network that supplies water to sporting ovals and parkland could be centralised at the back of the WTP and replaced with suitably sized pumps. This would reduce the complexity of the irrigation pump network and also enable the establishment of the river pumps that are less susceptible to flood risk, as some of the current pump locations are.

At present there are a number of sporting ovals and parklands that are irrigated using 'town water.' The sporting ovals and their water source(s) are listed in the table below. In addition to this list, other facilities currently using town water include the cycle velodrome and Victoria Park. The conversion of these facilities across to a river water/backwash pipeline would reduce the demand on the Dubbo WTP.

Park	Primary Water Source	Back up Supply	Current Supply
Pioneer	Town Water	nil	Town Water
Hans Claven	River Water	Bore	Bore
Riverbank Ovals	Bore	nil	Bore
Lady Cutler 3,4	River Water	Backwash or Bore	Bore
Lady Cutler 1,2	River Water	Backwash	Backwash
Lady Cutler Cricket Pitches	Town Water	nil	Town Water
Lady Cutler south	River Water	Backwash	Backwash
Pavans	Backwash Water	River Water	Backwash
Lady Cutler east	Bore	Town Water	Bore
Barden Park	Bore	Town Water	Town Water
Victoria Oval 1,2 & 3	Bore	Town Water	Bore
Victoria Oval 1, 2 & 3 Cricket Pitches	Town Water	Nil	Town Water
Apex/EDSC	Storm Water, Bore	Town Water	Bore
Jubilee	Town Water	nil	Town Water
South Dubbo Oval	Town Water	nil	Town Water

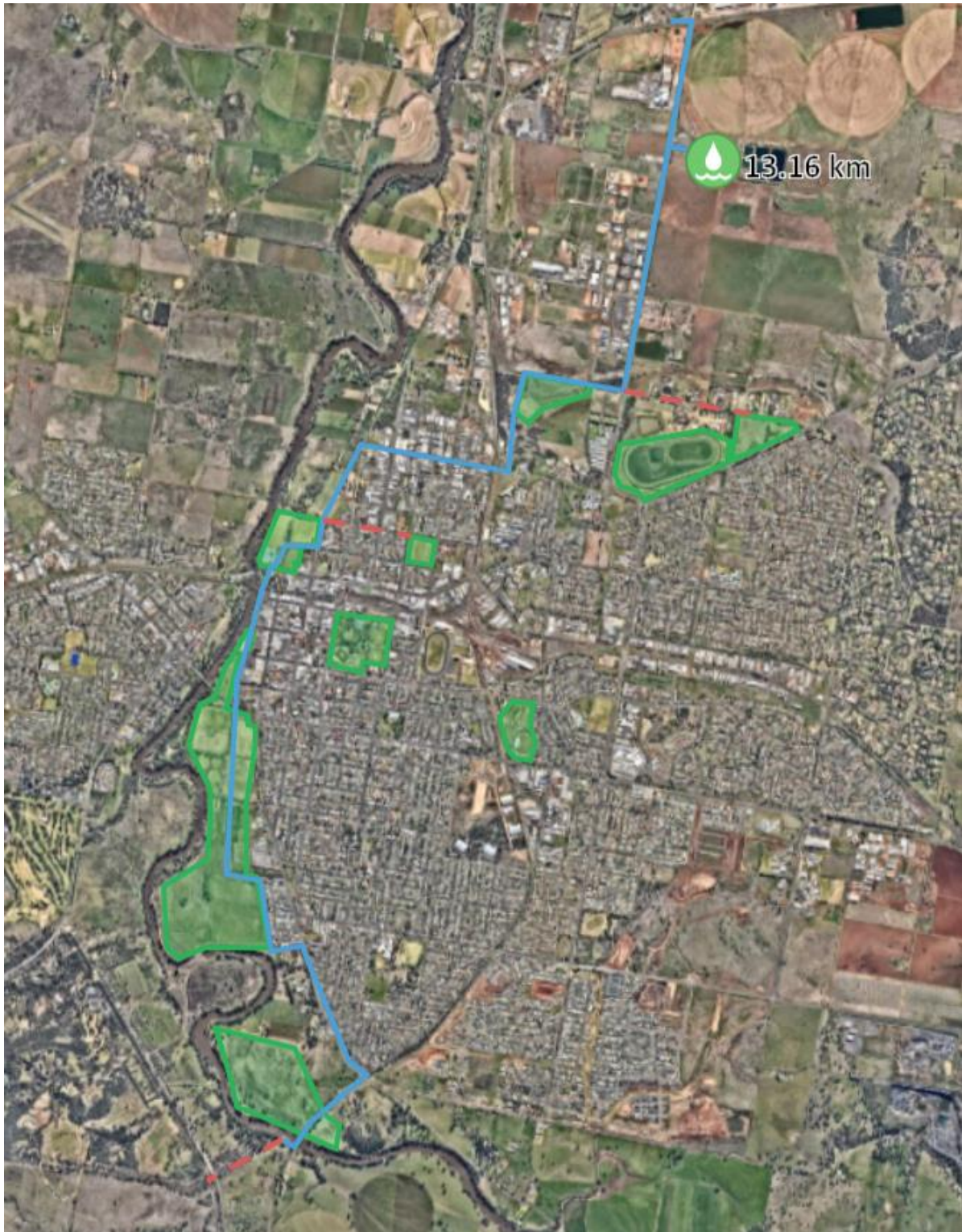


Figure 1. Treated effluent pipeline shown with blue line. Sporting ovals and parks highlighted in green. Pipeline extensions that could be installed shown with red dashed line.



REPORT: Quarterly Report on Code of Conduct Complaint Statistics for April to June 2022 and Financial Year Summary

DIVISION: Organisational Performance
REPORT DATE: 15 July 2022
TRIM REFERENCE: ID22/1393

EXECUTIVE SUMMARY

Purpose	Provide review or update	
Issue	<ul style="list-style-type: none"> Code of Conduct complaint statistics for the quarter beginning 1 April 2022 and ending 30 June 2022. No new complaints received during the quarter. 	
Reasoning	<ul style="list-style-type: none"> Part 11.1 of the Procedures for the Administration of the Model Code of Conduct, as issued by the NSW Office of Local Government, requires statistics to be reported to Council annually. 	
Financial Implications	Budget Area	Governance and Internal Control.
	Funding Source	Governance and Internal Control – Members’ Expenses.
	Proposed Cost	\$12,372.50 was incurred in this quarter.
	Ongoing Costs	Unknown.
Policy Implications	Policy Title	Code of Conduct.
	Impact on Policy	There are no policy implications arising from this report.

STRATEGIC DIRECTION

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

Theme: 4 Leadership
 CSP Objective: 4.1 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 information contained in the report of the Manager Governance and Internal Control, dated 15 July 2022, be noted.

Dean Frost
Director Organisational Performance

AR
Manager Governance and
Internal Control

BACKGROUND

In addition to legislative requirements to report annually, a quarterly report on Code of Conduct complaint statistics is provided to Council as requested by the elected body. The report encourages transparency within the organisation and the community.

Council is bound by the Code of Conduct and the Procedures for the Administration of the Code of Conduct. In particular, there are strict measures to ensure confidentiality for complainants, the investigative process, and the subject of the complaint. These measures are set by the State Governing body, being the Office of Local Government (OLG), and Council must adhere to these measures.

REPORT

There have been zero Code of Conduct complaints in the April – June quarter.

Consultation

- Reporting complaint statistics regularly allows for transparency both within Council and in the broader community.
- Council is required to report its annual Code of Conduct statistics to the Office of Local Government each December.

Resourcing Implications

- Staffing resources have remained high this quarter to finalise some of the outstanding complaints that were received prior to this reporting period, or the actions arising.
- Although no new complaints were received during the reporting period (April to June 2022), new expenses were incurred in the continued resolution of previously submitted complaints, amounting to \$12,372.50 (GST incl.).
- A summary of quarterly expenses for the 2021/2022 financial year is below:
 - Q1 - \$52,021
 - Q2 - \$82,412
 - Q3 - \$7,260
 - Q4 - \$12,373
- This is the second quarterly report during the current elected body, with both quarters receiving zero complaints. Whilst no new complaints have been received in the last two quarters, expenditure has continued as the finalisation of prior complaints is occurring.

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	154,066	50,000	50,000	50,000	50,000	50,000
c. Operating budget impact (a – b)	-154,066	-50,000	-50,000	-50,000	-50,000	-50,000
d. Capital Expenditure	0	0	0	0	0	0
e. Total net impact (c – d)	-154,066	-50,000	-50,000	-50,000	-50,000	-50,000
Does the proposal require ongoing funding?	Yes					
What is the source of this funding?	Governance and Internal Control – members' Expenses annual budget requirements					

Table 1. Ongoing financial implications
*2021/2022 financial year



REPORT: Special Temporary Delegation for the Chief Executive Officer

DIVISION: Organisational Performance
REPORT DATE: 14 July 2022
TRIM REFERENCE: ID22/1388

EXECUTIVE SUMMARY

Purpose	Seek direction or decision	
Issue	<ul style="list-style-type: none"> Council resolution is sought to delegate to the Chief Executive Officer, and Director Organisational Performance, the ability to sign sale contracts for the land being auctioned at Keswick Estate. 	
Reasoning	<ul style="list-style-type: none"> Authorising delegation to execute the legal documents and liaise with necessary parties to facilitate the sale of council land A risk mitigation approach to provide delegation to the CEO and Director of Organisational Performance to cover situations of absence due to COVID-19 isolation or other absences. Delegation pursuant to s 377 of the Local Government Act 1993 	
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

- 1. That the Chief Executive Officer be given special delegation to execute any necessary documentation in relation to the sale of land at Keswick Estate stage 5 release 2 on the provision that the reserve price is met or exceeded by the successful buyer.**
- 2. That the Director Organisational Performance be given special delegation to execute any necessary documentation in relation to the sale of land at Keswick Estate stage 5 release 2 as a risk mitigation measure to cover for any unexpected absence or isolation of the CEO.**

Dean Frost
Director Organisational Performance

SW
Governance Team Leader

BACKGROUND

Previous Resolutions of Council

28 April 2022	<ol style="list-style-type: none">1. That Council authorise the Chief Executive Officer to:<ol style="list-style-type: none">a. facilitate, negotiate and finalise the sale of 52 registered lots within Stage 5, Release 2 of Keswick Estate (Lot) in accordance with:<ol style="list-style-type: none">i. the sales method, being auction; andii. the reserve price, as identified within this Report; andb. sign any documentation related to the sale of any Lot, including any contract with a purchaser of a Lot, by Power of Attorney.2. That each buying entity, including any related entity, be limited to the purchase of two lots from the fifty-two lots.
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As per the above resolution, Council resolved to sell 52 registered lots of land within Keswick Estate's Stage 5, release 2.

However at Council's meeting held on 26 May 2022, council resolved to revoke the Chief Executive Officer's Power of Attorney effective 30 June 2022.

This means that the CEO is no longer able to sign any documentation related to the sale of any Lot, including any contract with a purchaser of a lot.

The recommendation of this report will be to provide a one-off appropriate delegation to the Chief Executive Officer to sign the sale and contract documents. This will cover the single task of sale contracts for the Keswick Estate Stage 5, Release 2.

REPORT

Consultation

- Property and Land Development branch, Director Organisational Performance and Manager Governance and Internal Control raised the issue about what options would be available now the POA has been revoked.
- Consideration of the immediate nature of executing these documents at the time of the auction and sale and the need to have a delegated person available to execute these documents on the day.
- Manager Governance and Internal Control received legal advice to support a one-off delegation. It stated:

Transparency is afforded by the public auction process with a nominated reserve price. Authorising a delegate to execute the legal documents and liaise with necessary parties

to facilitate the sale will streamline what is essentially an administrative process, considering that Council has already resolved to sell the subject lots.

Options Considered

- The two options considered to be an option are
- **Option 1** – the Mayor would need to be present along with the CEO at the auction and execute the documents under the Council Seal.
- **Option 2** – the delegation be given to the CEO who will be available to sign all necessary documents at the time of the auction/sale of land, with the same delegation being given to the Director Organisational Performance as a risk mitigation measure in case of unplanned absences, such as COVID-19 isolation.
- Under both of these options the lots cannot be sold under reserve, and the auction will be under real estate auction rules.

Preferred Option

- Option 2 is considered to be the most advantageous option as the CEO and DOP are most likely more freely available to undertake this at the time of the auction.



REPORT: Draft Council Policy - Payment of Expenses and Provision of Facilities for the Mayor and Councillors

DIVISION: Organisational Performance
REPORT DATE: 13 July 2022
TRIM REFERENCE: ID22/1383

EXECUTIVE SUMMARY

Purpose	Adopt a policy Seek direction or decision	Fulfil legislated requirement/Compliance
Issue	The draft Council Policy, Payment of Expenses and Provision of Facilities for the Mayor and Councillors must be adopted for the purpose of public exhibition.	
Reasoning	<ul style="list-style-type: none"> Minor changes needed to be made to this policy requiring a new resolution to adopt these changes. As the changes whilst minor, are financial, public exhibition period will be required. 	
Financial Implications	Budget Area	Governance and Internal Control.
	Funding Source	Funds to be covered from Members' Expenses
	Proposed Cost	Estimated additional \$16,000 per annum on top of existing \$16,000 per annum.
	Ongoing Costs	Costs will continue yearly and be adopted as part of the Governance and Internal Control budget.
Policy Implications	Policy Title	Payment of Expenses and Provision of Facilities for the Mayor and Councillors.
	Impact on Policy	Revision of current policy.

STRATEGIC DIRECTION

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

Theme: 4 Leadership

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

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

RECOMMENDATION

- 1. That the draft Council Policy, Payment of Expenses and Provision of Facilities for the Mayor and Councillors, as attached at Appendix 1, be adopted for the purpose of public exhibition.**
- 2. That a further report be submitted to Council detailing results of public exhibition, for adoption of the final policy.**

Dean Frost
Director Organisational Performance

SW
Governance Team Leader

BACKGROUND

Council reviewed the *Payment of Expenses and Provision of Facilities to the Mayor and Councillors* policy as required within 12 months of the commencement of a new Council Term, under section 252(1) of the Local Government Act 1993. This Policy was adopted on 26 May 2022 after a public exhibition period.

Previous Resolutions of Council

26 May 2022 (12 May 2022)	That the Council Policy, Payment of Expenses and Provision of Facilities for the Mayor and Councillors, as attached at Appendix 1, be adopted.
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The financial limits imposed by the current policy are not achievable and have been amended in the proposed draft policy.

REPORT

Consultation

- Following adoption of the recommendations of this report, the draft policy will go on public exhibition for a period of 28 days in accordance with section 253 of the Act, allowing for community consultation.
- Any public submissions will then be addressed before a final version of the policy is presented to Council for adoption.
- The Policy complies with section 403 of the Local Government (General) Regulation 2021 (the Regulation) and section 252 of the Act.

Resourcing Implications

- Financial implications have been budgeted for based on inclusions in the policy regarding the General provisions and monetary limits, travelling on council business including conferences, Legal assistance, Insurances, and training and professional development programs.
- The proposed changes also align with Council's administrative processes.

Total Financial Implications	Current year (\$)	Current year + 1 (\$)	Current year + 2 (\$)	Current year + 3 (\$)	Current year + 4 (\$)	Ongoing (\$ p.a.)
a. Operating revenue	0	0	0	0	0	0
b. Operating expenses	46,000	92,000	92,000	92,000	92,000	92,000
c. Operating budget impact (a – b)	-46,000	-92,000	-92,000	-92,000	-92,000	-92,000
d. Capital Expenditure	0	0	0	0	0	0
e. Total net impact (c – d)	-46,000	-92,000	-92,000	-92,000	-92,000	-92,000
Does the proposal require ongoing funding?	Yes					
What is the source of this funding?	The funds will be allocated from Members' Expenses in ongoing budgets.					

Table 1. Ongoing Financial Implications

Preferred Option

The attached draft Policy (**Appendix 1**) is based on the recommended template from the Office of Local Government as there is no Model Policy at present. In addition, the draft Policy has been reviewed in accordance with the Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, issued by the State Government in 2009.

The proposed updates are highlighted in red text in the attachment and are summarised as follows:

Minor Changes

Administrative updates – minor changes to position titles and minor formatting changes

Monetary Limits

The Monetary Limit Table 2.4.2 has been reviewed and amended to allow for a greater Limit for Councillors and Mayor for Accommodation and Travel.

The provision that journeys less than 10 km cannot be claimed has been updated to exclude the Mayor, when he is on verified council business.

Planned Communications

- The Policy, once adopted, will be updated on Council's website.
- Councillors will be sent a copy of the new Policy, including appropriate forms.
- The Payroll and Accounts Payable teams within Council will be informed of adoption of new policy and implementation of new procedures.

Timeframe

Key Date	Explanation
1 August – 7 September 2022	Public Exhibition
22 September 2022	Further report to Council for final adoption

APPENDICES:

- [1](#) Draft Council Policy - Payment of Expenses and Provision of Facilities for the Mayor and Councillors - updated July 2022



COUNCIL POLICY

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

Date July 2022

Council Resolution Date

Clause Number

Responsible Position Manager Governance and Internal Control
Branch Governance and Internal Control
Division Executive Services
Version 6
TRIM Reference Number
Review Period Every 12 months
Review Date March 2023
Consultation Public Exhibition

Document Revision History	
Description	Date
Adopted by Council for the purpose of public exhibition	28 August 2017
Adopted by Council	23 October 2016
Draft considered by Council	11 November 2019
Adopted by Council	8 January 2020
Adopted by Council for the purpose of Public Exhibition	28 June 2021
Adopted by Council	23 August 2021
Adopted by Council for the purpose of Public Exhibition	24 March 2022
Adopted by Council	26 May2022
To be adopted by Council for the Purpose of Public Exhibition	28 July 2022

Notes

Changes made 26 April 2021, 4 May 2021 and 28 June 2021.
Public Exhibition 30 June – 2 August 2021
Template and layout changes (including individual numbering of clauses) has been updated.
This is to bring the policy in line with the Model Policy provided by the Office of Local Government.

Changes made to increase the Mayor and Councillor accommodation and travel amount and to remove the travel within the LGA requirement for the Mayor.
Minor formatting changes updating title from Executive Manager Governance and Internal Control to Manager Governance and Internal Control.

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1. INTRODUCTION

1.1 PURPOSE

The objectives of this policy are to:

- enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties
- enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties
- ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors
- ensure facilities and expenses provided to Councillors meet community expectations
- support a diversity of representation
- fulfil the Council's statutory responsibilities.

1.2 BACKGROUND AND RELATED LEGISLATION

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties.

It ensures accountability and transparency, and seeks to align Councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and *Local Government (General) Regulation 2021* (the Regulation), and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

The policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.

- Local Government Act 1993, Sections 252 and 253
- Local Government (General) Regulation 2021, sections 217 and 403
- Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009

1.3 SCOPE

The policy applies to all Councillors, including the Mayor.

1.4 DEFINITIONS

To assist in interpretation, the following definitions apply:

Term	Definition
The Act	The Local Government Act 1993
Expenses	Payments made by Council to reimburse Councillors for reasonable costs or charges incurred, or to be incurred, for discharging their civic functions. Expenses are separate and additional to annual fees.
Facilities	Equipment and services that are provided by Council, to Councillors, to enable them to perform their civic functions with relative ease and at a standard appropriate to their professional role as Councillors.
Official duties/Civic duties	Functions and duties that Councillors are required to undertake to fulfil their legislated role and responsibilities for the Council that should result in a direct benefit for the Council and/or for the local government area.
The Regulation	The Local Government (General) Regulation 2021

1.5 RELATIONSHIP TO ANNUAL FEES

The payment of expenses and the facilities which may be provided to the Mayor and Councillors under this Policy shall be provided in addition to the annual fees payable to the Mayor and Councillors as determined by the Council under Sections 248 and 249 of the Act.

1.6 CODE OF CONDUCT

Council's Code of Conduct sets the minimum requirements of behaviour for Council officials. The Code of Conduct refers, in part, to the use of Council Resources as follows:

- You must use Council resources ethically, effectively, efficiently and carefully in the course of your official duties and must not use them for private purposes (except when supplied as part of a contract of employment) unless this use is lawfully authorised and proper payment is made where appropriate.
- You must be scrupulous in your use of Council property including intellectual property, official services and facilities and must not permit their misuse by any other person or body.

- You must avoid any action or situation that could create the appearance that Council property, official services or public facilities are being improperly used for your benefit or the benefit of any other person or body.
- You must not convert any property of the Council to your own use unless properly authorised.
- You must not use Council's computer resources to search for access, download or communicate any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature.

These sections of the Code are relevant to this Policy in that they provide for an overarching standard of behaviour that the Mayor and Councillors would be expected to display when using Council's resources.

2. GENERAL PROVISIONS

2.1 GENERAL EXPENSES

- 2.1.1 Additional to the facilities provided by Council to Councillors and the Mayor under this Policy, it is expected that further expenses may be incurred in the performance of Councillors' and the Mayor's civic duties. Accordingly, Council will provide reimbursement of approved expenses only incurred in the performance of a Councillors' or Mayor's role.
- 2.1.2 In accordance with section 403 of the Regulation, this policy does not include the provision for a general expense allowance. No allowances or expenses other than those expressly contained in this policy are payable to the Mayor or Councillors.

2.2 RESTRICTIONS

- 2.2.1 Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- 2.2.2 Any gifts received by Councillors must be declared in Council's Gift Register and surrendered. Council's Code of Conduct should be adhered to at all times.
- 2.2.3 Councillors will not be reimbursed for alcoholic beverages.

2.3 PROCESSES

Approval

- 2.3.1 Expenses should only be incurred by Councillors in accordance with the provisions of this policy.
- 2.3.2 Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 2.3.3 Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred, but must be made within three months of the expense being incurred:
- local travel relating to the conduct of official business (including meals within the LGA);
 - carer costs.
- 2.3.4 Final approval for payments made under this policy will be granted by the Chief Executive Officer or their delegate.

Direct Expenses

- 2.3.5 Council may approve and directly pay expenses. Requests for direct payment must be submitted to the Chief Executive Officer for assessment against this policy with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

- 2.3.6 All claims for reimbursement of expenses incurred must be made on the prescribed form (Appendix 1: Expenses of Members of Council – Incidental Expenses; Appendix 2: Expenses of Members of Council – Vehicle Allowance), supported by appropriate receipts and/or tax invoices and be submitted to the Chief Executive Officer. In the absence of receipts, claims must be accompanied by a Statutory Declaration (Appendix 4).
- 2.3.7 Any claim submitted to Council for reimbursement of expenses must be approved by the Executive Manager Governance and Internal Control having regard to appropriateness of the claim and regard to budget allocations. The Chief Executive Officer will then authorise the claim approval form.
- 2.3.8 All claims must be made within three months of the expense being incurred.

Advance Payment

- 2.3.9 For official travel outside of the Dubbo Regional Local Government Area (LGA), any meals which are not included in the event being attended will be paid in advance where possible.
- 2.3.10 Requests for advance payment of meals must be submitted to the Chief Executive Officer for assessment against this policy using the prescribed form (Appendix 3: Expenses of Members of Council – Meals).
- 2.3.11 Meal allowances will be made in accordance with section 2.4 of this policy

2.3.12 Advance payments will only be possible if the prescribed form is received at least one week before the monthly pay run, otherwise, payment will be made the following month.

Notification

2.3.13 If a claim is approved, Council will make payment directly, through pay roll, or reimburse the Councillor through accounts payable.

2.3.14 If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

Reimbursement to Council

2.3.15 If Council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:

- Council will invoice the Councillor for the expense
- the Councillor will reimburse Council for that expense within 14 days of the invoice date.

2.3.16 If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the Chief Executive Officer. The Chief Executive Officer may elect to deduct the amount from the Councillor's allowance.

Timeframe for Reimbursement

2.3.17 Unless otherwise specified in this policy, Councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

2.3.18 Despite section 2.3.17 above, following a Local Government Election, Councillors have up to six months to submit claims for reimbursement for the use of a private vehicle (in accordance with section 2.4.2).

Disputes Resolution

2.3.19 Any dispute relating to the administration of this Policy must be made in writing to the Chief Executive Officer detailing the grounds for the dispute. Any such disputes will be referred to the next scheduled Ordinary Meeting of the Council for determination and resolution.

2.4 MONETARY LIMITS

2.4.1 Expenses under this policy, in most instances, will be reimbursed based on actual expenditure. However, monetary limits have been applied which set a maximum level of

expenditure which Council will reimburse for each type of expense. These limits are listed below in the tables.

The monetary limits contained within this policy have been set based on information available on reasonable market rates for the provision of the relevant services. Regional considerations have also been addressed with respect to accommodation costs.

These limits may be amended with any amendment to this policy and will be assessed for relevance and reasonableness on an annual basis in line with the annual policy review.

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2.4.2 Monetary Limit Tables

Accommodation and Travel ~~–Outside of LGA~~

Rate - Accommodation		Limit	Comment
Adelaide	\$157/night	The following limits are for accommodation and travel (outside of LGA) combined: \$5,000/year per Councillor \$18,000/year for the Mayor	Accommodation rates in accordance with the rates determined by the Australian Tax Office within the Taxation Ruling issued in respect of reasonable allowance amounts for each year.
Brisbane	\$175/night		
Canberra	\$168/night		
Darwin	\$220/night		
Hobart	\$147/night		
Melbourne	\$173/night		
Perth	\$190/night		
Sydney	\$198/night		
High cost country centres	See taxation ruling – Table 4		
Tier 2 country centres (taxation ruling Table 5)	\$134/night		
Other country centres	\$118/night		
Rate - Travel			
Air travel	Standard economy air fare		
Train travel	First class fare, including sleeping berth when required		
Taxi	Standard rate		
Bus	Standard rate		

Private Vehicle Travel

Rate		Limit	Comment
Private vehicle (Applies to journeys greater than 10km only – excluding the Mayor on verified Council business)	Engine size less than 2.5L (including Electronic Vehicles, or EVs): \$0.68/km Engine size 2.5L or larger: \$0.78/km	Kilometre allowance will be capped at a reasonably priced economy class return air fare/taxi for single destination travel (for example, drive from Dubbo to Sydney for an event) (section 3.4.5) Up to \$5,000/year per Councillor Up to \$10,000/year for the Mayor	Private vehicle rates in accordance with the Local Government (State) Award 2020 Councillors will need to seek their own accounting advice regarding tax requirements on distances claimed over 5,000 km.

Travel—Within LGA

Rate		Limit	Comment
Private vehicle (Applies to journeys greater than 10km only)	Engine size less than 2.5L (including Electronic Vehicles, or EVs): \$0.68/km Engine size 2.5L or larger: \$0.78/km	None	Travel rates in accordance with the Local Government (State) Award 2020

Meals

Rate - Meals		Limit	Comments
Capital cities and high cost country centres (excl Dubbo Regional LGA)	Breakfast: \$29.20 Lunch: \$32.85 Dinner: \$56.00	None, when on approved Council business	In accordance with the rates determined by the Australian Tax Office within the Taxation Ruling issued in respect of reasonable allowance amounts for each year.
Tier 2 country centres and Other country centres (excl Dubbo Regional LGA)	Breakfast: 26.15 Lunch: \$29.85 Dinner: \$51.50		

Meals within Dubbo Regional LGA	Reimbursed at cost	None, when on approved Council business	Reimbursement claim to be submitted on prescribed form and accompanied by relevant receipts.
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Other Expenses

Expense Type	Rate/Limit	Comments
Registration costs	None	Includes costs relating to official luncheons, dinners and tours/inspections which are relevant to the interests of the Council
Enrolment fees	\$3,000/year per Councillor in accordance with section 3.2	In most cases, Council will arrange and fund attendance of the Mayor and Councillors at training courses
Incidental expenses associated with attendance at seminars, training courses or official functions	\$100 per day	Expenses in this category may include: <ul style="list-style-type: none"> • Parking fees • Tolls The following expenses will not be reimbursed and are the responsibility of the Mayor/Councillors: <ul style="list-style-type: none"> • Any traffic or parking fines • Administrative charges for road toll accounts • Alcohol (not consumed as part of meal) • Cigarettes • Mini-bar items including snack foods Note: Meals are not included in this category.
Cost of service provided	None	No payment shall be reimbursed for any component of a ticket which is additional to the service cost of the function, such as a donation to a political party or candidate's

		<p>electoral fund, or some other private benefit.</p> <p>An additional payment to a registered charity may be acceptable as part of the cost of the function.</p>
Personal care of child care	<p>\$25/hour up to six hours per day.</p> <p>No annual limit.</p>	<p>Council will reimburse costs to a maximum of \$25 per hour of a babysitter or carer where required to allow the Mayor or Councillors to attend any Council, Standing Committee, Meetings, Committee Meetings, Working Party or Council workshops. The period of cover shall include the period of 30 minutes prior to and after the conclusion of the meeting or workshop.</p>

3. PAYMENT OF EXPENSES FOR COUNCILLORS

3.1 ATTENDANCE AT SEMINARS AND CONFERENCES

3.1.1 This section shall apply for the Mayor and Councillors authorised and/or appointed as delegates under this policy to attend conferences.

Definition of Conference

3.1.2 In this part **conference** means conferences, seminars, congresses, forums, workshops, courses, meetings, deputations, information and training sessions, events etc related to the industry of local government and held within Australia.

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

3.1.4 Council will allocate a sufficient amount annually in its budget to facilitate councillor attendance at conferences and seminars. This allocation is for all councillors. The Chief Executive Officer will ensure that access to expenses relating to conferences and seminars is distributed equitably.

3.1.5 Approval to attend a conference or seminar is subject to a written request to the Chief Executive Officer. In assessing a Councillor request, the Chief Executive Officer must consider factors including the:

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

Conference Costs

- 3.1.6 Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by the Chief Executive Officer with any necessary bookings to be made through the Mayor’s office and in accordance with this Policy.
- 3.1.7 Council will also meet the reasonable cost of meals when they are not included in the conference fees. Reimbursement/**Advance payment** for accommodation and meals not included in the conference fees will be subject to this policy.
- 3.1.8 The Council, in accordance with section 2.4, will pay all normal registration costs for delegates which are charged by organisers, including those relating to official luncheons, dinners and tours/inspections which are relevant to the interests of the Council.
- 3.1.9 All reasonable travel costs for delegates to and from the conference location and venue will be met by the Council in accordance with section 3.4.
- 3.1.10 The Council will normally pay registration fees, accommodation costs and airline/train tickets direct to conference organisers/travel agent in advance. Where this is not appropriate or possible an advance payment or cheque equivalent thereto may be paid to the attendee for payment to the appropriate party.

Who May Attend Conferences

- 3.1.11 Council will continue to be represented at the Annual Conference or Convention of the Associations as detailed hereunder, subject to appropriate funding provision being provided in the Council’s Annual Budget and subject to the usual conditions.
- 3.1.12 Attendance at conferences are to be approved by the Council with the Chief Executive Officer to approve attendances at seminars and conferences by staff.
- 3.1.13 Conference Attendance Table

ORGANISATION	DELEGATES	OBSERVERS
Local Government NSW	Mayor, or their nominee, three other Councillors as delegates plus an alternate delegate (to act as delegate if required) and	Chief Executive Officer or Nominee and Councillors as determined by the Council

	Councillors as determined by the Council	
Australian Livestock Markets Association	Mayor, or their nominee, one Councillor and alternate Councillors determined by the Council	Chief Executive Officer or nominee and the Director Culture and Economy
Australian Airport Association	Mayor, or their nominee, one Councillor and alternate Councillors determined by the Council	Chief Executive Officer or nominee and the Director Culture and Economy
Local Government Women's Conference	Two Councillors and alternate Councillors determined by the Council	Chief Executive Officer or nominee
Local Government Aboriginal Network Conference	Two Councillors and alternate Councillors determined by the Council	Chief Executive Officer or nominee
Australian Local Government Association National General Assembly	Mayor, or their nominee	Chief Executive Officer or nominee

3.1.14 Councillors may attend other conferences with the approval of Council.

3.2 TRAINING AND EDUCATIONAL EXPENSES

3.2.1 Council will allocate a sufficient amount annually in its budget to facilitate professional development of councillors through programs, training, education courses and membership of professional bodies.

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

3.2.3 This amount will be allocated for individual professional training plans for Councillors and any unexpended funds shall not be carried over to the following year.

3.2.4 This allocation may be made available for individual training courses for Councillors or attendance at conferences where the conference directly relates to their role as a Councillor.

- 3.2.5 Expenses incurred by Council without a reasonable excuse for non-attendance at related events, including but not limited to training sessions and conferences, by a Councillor may result in a possible reimbursement to Council by that Councillor for costs incurred.
- 3.2.6 In the first year of a new council term, Council will provide a comprehensive induction program for all councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.
- 3.2.7 Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 3.2.8 Approval for professional development activities is subject to a prior written request to the Chief Executive Officer outlining the:
- details of the proposed professional development
 - relevance to Council priorities and business
 - relevance to the exercise of the Councillor's civic duties.
- 3.2.9 In assessing a Councillor request for a professional development activity, the Chief Executive Officer must consider the factors set out in this policy, as well as the cost of the professional development in relation to the available budget.

3.3 LOCAL TRAVEL AND EXPENSES

- 3.3.1 Where the Councillor attends local functions on behalf of Council, Council will be responsible for the payment of any fees for both the Councillor and their partner/accompanying person.
- 3.3.2 Councillors will be reimbursed for use of a private vehicle in accordance with monetary limits set out in section 2.4 of this Policy.
- 3.3.3 Councillors using private vehicles (Councillor's own) in accordance with this policy may claim the kilometre rates for the necessary travel at the rate set out in section 2.4 of this Policy as with such rate deemed to cover and include any claims for accidental damage or repairs to the private vehicle and any loss of no claim bonus and any excess not covered by an insurance.
- 3.3.4 Vehicle allowance for travel within the LGA can be claimed on trip in excess of 10km, **excluding the Mayor on verified council business.**
- 3.3.5 Councillors may claim vehicle allowance for attendance at Council meetings, Standing Committee meetings and Councillor Workshops with no prior approval required.

- 3.3.6 Councillors may claim vehicle allowance when undertaking other **official duties** in their role as a Councillor with prior approval from the Mayor's office.
- 3.3.7 The most direct route must be taken.
- 3.3.8 Councillors will be personally responsible for all traffic or parking fines incurred while travelling in private or council vehicles while on council business.
- 3.3.9 All claims must be made in accordance with sections 2.3.6 to 2.3.8 of this Policy.

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**3.4 TRAVEL OUTSIDE THE LGA INCLUDING INTERSTATE TRAVEL, ACCOMMODATION AND
INCIDENTAL EXPENSES**

3.4.1 All expenses in this section will be reimbursed in accordance with monetary limits set out in section 2.4 of this Policy.

Travel

3.4.2 All reasonable travel costs for delegates to and from the conference location and venue will be met by the Council. Where appropriate, travel will be provided by air (economy class). Depending upon the location or circumstances, it may be more appropriate for travel to be undertaken by car or train.

3.4.3 Where trains are used the Council will provide first class travel, including sleeping berths where available.

3.4.4 Where travel by motor vehicle is used it should be undertaken by Council vehicle where available, or by private vehicle subject to prior approval of the Chief Executive Officer.

3.4.5 Councillors may use private vehicle allowance in accordance with sections 2.4 and 3.2.3 of this Policy. This claim for kilometre allowance is subject to such claim not exceeding economy class air fares to and from the particular destination.

3.4.6 Where air travel is booked by Council for Councillors, Councillors shall not accrue frequent flyer points under the respective airlines program. This is considered a personal benefit.

Accommodation

3.4.7 In circumstances where it would introduce undue risk for a Councillor to travel to or from official business in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the Chief Executive Officer. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the Councillor lives more than 50km from the meeting location.

3.4.8 In accordance with section 2.4, Council will pay reasonable double room or twin share accommodation costs the night before and/or after the commitment where this is necessary because of travel and/or in accordance with section 3.4.7.

3.4.9 Where evidence is provided that accommodation within the above cost range cannot be provided or is not available then the Chief Executive Officer has the discretion to approve the increase in costs.

Incidental Expenses

- 3.4.10 So that Councillors, as representatives of the Council whilst on official business are not financially disadvantaged, Councillors shall be entitled to claim incidental expenses.
- 3.4.11 The amount of the payment under Clause 3.4.10 shall be equal to reasonable costs substantiated by a tax invoice receipt or statutory declaration to the effect that the expenditure was incurred, and up to the relevant daily limits as per section 2.4 of this Policy.
- 3.4.12 Such payment shall be made to cover incidental expenses associated with the official business, such as conferences, such as:
- (a) laundry - Council will meet the cost of reasonable laundry or dry cleaning services whilst away on Council business, if necessary;
 - (b) optional activities in a conference program where approved by the Chief Executive Officer;
 - (c) gifts taken - If it is appropriate that gifts be required for presentations, Council will provide items as determined by the Chief Executive Officer.
- 3.4.13 The following items are expressly excluded from incidental expenses that will be funded by Council:
- (a) bar fridge - Council will not meet the cost of any expenses incurred from the use of the bar fridge provided in the hotel room or snack food as provided by the bar fridge service.
 - (b) bar service - Council will not meet the cost of any expenses incurred at the bar located within the hotel other than where special guests have been invited for drinks at the request of the Mayor or leader of the Council's delegation or meals as provided for in 2.4.
- 3.4.14 An advance payment to the Councillor's bank account for any meals not included in registration/accommodation costs may be paid. The amount payable per meal is defined in section 2.4 of this policy. Any request for advance payment of meals must be completed on the attached form (Appendix 4). Refer section 2.3.9 to 2.3.12.

3.5 OVERSEAS TRAVEL

- 3.5.1 Overseas Travel for any purpose which is considered to be relevant to Council business and/or of particular benefit to the local community must be approved by Council. Full details of the travel and the purpose for the travel must be approved on an individual basis.
- 3.5.2 The use of a tabled Mayoral Minute (not included on the Council Agenda) to obtain Council approval for travel is not considered appropriate as it is not consistent with principles of openness and transparency.

- 3.5.3 Retrospective re-imbusement for overseas travel is not permitted.
- 3.5.4 After returning from overseas the Councillor, or an accompanying member of Council staff, must provide a detailed written report to Council on the aspects of the trip relevant to Council business and/or the local community.
- 3.5.5 In regard to Sister City Relationships the establishment of a Sister City Relationship will be on the basis that Council bear no cost of staff members, the Councillor or members of the public visiting Sister Cities, with the exception being in respect of the Sister Cities Officer as follows:

That Council fund the salary, travel and accommodation expenses for the Sister Cities Officer to undertake a visit to Minokamo and Wujiang every three years, with the first visit being within the first year of appointment of a new person to the position based upon the following conditions:

- *The visits to both Minokamo and Wujiang being combined during the one (1) overseas trip*
- *A maximum of seven (7) days is spent during any one (1) combined visit*
- *That the Sister City Officer be paid his /her normal salary for a maximum of seven (7) days during any one (1) visit*
- *An economy return air fare being provided from Dubbo to the Sister Cities*
- *The Sister City Officer being paid for subsistence and accommodation during any visit at Level One (1) of the Reasonable Travel Allowance for the Sydney Metropolitan Area as determined from time to time by the Australian Taxation Office and as detailed in Council's Management Policy – Travelling and Subsistence Expense Policy.*
- *Travel insurance, a visa to visit China and travel to and from airports to accommodation being funded by Council.*
- *Council not incurring any other incidental travel costs such as a passport, luggage, clothes, money conversion costs and travel debit / credit card costs.*

3.6 CARE

- 3.6.1 Council will reimburse reasonable costs of care arrangements including childcare expenses and the care of elderly, disabled and/or sick immediate family members of Councillors to allow the Councillors to undertake their Council business obligations.
- 3.6.2 Such costs will be certified by the Councillor to be necessarily incurred in the course of fulfilling their civic duties and/or conducting Council business.
- 3.6.3 Limits for the cost of care are as stated in section 2.4 of the Policy.

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3.7 SPOUSE AND PARTNER EXPENSES

- 3.7.1 Where the Councillor attends local functions on behalf of Council, Council will be responsible for the payment of any fees for both the Councillor and their partner/accompanying person (3.3.1).
- 3.7.2 Where the Mayor or a Councillor is accompanied at a conference all costs for, or incurred by, the accompanying person, including travel, breakfast, meals, registration and/or participation in any conference programs, are to be borne by the Councillor/accompanying person and not by the Council. The exception to this is that Council will meet the costs of the official conference dinner for an accompanying person of a Councillor for the Local Government NSW Annual Conference only. Accompanying person's registration, or accompanying person's program fees, are to be paid to the conference organiser, etc. and paid at the time of registration. The Council is prepared to receive such registration and payments and to forward them on to the conference organiser, etc with any Council delegates' registration.
- 3.7.3 Where the Council meets, on account, any expenditure or cost on behalf of an accompanying person attending a conference, such expenditure must be repaid to the Council by the Councillor/accompanying person within seven (7) days of being invoiced for such expenditure following the conclusion of the conference.

3.8 INSURANCE

Personal Accident Insurance

- 3.8.1 Council carries a personal accident insurance policy on Councillors of Council as set out hereunder.

On the lives of ten (10) Councillors whilst engaged on their duties as Councillors of the Dubbo Regional Council, including whilst travelling.

Professional Indemnity/Public Liability Insurance

- 3.8.2 Public Liability – indemnify each insured person(s) for all costs, charges, expenses and defence costs **but** excluding **fin**es and **penalties** incurred in relation to any **prosecution** (criminal or otherwise) of any insured person(s), attendance by any insured person(s) at any official investigation, examination, inquiry or other proceedings ordered or commissioned during the period of insurance by any official body or institution that is empowered to investigate the affairs of the Council by reason of any **wrongful act** wherever or whenever committed or allegedly committed by the insured person(s) in their capacity as insured

person(s), BUT subject to any limitations or conditions set out in the policy of insurance which is, at the direction of the Council.

- 3.8.3 Professional Indemnity - for matters arising out of the Councillor's performance of civic duties or exercise of the functions provided the performance or exercise of the relevant civic duty or function is in the opinion of Council bona fide and/or proper and is carried out in good faith, as required under 731 of the Local Government Act, BUT subject to any limitation or conditions set out in the policy of insurance, which is, at the direction of Council, taken out.

Councillors' and Officers' Liability Insurance

- 3.8.4 Councillors' and Officers' Liability Insurance provides limited financial protection to Councillors and staff in circumstances where they may be named as an individual to a claim, and the normal protections under the Local Government Act or Council's General and Professional Liability insurance are not available.
- 3.8.5 The protection provided covers the liability to pay civil damages, the claimant's legal costs, and the Councillor's or staff member's costs incurred in the. The protection extends to the estate and heirs of a deceased Councillor or staff member.

3.9 LEGAL EXPENSES

Legal and Representation Costs – Enquiries, Investigations, Hearings, etc

3.9.1 Council may, if requested, indemnify or reimburse the reasonable legal expenses of:

- a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the Councillor
- a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor
- a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.

3.9.2 In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the Chief Executive Officer to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.

3.9.3 Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.

3.9.4 Council will not meet the legal costs:

- of legal proceedings initiated by a Councillor under any circumstances
- of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
- for legal proceedings that do not involve a Councillor performing their role as a Councillor.

3.9.5 Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

Legal Advice

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

3.10 ADDITIONAL EXPENSES FOR THE MAYOR

3.10.1 See section 2.4 for additional monetary limits for the Mayor.

4. PROVISION OF FACILITIES

4.1 PROVISION OF EQUIPMENT AND FACILITIES FOR COUNCILLORS

4.1.1 To assist the Councillors, including the Mayor, in discharging the function of Civic Office, Councillors are, if they request, entitled to receive the following without reduction to the fees payable under Section 248 of the Act.

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

- a) Initiating correspondence to, and answering correspondence received from, residents/ratepayers, Members of Parliament, Government Departments, statutory authorities/bodies, other local authorities, other Councillors, local government related bodies and organizations or the general public in relation to the business of the Council or local government subject to a response to petitions received by Councillors will only be made to the principal person who lodges the petition and not all signatories.
- b) Replying to invitations to attend functions/gatherings received in their capacity as a Councillor;
- c) Communications to Councillors and Council's staff on official business;
- d) Access to a customer service portal to report and manage and complaint/request received as a Councillor

provided that under no circumstances will the Council permit the facilities provided to be used for the initiation or issue of circular type letters or election material/letters.

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

4.1.4 Suitable stationery supplies.

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

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

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

- 4.1.6 Preparation of media material for the chairpersons of Council's Standing Committees in respect of Committee issues.
- 4.1.7 Access to a suitable vehicle or vehicles (if available) provided by the Council for use on official duties connected with discharging the duties of Civic Office.
- 4.1.8 The provision of an electronic tablet device, appropriate broadband communications and a suitable printer in the Dubbo Civic Administration Building.
- 4.1.9 Provision of appropriate Council branded clothing including, but not limited to, blazer, jacket, polo shirt or t-shirt as approved by the Chief Executive Officer.
- 4.1.10 An appropriate space for Councillors be provided Monday to Friday 8am – 8pm to allow them to meet with ratepayers.
- 4.1.11 All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.
- 4.1.12 When a councillor or the mayor take a leave of absence in excess of one month, they are required to hand in their facilities and equipment, such as vehicle, phone, tablet or laptop for the period that they will be on leave.

4.2 PROVISION OF ADDITIONAL EQUIPMENT AND FACILITIES FOR MAYORS

- 4.2.1 The use of Mayoral Robes and Chain of Office
- 4.2.2 Suitable office accommodation in the Dubbo Civic Administration Building including the provision of a computer and software packages that enable email and internet services.
- 4.2.3 A range of secretarial and support services including telephone and reception duties, typing, organisation of Civic Receptions including catering, preparation of speeches, press releases, meetings and correspondence and other reasonable requests by the Mayor.
- 4.2.4 If the Mayor so chooses, a vehicle will be provided in accordance with the corporate Fleet Policy. This service is reviewed following each Mayoral election, having regard to the sustainability of the vehicle prior to changeover.

Alternatively, the Mayor may utilise their personal vehicle, if suitable, and maintain a logbook for reimbursement of kilometres travelled while carrying out Civic duties up to the

limit set out in section 2.4.2. Such reimbursement must be submitted on the prescribed form every three months and be accompanied by supporting documentation (log book).

- 4.2.5 A mobile telephone service for which all expenses are paid but which is to be used exclusively for Council and Civic duties.
- 4.2.6 Preparation of media material for the Mayor in respect of Council activities.
- 4.2.7 Reasonable expenses for the Mayor and partner/accompanying person to attend on behalf of Council in the office of Mayor on official (including conferences) or legal occasions including travel, accommodation subsistence and the like. Attendance at local functions (excluding conferences as defined in section 3.1) by the Mayor and partner/accompanying person shall be paid by Council.
- 4.2.8 If the Mayor so chooses, a credit card facility with a monthly card limit up to \$5,000 to be used for expenses incurred in the pursuit of official Council business. The credit card facility is to be used in situations where it is not possible to go through Council's normal procedure for the ordering and/or payment of goods and services. Initial approval to hold a Corporate Purchase Card must come from the CEO. The Corporate Purchase Card cannot be used for the following:
- Cash advances under any circumstances.
 - Accommodation/travel and work related expenses – preferred payment is via the administration team of the Mayor's Office. The Mayor's Purchase Card may be used for accommodation/travel related expenses in emergency situations and must be submitted to the Manager Governance and Internal Control as soon as practicable.
 - Fines and penalties, unless approved by the CEO (eg, Toll Notices).
 - Private expenditure or personal purchases with a view to reimburse Council at a later date.
 - Split purchases - the cardholder to pay in one credit card transaction and not split the payment.
 - Purchases in conjunction with award points or any personal award card or membership benefits (eg, Frequent Flyer or Woolworths Rewards).
- 4.2.9 Provision of appropriate Council branded clothing including, but not limited to, blazer, jacket, polo shirt or t-shirt as approved by the Chief Executive Officer.

5. OTHER MATTERS

5.1 ACQUISITION AND RETURNING OF FACILITIES AND EQUIPMENT BY COUNCILLORS

- 5.1.1 Councillors will be issued with facilities as provided for under this policy upon election to Office.
- 5.1.2 All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.
- 5.1.3 Should a Councillor wish to purchase council equipment previously allocated to them at the cessation of their duties, a written request should be submitted to the CEO. A fair market price will be proposed at the time of purchase.

5.2 ANNUAL FEES – MAYOR AND COUNCILLORS

Fees Payable to Councillors

- 5.2.1 Pursuant to Section 248 of the Act, the Council shall, prior to 30 June each year, set by resolution the annual fees to be paid to a Councillor for the following year commencing 1 July, provided that such fee shall be within the range for the Council determined annually by the Local Government Remuneration Tribunal.
- 5.2.2 Such payment shall be subject to Section 254A of the Act and any specific resolution of the Council under Section 254A.

Fees Payable to the Mayor

- 5.2.3 Pursuant to Section 249 of the Act, the Council shall, prior to 30 June each year, set by resolution, the annual fee to be paid to the Mayor for the following year commencing 1 July provided that such fee shall be within the range for the Council determined annually by the Local Government Remuneration Tribunal.
- 5.2.4 Pursuant to Section 249(5) of the Act, the Council may pay the deputy mayor (if there is one) a fee determined by the council for such time as the deputy mayor acts in the office of the mayor. The amount of the fee so paid must be deducted from the mayor's annual fee.
- 5.2.5 There will be an automatic transfer of the additional annual mayoral fee during any leave of absence of the Mayor, to the person acting in the role of the Mayor.

Fees from Paid Board Positions

- 5.2.6 Councillors and Mayors may keep any fees received from elected board positions, where such positions directly related to their position as Councillor or Mayor on the provision that any such position must be endorsed by Council.

5.3 SUPERANNUATION

- 5.3.1 In accordance with section 254B of the Act, and as resolved by Council on 24 February 2022, a superannuation contribution payment is payable with, and at the same intervals as, the annual fee is payable to Councillors. The amount of a superannuation contribution payment is in line with those payments made to employees of Council.

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6. END SECTION

6.1 RESPONSIBILITIES

6.1.1 All Councillors, the Chief Executive Officer and the Manager Governance and Internal Control are responsible for enacting this policy.

6.2 APPENDICES

6.2.1 Appendix 1 – Expenses of Members of Council – Incidental Expenses

6.2.2 Appendix 2 - Expenses of Members of Council – Vehicle Allowance

6.2.3. Appendix 3 - Expenses of Members of Council – Meals

6.2.4 Appendix 4 – Expenses of Members of Council – Statutory Declaration Form

EXPENSES OF MEMBERS OF COUNCIL**Incidental Expenses****(Including meals when purchased within the Dubbo Regional LGA)**

Please complete this form and return to the Governance Team Leader.

NOTE: Reimbursement of incidental expenses must be accompanied by the relevant approvals from the Mayor's office and receipts.

APPLICANT DETAILS	
Title	Councillor
Name/s	

INCIDENTAL EXPENSES	
Date	Meeting/Function
Summary of Expenses Claimed	Cost
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total out of pocket expenses	\$

Only expenses incurred in line with the Payment of Expenses and Provision of Facilities for the Mayor and Councillors Policy will be reimbursed.

APPLICANT SIGNATURE	
Signature	
Print Name	
Date	

EXPENSES OF MEMBERS OF COUNCIL

Incidental Expenses

(Including meals when purchased within the Dubbo Regional LGA)



OFFICE USE ONLY	
Total payable	
Cost Number	

APPROVAL			
MGIC Signature		Date	
CEO signature		Date	

Submit to: susan.wade@dubbo.nsw.gov.au
 Deliver to: Mayor's Office
 Cnr Church and Darling St | Dubbo or Cnr Nanima Cres and Warne St | Wellington

EXPENSES OF MEMBERS OF COUNCIL

Vehicle Allowance

Section 252, Local Government Act 1993



Please complete this form and return to the Governance Team Leader

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

APPLICANT DETAILS	
Title	Councillor
Name/s	

VEHICLE ALLOWANCE				
Date	Meeting/Function	Start Odometer	End Odometer	Distance Travelled (km)
Total distance claimable				
Engine size				

APPLICANT SIGNATURE	
Signature	
Print Name	
Date	

EXPENSES OF MEMBERS OF COUNCIL**Vehicle Allowance**

Section 252, Local Government Act 1993



OFFICE USE ONLY			
Total distance claimable		Amount per km	
Total payable			
Cost number			

APPROVAL			
MGIC Signature		Date	
CEO signature		Date	

Submit to: Sonia.fernando@dubbo.nsw.gov.au

Deliver to: Mayor's Office

Cnr Church and Darling St | Dubbo or Cnr Nanima Cres and Warne St | Wellington

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EXPENSES OF MEMBERS OF COUNCIL

Meals – Outside of LGA



Please complete this form and return to the Governance Team Leader.

NOTE: Payment of travel expenses must be accompanied by the relevant approvals from the Mayor's office. Meal expenses will be paid before travel if completed forms are received at least one week prior to monthly pay run.

APPLICANT DETAILS	
Title	Councillor
Name/s	

Only meals which are not included in registration fees or provided as part of the event will be reimbursed.

MEALS			
Date/s		Meeting/Function	
Location of function			
Number of breakfasts			
Number of lunches			
Number of dinners			

APPLICANT SIGNATURE	
Signature	
Print Name	
Date	

OFFICE USE ONLY					
Payable/breakfast	\$	Payable/lunch	\$	Payable/dinner	\$
Totals/meal	\$		\$		\$
Total payable					
Cost Number					

APPROVAL			
MGIC Signature		Date	
CEO signature		Date	

Submit to: susan.wade@dubbo.nsw.gov.au

Deliver to: Mayor's Office

Cnr Church and Darling St | Dubbo or Cnr Nanima Cres and Warne St | Wellington

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EXPENSES OF MEMBERS OF COUNCIL



Statutory Declaration



I, _____ (Name)
 of _____ (Address)
 _____ (Occupation)

do solemnly and sincerely declare

_____ *Insert matter declared to. Where the matter is long add the words "as follows:" and then set out in numbered paragraphs.*

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

 Declared at _____ (Signature of person making declaration)
 On _____ (Place of declaration)
 In the presence of _____ (Date)
 _____ (Signature of witness)
 _____ (Name of witness)

See over page for notes, including witness requirements

EXPENSES OF MEMBERS OF COUNCIL

Statutory Declaration



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

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



REPORT: Acceptance of Easement at 2A Rawson Street, Dubbo as Part of Development by NSW Land and Housing Corporation

DIVISION: Organisational Performance
REPORT DATE: 15 June 2022
TRIM REFERENCE: ID22/984

EXECUTIVE SUMMARY

Purpose	Seek endorsement	
Issue	• Formalising an easement for sewage at 2A Rawson Street, Dubbo	
Reasoning	• The sewage infrastructure was created when 2A Rawson Street, Dubbo was developed into eight units	
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:	1 Housing
CSP Objective:	1.1 Housing meets the current and future needs of our community
Delivery Program Strategy:	1.1.1 A variety of housing types and densities are located close to appropriate services and facilities
Theme:	1 Housing
CSP Objective:	1.1 Housing meets the current and future needs of our community
Delivery Program Strategy:	1.1.4 Public and social housing are integrated into residential areas

RECOMMENDATION

- 1. That Council accept the easement for sewage, and the positive covenant, created over Lot 1, Sec 44 on DP 758361.**
- 2. That all necessary documents be executed under the Common Seal of Council.**

Dean Frost
Director Organisational Performance

CP
Manager Property and
Land Development

BACKGROUND

NSW Land and Housing Corporation (LAHC) have constructed a multi-dwelling housing complex consisting of eight units over Lot 1, Sec 44 on DP758361 (Property) to house Dubbo's senior residents. The development was undertaken by LAHC as 'permitted without consent' under the provisions of Clause 40 of the *State Environmental Planning Policy (Affordable Rental Housing) 2009*.

As part of the development, sewage infrastructure was constructed along the rear of the Property (refer to page 3 of **Appendix 1**) (infrastructure). The infrastructure will become a Council asset, therefore an easement is necessary to protect it.

LAHC's surveyors, Premise, provided the following documents for Council's consideration and, if acceptable, execution:

1. Form 01TY Transfer of Easement in Gross (Form 01TY,) attached as **Appendix 1**; and
2. Form 13PC Positive Covenant (Form 13PC), attached as **Appendix 2**.

If acceptable and once fully executed, both the Form 01TY and Form 13PC will be lodged by LAHC with the New South Wales Land Registry Services (NSWLRS) for registration and thus burden the title to the Property.

Form 01TY

Discussions with Premise confirmed that even though an easement had yet to be created on title, a Form 01TY was technically an appropriate document to create an easement as the area of the easement itself ran parallel to the rear boundary of the property. Use for the Form 01TY also bypassed the usual requirement for a deposited plan to be created due to the simplicity of the easement area.

Form 13PC

Amongst other things, the Form 13PC obliges LAHC, in relation to the infrastructure, to:

- a. permit stormwater runoff to be temporarily detained by the infrastructure;
- b. keep the infrastructure clean and free from silt, rubbish and debris;
- c. maintain and repair the infrastructure so that it functions in a safe and efficient manner;
- d. replace, maintain, repair, alter and renew the whole or parts of the infrastructure if directed in writing by Council; and
- e. permit Council to enter and inspect the infrastructure.

REPORT

Consultation

Council's Statutory Planning team and Infrastructure Strategy and Design team have confirmed that acceptance of the Form 01TY and Form 13PC is appropriate.

Although the development was permitted without consent, Council's Planning team made comment on the proposed development with regard to legislative planning requirements and confirmed that their development was in line with these obligations.

Resourcing Implications

There is no cost to Council in formalising the easement and the positive covenant.

Next Steps

Upon execution of the Form 01TY and Form 13PC, LAHC will register both fully-signed documents with NSWLRS.

APPENDICES:

- 1 [↓](#) Form 01TY Transfer of Easement in Gross
- 2 [↓](#) Form 13PC Positive Covenant

Form: 01TY
Release: 2/2

**TRANSFER OF
EASEMENT IN GROSS**

Leave this space clear. Affix additional pages to the top left-hand corner.

New South Wales
Section 88A Conveyancing Act 1919

PRIVACY NOTE: Section 31B of the Real Property Act 1900 (RP Act) authorises the Registrar General to collect the information required by this form for the establishment and maintenance of the Real Property Act Register. Section 96B RP Act requires that the Register is made available to any person for search upon payment of a fee, if any.

STAMP DUTY

Insert Duties Assessment No. as issued by Revenue NSW Office. Duties Assessment No.
--

(A) **TORRENS TITLE**

1/44/758361

(B) **EASEMENT IN GROSS**

Number	Description
1	EASEMENT TO DRAIN SEWAGE VARIABLE WIDTH

(C) **LODGED BY**

Document Collection Box 416Q	Name, Address or DX, Telephone, and Customer Account Number if any DEP PLANNING, INDUSTRY & ENVIRONMENT LAND & HOUSING CORP - 12 DARCY ST, PARRAMATTA NSW 2150 CAN: 123287M	CODE TY
	Email: HAPLegalinbox@dpie.nsw.gov.au Reference: Survey: BGW4F	

(D) **TRANSFEROR**

NEW SOUTH WALES LAND AND HOUSING CORPORATION
--

(E) **TRANSFeree**

DUBBO REGIONAL COUNCIL

(F) The transferor acknowledges receipt of the consideration of \$ 0.00 and transfers to the transferee the abovementioned easement in gross.

DATE

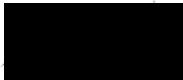
(G) I certify that I am an eligible witness and that an authorised officer of the transferor signed this dealing in my presence. [See note* below].

Signature of witness: 

Full name of witness:
NIK RISTEVSKI

Address of witness:
12 Darcy Street Parramatta

Certified correct for the purposes of the Real Property Act 1900 by an authorised officer of the transferor.

Signature of authorised officer: 

Full name of authorised officer:
Marcel Simor

Position of authorised officer:
Delegate

I certify that I am an eligible witness and that an authorised officer of the transferee signed this dealing in my presence. [See note* below].

Signature of witness:

Full name of witness:

Address of witness:

Certified correct for the purposes of the Real Property Act 1900 by an authorised officer of the transferee.

Signature of authorised officer:

Full name of authorised officer:

Position of authorised officer:

* s117 RP Act requires that you must have known the signatory for more than 12 months or have sighted identifying documentation.
ALL HANDWRITING MUST BE IN BLOCK CAPITALS Page 1 of 3 2005

Annexure A to Granting Easement

Terms of Easement to Drain Sewage Variable Width over Lot 1 in Section 44 of DP758361


1. The terms of the Easement to Drain Sewage Variable Width as set out in Part 12 of Schedule 8 of the Conveyancing Act 1919 No 4.

Name of Authority having the power to release vary or modify the above-mentioned Easement is Dubbo Regional Council

Dubbo Regional council by its authorised delegate pursuant to s.377 Local Government Act 1993

(Signature of delegate) (Signature of delegate)

I certify that I am an eligible witness and that the delegate signed in my presence

 Electronic signature of me, Tracie Smart, affixed by me on the 5/04/2022

(Signature of witness) Tracie Smart
(Name of witness)

Corner Church and Darling Streets Dubbo NSW 2830
(Address of witness)

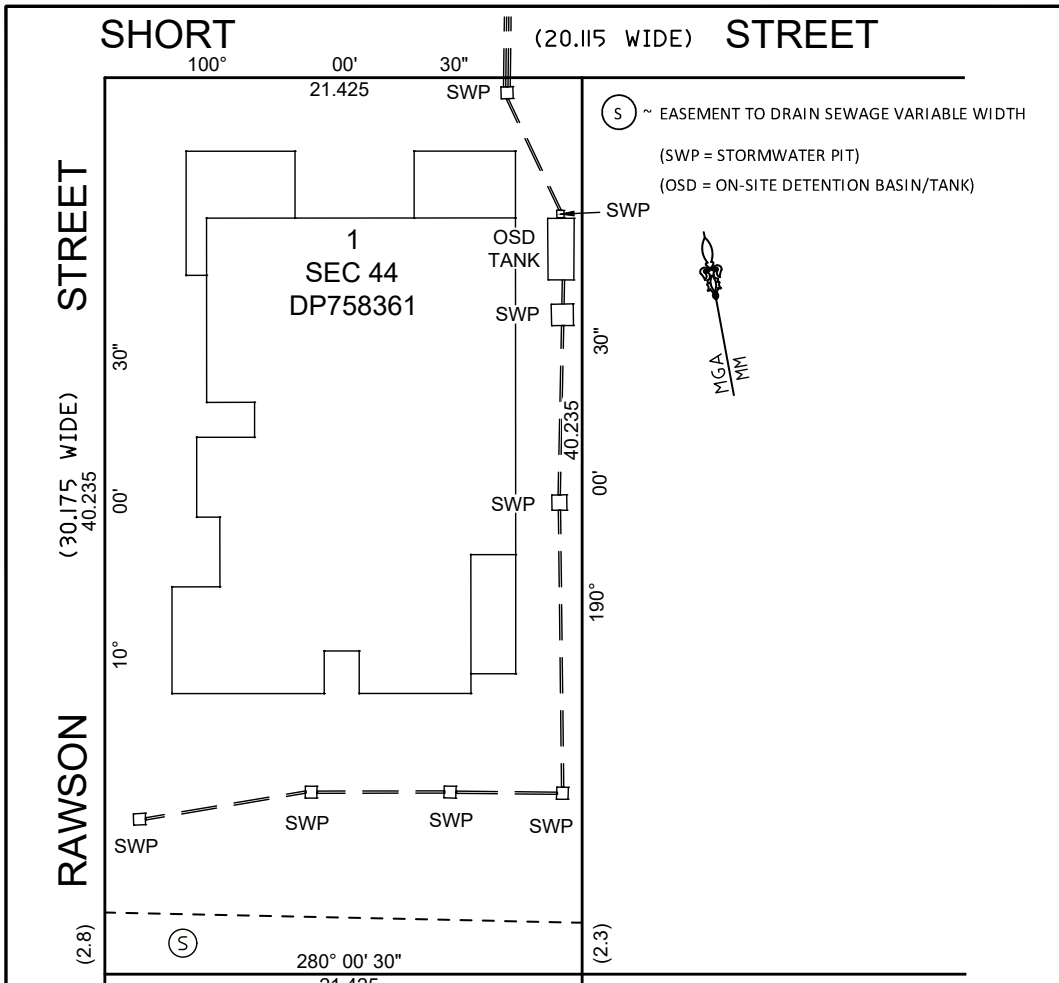
I certify that I am an eligible witness and that an authorised officer of the registered proprietor signed this dealing in my presence. [See note* below].

Certified correct for the purposed of the Real Property Act 1900 by the authorised officer named below.

Signature of witness: _____
Name of witness: _____
Address of witness: _____

Signature of authorised officer: _____
Authorised officer's name: _____
Authority of officer: _____
Signed on behalf of: _____

* s117 RP Act requires that you must have known the signatory for more than 12 months or have sighted identifying documentation.



Dubbo Regional Council by its authorised delegate pursuant to s.377 Local Government Act 1993

(Signature of delegate) _____ (Signature of delegate) _____

I certify that I am an eligible witness and that the delegate signed in my presence

(Signature of witness) _____ (Name of witness) _____

(Address of witness) _____


I certify that I am an eligible witness and that an authorised officer of the registered proprietor signed this dealing in my presence. [See note* below].

Signature of witness: _____
 Name of witness: _____
 Address of witness: _____

Certified correct for the purposes of the Real Property Act 1900 by the authorised officer named below.

Signature of authorised officer: _____
 Authorised officer's name: _____
 Authority of officer: _____
 Signed on behalf of: _____

* s117 RP Act requires that you must have known the signatory for more than 12 months or have sighted identifying documentation.

<p>ANNEXURE B PAGE 3 of 3 REFERENCE: I22169_01A_AN01.DWG</p>	REGISTERED SURVEYOR:..... DATE: 14/12/2021 CHARLES ROBERT HIGGS	
	LOCALITY: DUBBO LGA: DUBBO PARISH: DUBBO COUNTY: LINCOLN	

Form: 13PC
Release: 3:2

POSITIVE COVENANT
New South Wales
Section 88E(3) Conveyancing Act 1919

Leave this space clear. Affix additional pages to the top left-hand corner.

PRIVACY NOTE: Section 31B of the Real Property Act 1900 (RP Act) authorises the Registrar General to collect the information required by this form for the establishment and maintenance of the Real Property Act Register. Section 96B RP Act requires that the Register is made available to any person for search upon payment of a fee, if any.

(A) **TORRENS TITLE** 1/44/758361

(B) **LODGED BY**

Document Collection Box 416Q	Name, Address or DX, Telephone, and Customer Account Number if any DEP PLANNING, INDUSTRY & ENVIRONMENT LAND & HOUSING CORP - 12 DARCY ST, PARRAMATTA NSW 2150 CAN: 123287M Email: HAPLegalinbox@dpie.nsw.gov.au Reference: Survey: BGW4F	CODE PC
--	--	------------------------------

(C) **REGISTERED PROPRIETOR** Of the above land
NEW SOUTH WALES LAND AND HOUSING CORPORATION

(D) **LESSEE MORTGAGEE or CHARGE**

Of the above land agreeing to be bound by this positive covenant		
Nature of Interest	Number of Instrument	Name
Not Applicable	N . A .	N . A .

(E) **PRESCRIBED AUTHORITY** Within the meaning of section 88E(1) of the Conveyancing Act 1919
NEW SOUTH WALES LAND AND HOUSING CORPORATION

(F) The prescribed authority having imposed on the above land a positive covenant in the terms set out in annexure _____ hereto applies to have it recorded in the Register and certifies this application correct for the purposes of the Real Property Act 1900.

DATE _____

(G) **Execution by the prescribed authority**

I certify that an authorised officer of the prescribed authority who is personally known to me or as to whose identity I am otherwise satisfied signed this application in my presence.

Signature of witness: _____	Signature of authorised officer: _____
Name of witness: NIK RISTEVSKI	Name of authorised officer: Marcel Simor
Address of witness: 12 Darcy Street Parramatta	Position of authorised officer: Delegate

(G) **Execution by the registered proprietor**

I certify I am an eligible witness and that the registered proprietor signed this dealing in my presence. [See note* below]	Certified correct for the purposes of the Real Property Act 1900 by the registered proprietor.
--	--

Signature of witness: _____ Signature of registered proprietor: _____

Name of witness: _____
Address of witness: _____

(H) **Consent of the N.A**

The N.A _____ under N.A _____ No. N.A. _____, agrees to be bound by this positive covenant. I certify that the above N.A _____ who is personally known to me or as to whose identity I am otherwise satisfied signed this application in my presence.

Signature of witness: _____ Signature of N.A. _____
Name of witness: _____
Address of witness: _____

* s117 RP Act requires that you must have known the signatory for more than 12 months or have sighted identifying documentation.
ALL HANDWRITING MUST BE IN BLOCK CAPITALS Page 1 of 3 2005

Annexure A to Positive Covenant

Terms of Positive Covenant over Lot 1 in Section 44 of DP758361

1. The registered proprietor, in respect to the On-Site Stormwater Detention System (which expressions include; all ancillary gutter pipes, drains, walls, safety fences, kerbs, pits, grates, tanks, chambers, basins, and surfaces designed to temporarily detain stormwater, hereinafter called "the system") erected on the land so burdened, will:
 - (a) Permit stormwater runoff to be temporarily detained by the system.
 - (b) Keep the system clean and free from silt, rubbish and debris.
 - (c) Maintain and repair the system so that it functions in a safe and efficient manner.
 - (d) Replace, maintain, repair, alter and renew the whole or parts of the system within the time and in the manner, if directed in a written notice issued by Council.
 - (e) Carry out the matters referred to in paragraphs (b), (c) and (d) at the registered proprietor's expense.
 - (f) Permit the Council or its authorised agents from time to time and upon giving reasonable notice (but at any time and without notice in the case of an emergency) to enter and inspect the land for the compliance with the requirements of this clause.
 - (g) Comply with the terms of any written notice issued by the Council in respect of the requirements of this clause within the time stated in the notice.

2. In the event that the registered proprietor fails to comply with the terms of any written notice served in respect of the matters listed in clause 1, the Council or its authorised agents may enter with all necessary equipment and carry out any work required to ensure the safe and efficient operations of the system and recover from the registered proprietor the cost of carrying out any work, and if necessary, recover any costs of legal proceedings and entry of a covenant charge on the land under Section 88F of the Conveyancing Act 1919. In carrying out any work under this clause, the Council must take reasonable precautions to ensure the land will be disturbed as little as possible.

Name of Authority having the power to release vary or modify the above-mentioned Positive Covenant is Dubbo Regional Council

Dubbo Regional council by its authorised delegate pursuant to s.377 Local Government Act 1993

 (Signature of delegate) (Signature of delegate)

I certify that I am an eligible witness and that the delegate signed in my presence

 (Signature of witness) (Name of witness)

 (Address of witness)

I certify that I am an eligible witness and that an authorised officer of the registered proprietor signed this dealing in my presence. [See note* below].

Certified correct for the purposed of the Real Property Act 1900 by the authorised officer named below.

Signature of witness:

Signature of authorised officer:

Name of witness: _____

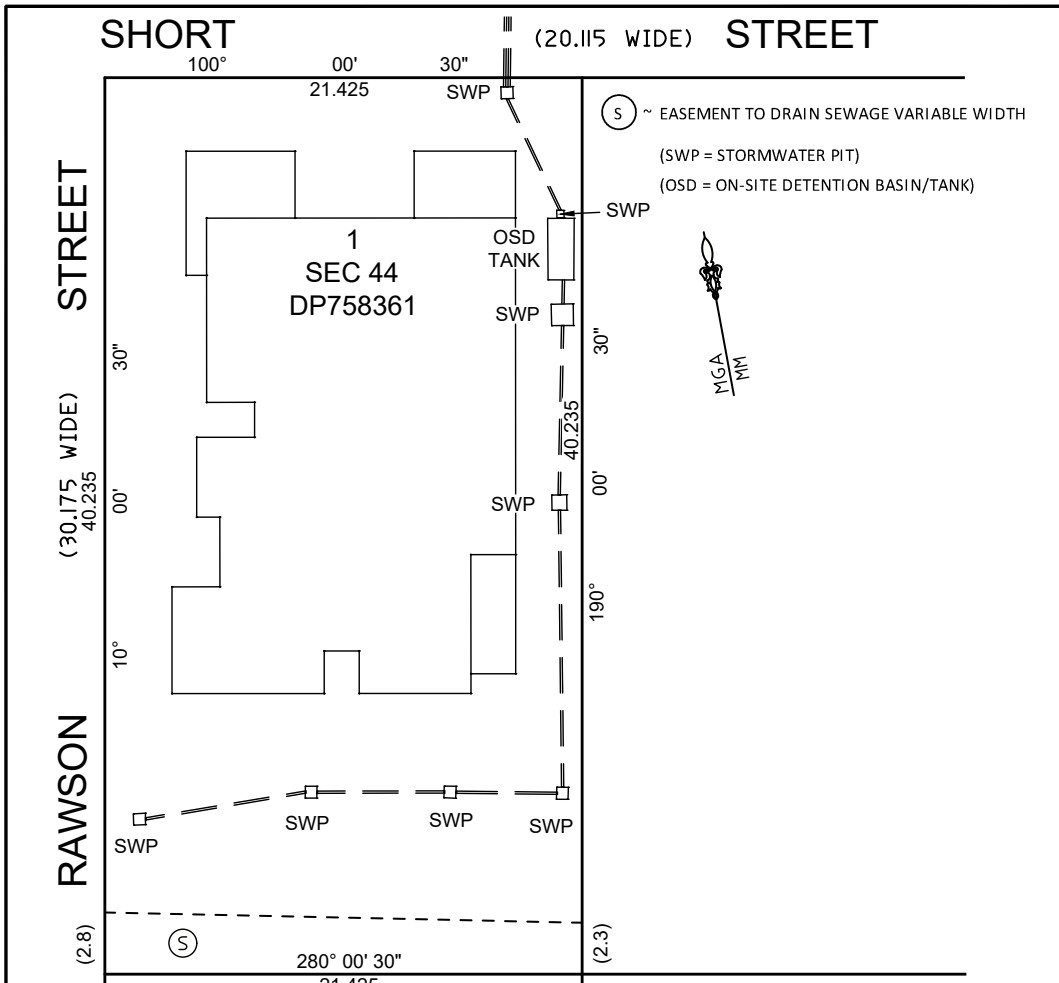
Authorised officer's name: _____

Address of witness: _____

Authority of officer: _____

Signed on behalf of: _____

** s117 RP Act requires that you must have known the signatory for more than 12 months or have sighted identifying documentation.*



Dubbo Regional Council by its authorised delegate pursuant to s.377 Local Government Act 1993

(Signature of delegate) _____ (Signature of delegate) _____

I certify that I am an eligible witness and that the delegate signed in my presence

(Signature of witness) _____ (Name of witness) _____

(Address of witness) _____

I certify that I am an eligible witness and that an authorised officer of the registered proprietor signed this dealing in my presence. [See note* below].

Signature of witness: _____
 Name of witness: _____
 Address of witness: _____

Certified correct for the purposes of the Real Property Act 1900 by the authorised officer named below.

Signature of authorised officer: _____
 Authorised officer's name: _____
 Authority of officer: _____
 Signed on behalf of: _____

* s117 RP Act requires that you must have known the signatory for more than 12 months or have sighted identifying documentation.

<p>ANNEXURE B PAGE 3 of 3 REFERENCE: I22169_01A_AN01.DWG</p>	REGISTERED SURVEYOR:..... DATE: 14/12/2021 CHARLES ROBERT HIGGS	
	LOCALITY: DUBBO LGA: DUBBO PARISH: DUBBO COUNTY: LINCOLN	



REPORT: Smart Region Strategy and Smart Council Strategy

DIVISION: Development and Environment
REPORT DATE: 1 July 2022
TRIM REFERENCE: ID22/642

EXECUTIVE SUMMARY

Purpose	Seek endorsement	
Issue	<ul style="list-style-type: none"> • Council has prepared a Smart Region Strategy (attached in Appendix 1) and a Smart Council Strategy (attached in Appendix 2) for the Local Government Area. • The Strategies aim to ensure the region has an appropriate level of innovative technologies and smart infrastructure that can best meet the current and long-term requirements of the community and Council. • The Strategies will also guide Council's internal processes and activities to ensure smart technology is a key component of the decision-making process. • The Strategies will be placed on public exhibition for a period of not less than 28 days. Following completion of public exhibition, a further report will be presented to Council for consideration, addressing the outcomes of the public exhibition. 	
Reasoning	<ul style="list-style-type: none"> • Technology is often positioned as a way to address everyday challenges, but Council needs to understand how to best adopt these technologies to suit the needs of the community. 	
Financial Implications	Budget Area	Growth Planning (Strategy development)
	Funding Source	Smart Transformation
	Proposed Cost	Funding for individual projects will be considered by Council project managers moving forward.
	Ongoing Costs	Ongoing funding will be considered by Council project managers in overall project development activities.
Policy Implications	Impact on Policy	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:	4.2 The resources of Council are sustainably managed
Delivery Program Strategy:	4.2.2 Technological capabilities meet the requirements of Council and the community

RECOMMENDATION

- 1. That the draft Smart Region Strategy (attached in Appendix 1) and draft Smart Council Strategy (attached in Appendix 2) be adopted by Council for the purposes of public exhibition.**
- 2. That the draft Smart Region Strategy and draft Smart Council Strategy be placed on public exhibition for a period of not less than 28 days.**
- 3. That following completion of public exhibition, a further report be presented to Council for consideration, including the results of the public exhibition.**

Stephen Wallace
Director Development and Environment

TH
Team Leader Growth
Planning Projects

BACKGROUND

Technology is transforming the way in which services, interactions, growth and economic opportunities are happening on a daily basis. Technology is often positioned as a way to address everyday challenges. However, Council needs to understand how to best adopt these technologies to suit the community's needs.

REPORT

1. Smart Region Strategy

(a) What is a 'Smart Region?'

A Smart Region uses information technology, data and innovative solutions to solve problems and unlock economic, social, environmental and cultural opportunities. A Smart Region:

- Embeds digital technology in infrastructure, the natural environment, and everyday processes to understand and respond to the region's needs.
- Captures, collects, stores, analyses and safely shares data to inform decision making.
- Fosters a culture of collaboration, knowledge sharing, co-design and innovation to enhance liveability, well-being, sustainability and economic opportunity.

Above all, a Smart Region embraces new technologies and ideas that deliver benefits and solutions to the community and the region as a whole.

(b) Smart Region Strategy

A Smart Region Strategy (attached in **Appendix 1**) has been prepared to guide the provision of innovative technologies and smart infrastructure that can best meet the current and long-term requirements of the community and Council.

The draft Strategy includes the following vision:

"The future is bright and connected, offering more local opportunities, investment, and an even better place to live, learn, work and visit.

Harnessing data, technology, and collaboration we will create economic opportunity, support environmental sustainability, and promote wellbeing and safety. We will be a recognised leader of regional and rural smart solutions."

The Strategy incorporates the following themes and principles:

- Equipped and connected community – Increase digital inclusion and equity, and allow the community to have the skills and capability to stay connected.
- Vibrant and liveable spaces – Create liveable, well-planned and safe places/spaces that leverage digital technology to inform decision making and facilitate vibrancy.

- Innovative and prosperous economy – Shape and support the economy through data, innovation, collaboration and creativity.
- Integrated and efficient mobility – Increase accessibility and connectivity within the region through advances in planning, transport and logistics.
- Resilient and sustainable environment – Protect the natural environment and use technology to monitor impacts on the environment.
- Optimised asset and infrastructure management – Improve the efficiency and effectiveness of asset management and ensure long-term financial and resource sustainability.
- Smart and prepared Council – Ensure cyber security, digital capability and user experience are addressed and safeguarded.

2. Smart Council Strategy

A Smart Council Strategy (attached in **Appendix 2**) has been prepared in conjunction with the Smart Region Strategy. It provides the strategic backbone for the continuing digital transformation of Council and the delivery of the Smart Region Strategy. The Smart Council Strategy identifies the vision for Council's future technology platform and information processes by coordinating Council's approach to changing Information Communication Technology.

3. Consultation

Council conducted a range of engagement sessions in mid-2021 and early-2022 to gather relevant information and help guide Council's approach to smart transformation. These insights have helped to shape the vision and objectives to meet the priorities of key stakeholders, influence the development of key actions that overcome local challenges and leverage local strengths.

Endorsement of the draft Strategies by Council will enable consultation to be undertaken with multiple stakeholders.

4. Implementation Plan

An Implementation Plan will identify priority action areas Council will pursue over the next 12 months in support of the delivery of the Strategies. These action areas are subject to further discussion and approval with Council, and will be accompanied by specific milestones, responsibilities and 'smart' alignment.

The Implementation Plan will include governance requirements and structures, change management factors, potential collaboration and partnership opportunities, project priorities and risk management techniques, and measures of success.

5. Alignment with other Strategies

To promote partnerships with neighbouring Councils, the NSW Government, and the Australian Government, Council has closely considered their smart aspirations, policies, and strategies. Where possible, strategic alignment with these stakeholders will occur to combine resources, share knowledge and deliver more integrated solutions with broader benefits.

The Strategies closely consider the NSW Smart Places Strategy to ensure strategic alignment, with an aspiration to combine resources and share knowledge to deliver more integrated solutions with broader impact for our communities.

Figure 1 identifies the strategic context of the Smart Region Strategy with existing regional and NSW Government policies and strategies, the Towards 2040 Community Strategic Plan, the Dubbo Regional Local Strategic Planning Statement and Council’s Smart Council Strategy.



Figure 1: Strategic content and alignment

6. Resourcing Implications

Council must effectively coordinate a program of actions and resulting projects, suppliers, providers, and budgets to ensure the successful transition to a smarter and more connected region.

Funding for projects will be considered as part of the budget development, and grants will be sought where possible. However, it should also be noted that the Strategies are positioned to guide Council's internal processes and activities to ensure smart technology is a key component of the decision-making process. Funding for individual projects will be considered by Council project managers where smart technology can be utilised in a cost effective and efficient manner.

Projects will initially focus on creating policies to coordinate the adoption of smart technology, increasing collaboration, data governance and potential security issues, web platforms to communicate projects, and developing communities of practice.

The use of pilot programs will provide a proof of concept, and comprehensive business cases will be developed to support future actions. Risks will be managed by adherence to strict project methodology, and diverse projects will help reduce the overall risk profile.

To assist with project prioritisation, the Implementation Plan contains the following guiding questions which determine the viability of a project:

- Does the project solve a challenge within the community or to service delivery?
- Does the project align to community/staff priorities and engagement?
- Does the project align to DRC's strategic environment?
- Is the project financially viable, including both upfront and ongoing costs?
- Does the project support sustainable outcomes?
- Does Council hold the policy levers required to implement?
- Does the project leverage existing, or catalyse future, smart initiatives?
- Does the project require services from other divisions?
- Does the project align with Dubbo's Smart Region Strategy?
- Does the project align with Dubbo's Smart Council Strategy?

Projects currently being considered by Council include:

- A platform to communicate smart region projects, news, progress and collaboration opportunities;
- A digital twin for new urban release areas;
- Real-time information and availability of smart-parking;
- Roadmap to addressing green transport options, including EV charging and CO2 reductions;
- Autonomous vehicles;
- Remote-monitoring of environmental data, including the urban heat effect and the salinity bore network;

- Smart precincts;
- Opportunities to capture and monitor the condition of assets;
- Remote and co-working hubs to facilitate local employment and entrepreneurship; and
- The use of cloud computing to support Council's business application.

APPENDICES:

[1](#) [↓](#) Draft Smart Region Strategy

[2](#) [↓](#) Draft Smart Council Strategy



Smart Region Strategy

Smart Region, Smart Council

July 2022





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Acknowledgement of Country

Dubbo Regional Council wish to acknowledge the Wiradjuri People who are the Traditional Custodians of the Land. Council pay respect to the Elders both past, present, and emerging of the Wiradjuri Nation and extend that respect to other Aboriginal peoples from other nations who are present.

Foreword

Text to come...

DRAFT

Smart Dubbo, Smart Region

A region of opportunity driven by innovation. Where data is harnessed to improve decision-making. Where technology is leveraged to tackle local challenges.

A community closely connected to each other and the world. A future in which our environment and way of life are preserved.

Dubbo Regional Council (DRC) have developed this *Smart Region Strategy* (Strategy) to guide the adoption of technology, data, and innovation as the Dubbo Region (the Region) pursues greater prosperity, connection, wellbeing, and sustainability.

For Dubbo, Wellington, and the villages of Geurie, Wongarbon, Stuart Town, Mumbil, Ballimore, Elong Elong and Eumungerie – the opportunities are endless.





What is a smart region?

Smart regions use information technology, data and innovative solutions to solve problems and unlock economic, social, environmental and cultural opportunities. They:



Embed digital technology in infrastructure, the natural environment, and everyday processes to **understand** and **respond** to the region's needs.



Capture, collect, store, analyse and safely share data to **inform decision-making**.



Foster a culture of **collaboration, knowledge sharing, co-design, and innovation** to enhance liveability, wellbeing, sustainability, and economic opportunity.

Above all, embrace new technologies and ideas that deliver benefits and solutions to the community and the region as a whole.

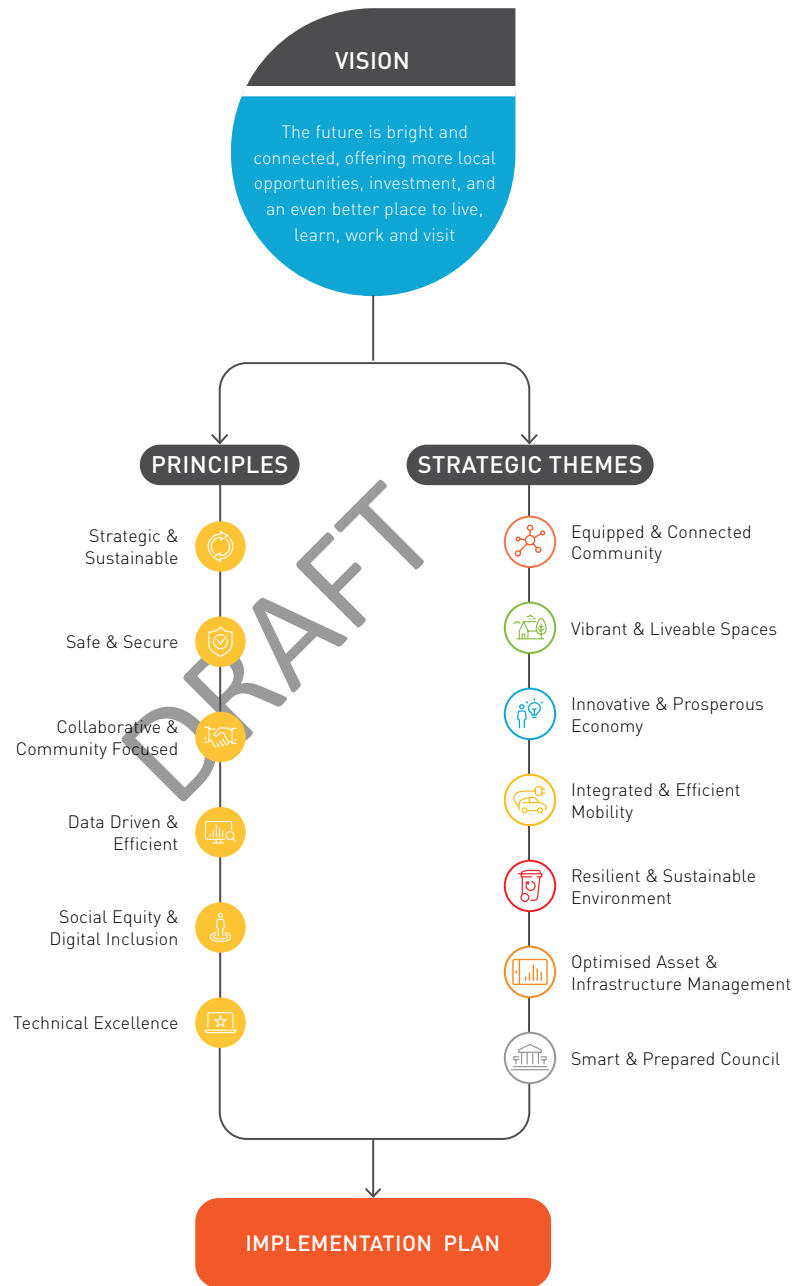
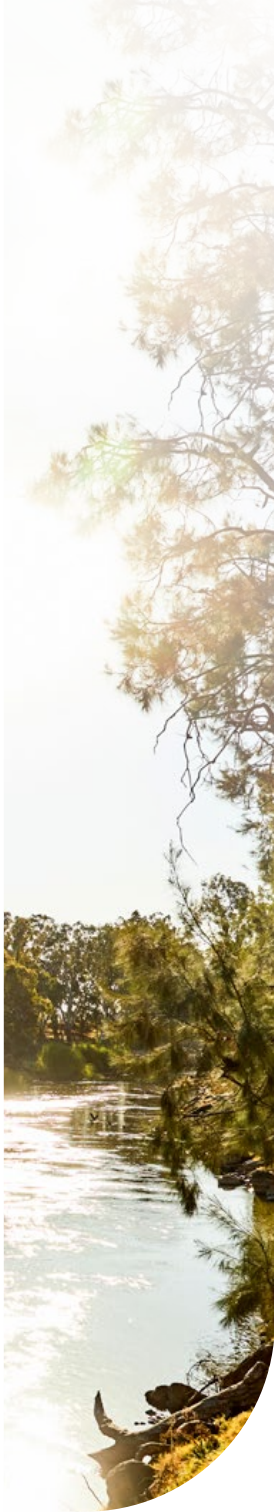
Council is committed to empowering people, nurturing community foundations, connecting the Region to the wider world and the world with us. We are taking a proactive approach to understanding how technology can be used to 'sense' the environment, share meaningful data and strengthen our Region as a destination to live, learn, work, and visit.

Vision

The future is bright and connected, offering more local opportunities, investment, and an even better place to live, learn, work and visit.

Harnessing data, technology, and collaboration we will create economic opportunity, support environmental sustainability, and promote wellbeing and safety. We will be a recognised leader of regional and rural smart solutions.



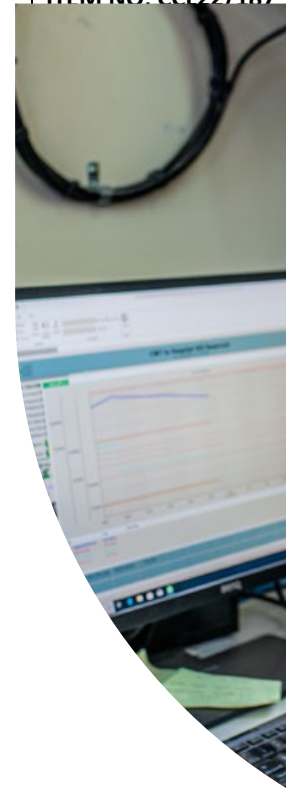


Council's Role

Council's role is to lead and facilitate the uptake of digital technology across the Region.

- » As a leader Council will look to design and deliver smart services and initiatives as directed by community need and priority.
- » As a facilitator Council will support individuals, community groups, business and stakeholders to drive smart region activity by sharing information and data, encouraging collaboration, and removing barriers to innovation.

To support our smart region aspirations Council is taking steps to transform and further enhance its internal digital operations, systems, and processes. We are focussed on improving customer experience, streamlining internal processes, and encouraging innovation during procurement, contracting and investment.





Why is Council working towards building a Smart Region?

Council is committed to enhancing the way we deliver services, infrastructure, and facilities to our community. Over the last decade digital technology has changed the way we engage and interact with the economy, the environment, services, and each other. We recognise this change means Council along with the broader Region must leverage digital technology and data to meet community expectations and support a higher quality of life in Dubbo. This Strategy and the accompanying *Smart Council Strategy* are a critical step forward.

Our Smart Council Strategy

As technology transforms all aspects of our lives, Council recognises that residents expect service improvements and a seamless experience when interacting with Council. To exceed these expectations, Council is driving organisational reform and building capability through a *Smart Council Strategy*. The *Smart Council Strategy* works in parallel with this *Smart Region Strategy* to address current and future opportunities that digital technologies present. The *Smart Council Strategy* establishes a clearly aligned and planned approach to smart region activity through the deployment of Information and Communication Technology (ICT).

Strategic Context

Success for the Region will come from the strength of its existing partnerships and ability to form new ones.

To promote partnerships with our neighbours, the NSW Government, and the Australian Government, we have closely considered their smart aspirations, policies, and strategies. Future strategies for the Region will ensure strategic alignment with these stakeholders, to combine resources and share knowledge that delivers more integrated solutions with broader impact for our communities

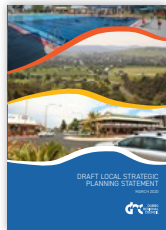




Dubbo 2040 Community Strategic Plan

The *Dubbo 2040 Community Strategic Plan* (CSP) is centred around housing, infrastructure, economic development, community leadership and liveability. This Strategy delivers on key commitments of the CSP:

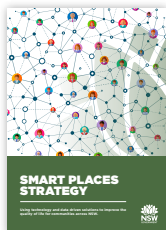
- » “Dubbo and Wellington are ‘smart cities’ that capitalise on future technological advances in the way we travel, communicate, work, live and respond to change”
- » “We are home to the ‘Silicon Plains’ where our strategic location, our transport linkages, land availability and access to world class telecommunications systems provide unmatched capability for high technology industries”



Dubbo Local Strategic Planning Statement

The *Dubbo Local Strategic Planning Statement* (LSPS) sets the economic, social and environmental land use priorities of the community over the next 20 years. It identifies the following as a short-term action:

- » *Prepare a Smart Cities Strategy to identify Dubbo’s smart direction which includes digital infrastructure requirements.*



NSW – Smart Places

The NSW Government has a leading smart technology and digital transformation agenda. The *Smart Places* program supports quality of life in NSW by using technology and information to solve problems and open economic, social, and cultural opportunities for people in communities, towns, and cities. Council is aligning their efforts with the NSW Government, leveraging their expertise to accelerate progress in the Region.

The NSW Government is:

- » setting legislation, policies and guidelines to consistently rollout smart initiatives;
- » creating partnership structures and governance models across all level of government and the private sector to maximise investment in smart initiatives; and
- » directing investment to support market acceleration and to address market failure so that no one is left behind.



Accelerating Smart Technology in NSW

NSW Government have developed a range of policies, program, and tools to support the acceleration of smart technologies across NSW. Key activities and guiding documents include:

ACTION	SIGNIFICANCE TO THE REGION
NSW SMART PLACES STRATEGY The Smart Places Strategy will enhance existing economic and technological strategies by streamlining policy and plans across all levels of Government in NSW	Council has aligned its smart region policies to those set out in the <i>Smart Places Strategy</i> to leverage NSW expertise, build synergies and set up future collaboration opportunities.
SMART PLACES CUSTOMER CHARTER This Charter provides principles to ensure smart places investment is delivered in a way that meets our customers' needs.	Council agrees to the principles of the <i>Charter</i> , demonstrating our understanding and agreement to meet customer expectations.
POLICIES AND GUIDELINES The NSW Government has developed a range of tools to help place owners deliver smart places in NSW.	Council is committed to leveraging these policies and guidelines to support the consistent, efficient, safe, secure, and valuable roll-out of smart technologies across the Region.
NSW SMART PLACES ACCELERATION PROGRAM A \$45 million fund for the NSW Government to partner with stakeholders across metropolitan and regional NSW to accelerate smart technologies and capabilities.	The <i>Acceleration Program</i> is one avenue through which Council is seeking investment and expertise. We are also looking to collaborate with local stakeholders and neighbouring Councils.
REGIONAL DIGITAL CONNECTIVITY PROGRAM The NSW Government has committed over \$400 million to bring a faster and more reliable digital network to regional NSW. The program is focused on the following three priority areas: Mobile Coverage, Gig State and Farms of the Future.	Council is working to leverage the <i>Regional Digital Connectivity Program</i> to help our community run and expand their businesses, access online services and education opportunities and stay in touch with friends and family.

Building Momentum

Through strategic partnerships and collaboration with the NSW Government, Council has been at the forefront of some catalyst projects across the Region. Council will draw on knowledge, lessons, and best practice approaches in its pursuit to becoming a smart region. The tangible benefits of these projects, listed here, have created momentum for the implementation of this Strategy.

NBN rollout

As early as 2016 the NBN™ network became available to residents and businesses in Dubbo, Wellington, and surrounding areas. Connectivity will be further enhanced by the NSW Gig State project, which is a \$100 million investment to improve connectivity prices, quality of service and choice for regional businesses and communities.

LED street lighting

In 2019 Dubbo made the switch to LED street lighting – a more energy efficient, reliable, and effective technology option. The project has estimated savings of \$700,000 per year from reduced energy usage.

Street lighting is a foundation smart infrastructure investment. Lighting assets can integrate with CCTV, Wi-Fi, and various additional devices to facilitate real-time data collection. Real-time monitoring opportunities include smart traffic and parking systems, weather and early detection systems, and public realm safety.



Smart water meters

From 2020 to 2022, smart water meter technology is being rolled out across the Region to 2,300 non-residential and 17,700 residential properties. Smart water meters save money and reduce water consumption by helping to detect leaks early, manage water use through real time data, improve billing accuracy, and reduce asset maintenance costs.

Renewable Energy Zones (REZs)

The NSW Government plans to deliver five Renewable Energy Zones (REZs) with one of the first to be piloted in the Central-West Orana (CW&O). The REZs will play a vital role in delivering affordable, reliable energy generation to help replace the State's existing power stations as they come to their scheduled end of operational life. The CW&O REZ will unlock a significant pipeline of large-scale renewable energy and storage projects, while supporting private sector investment and construction jobs across the Region.

Power Partnerships Program

DRC is now a member of the Cities Power Partnership (CPP) program, joining forces with over 125 councils across the country. The CPP is an effort to accelerate Australia's transition to a renewable energy future, and ultimately slash greenhouse gas pollution and tackle the impacts of climate change. Replacing street lights, installing solar panels, and introducing hybrid vehicles are all initiatives Council have undertaken in an effort to achieve 50% renewable energy consumption by 2025. Efficiencies and savings realised from these investments will flow back to the community: for example, the installation of solar panels on Council facilities is helping save up to \$70,000 per year on energy costs.



Electric Vehicle Charging

The future of transport is electric cars with Dubbo at the heart of the electric vehicle fast charging routes. Local charging stations have been deployed near the Western Plains Cultural Centre connecting Adelaide to Brisbane and inland NSW with coastal NSW.

DRC & ME online portal

The DRC & ME platform provides the community with easy access to Council services through a friendly online interface. Now customers can interact with Council services online 24/7, submit, and track the progress of their requests.

CCTV infrastructure

Dubbo and Wellington residents can feel safer when walking down the street with 167 cameras installed or upgraded across the Region. These have the ability to monitor public safety, read number plates and discern features of suspects in an effort to make our streets safer. These systems operate under strict Codes of Practice and the *Privacy and Personal Information Act 1998 (NSW)*.

The Driverless Ute and Kangaroo Detection Avoidance Trial

Transport for NSW has partnered with leading industry, researchers, local governments, and businesses to develop and deliver a world first Automated Ride Share trial in Dubbo. The trial will operate in real world environments and help the project partners develop scalable transport solutions that improve safety and mobility outcomes in regional Australia. In line with the NSW Government's Future Transport 2056 Strategy the trial focuses on understanding how automated vehicles will operate as part of the integrated transport network, including the physical and digital infrastructure required to support their operation and the role of government in enabling customer focused commercial operations into the future.



What the Community said

For the community, by the community. A smart region is smart because it addresses local concerns and leverages local opportunities.

This Strategy is shaped by community consultation. It is Council's priority and the responsibility of our partners to increase community participation throughout the planning, design and implementation of smart projects.

In 2021 Council engaged with the regional community and a range of stakeholders to identify priorities and gauge community understanding of the benefits of smart regions.

The engagement process included:

- ONLINE COMMUNITY SURVEYS
- ONLINE STAFF SURVEYS
- IN-PERSON WORKSHOPS
- DIGITAL WORKSHOPS



"The Smart Region Strategy should be citizen-centric; it should solve local issues and meet local priorities, and increase the reliability and efficiency of Council services."

"Smart Dubbo should empower choice in our community, with appropriate levels of infrastructure and technology to support an innovative community."

"Dubbo could be an ag tech business hub and host annual ag tech workshops and field days."

"Take the lead! Take some risks! Use digital to really contribute to a better triple bottom line."



Key insights from engagement



ENSURE SAFETY AND SECURITY

We should use smart solutions to support community safety and to increase regional resilience



BE COMMUNITY FOCUSED

The Strategy should be developed with the Regions residents as its core focus – not technology for its own sake.



BE SUSTAINABLE

We should use modern solutions to address Climate Change at a local level and support community adaptation.



ENHANCE CONNECTIVITY

Increase regional connectivity and connection between people, places and data.



BE PROACTIVE

Council and the community need to be active participants in the smart region, towns and cities movements. Investing time and energy into increasing liveability, prosperity and connection across the Region.

Building our Smart Region Together

Smart regions are built on collaboration and partnerships – a strong ecosystem of players working together to deliver improved outcomes for the Region.

To facilitate smart region growth, we are building a culture that rewards innovative behaviours and practices; attracts, upskills, and promotes the required capabilities to perform new roles and responsibilities; and connects local ideas to global know-how and investment.

Council welcomes contributions from all sectors of the community. Here is how you may be able to translate your energy, ideas, and skills into building a smarter Region.



COMMUNITY

- » How can digital technology help us engage and communicate with Council?
- » How can we hack local challenges using digital technology and data?



LOCAL BUSINESSES

- » How can we engage in the digital economy?
- » How can we leverage data to optimise sales and customer interactions?



EDUCATION SECTOR

- » How can we share our expertise, information, and data to help build capacity, new skills, and innovative solutions?
- » How can we integrate digital technology and data in our teaching and learning outcomes?



AGRICULTURE & INDUSTRY

- » How can we use digital technologies to drive operational efficiencies?
- » How can we use data to better understand our consumers?



LOGISTICS & TRANSPORT

- » How can data analytics optimise transport routes?
- » How can we work with partners to better manage and maintain transport routes?



Welcoming, supporting and initiating partnerships

Smart regions and cities are built on networks that connect ideas, data, and people. It is through such a network, that data can be shared and used by local groups to identify new opportunities and address localised challenges.

The first step in supporting these networks is preparing for partnerships with individuals, community groups, businesses and other government.

How Council is doing this?

» Point of Contact

We have set up a single point of contact for all government, community, and private sector partnerships.

» Shared Benefit

Council's ongoing imperative for partnerships is creating and sharing value. We are working to ensure that Council and our partners have an incentive to pursue and continue joint initiatives.

» Tangible Impact

We are designing a partnership framework that helps us assess and plan ventures that create a positive impact for the community and our partners.



VISITOR ATTRACTION

- » How can we make the most of digital technologies to interact and communicate with visitors?
- » How can digital technology help use promote Dubbo as a destination?



HEALTH & SOCIAL SERVICES SECTOR

- » How can digital technology help us deliver services to the Region?
- » How can we leverage data to better understand the needs of the Region?



PLANNERS & DEVELOPERS

- » How can we embed digital assets in new developments and buildings?
- » How can digital technology help us engage with communities about planned developments



Want to get involved?

Get in touch

E:
P:
www.

Smart Region Opportunities

The Dubbo Region is uniquely placed to leverage opportunities afforded by digital technology, data, and innovation.

The Region is set apart from Australia’s capital cities, offering a lower cost of living, strong sense of local community, a vibrant atmosphere with the lifestyle benefits of a regional centre. Council has identified a range of opportunities and actions to progress our smart region journey and connect the Region with Australia and the world.

The Region is strategically located

The Region is a valuable link between Melbourne and Brisbane and between Sydney and Adelaide. It also connects the western catchment area and provides access to the eastern seaboard markets.

Existing infrastructure connecting the Region is a distinct advantage. The Region is accessible by road, rail, and air and is digitally connected through the NBN.

ACTION

Council has the capacity to leverage competitive advantages to become a thriving intermodal logistics hub.

- » Council is looking for partners to address gaps in our digital infrastructure that act as a barrier to becoming a logistics hub.
- » Council is exploring how to create networks of producers and importers and establish platforms and processes to help coordinate industry activity.

The Region is a knowledge centre

The Region has strong industry clusters, with advanced skills in manufacturing, healthcare and agriculture; and emerging specialisations in mining, warehousing, postal and freight.

The Region is also home to critical research and government institutions, including Charles Sturt University, TAFE Western, Dubbo Local Aboriginal Land Council, NSW Department of Premier and Cabinet, NSW Farmers Association, NSW Minerals Council, and more.

ACTION

Greater connection within the region and with the wider world will empower businesses to expand into global markets and the community to share resources and knowledge.

- » Council is exploring how to support employment through digital technology in our region, including the capacity to work remotely.
- » Council is looking to leverage the existing skills base to support further skill development, education, and training opportunities.
- » Council is looking to partner with business and the NSW Government to improve digital connectivity to support initiatives such as telehealth, attract technology businesses and continue to deliver world class education.

The Region has a rich tapestry of people and cultures

The continued presence of the Wiradjuri, Gamilaraay and other First Nations people is felt throughout the Region. The Wiradjuri Garden, Dubbo Local Aboriginal Land Council, and Wellington Local Aboriginal Land Council are a few of many significant First Nation’s programs, places and institutions.

Western Plains Cultural Centre, Royal Flying Doctor Visitor Experience, and First Lesson Cultural Tours are just a snapshot of the many the diverse cultural offerings of the Region.

ACTION

Digital connectivity and collaboration can support knowledge sharing and artistic expression throughout our Region, drawing people into our community and help share local stories.

- » Council is looking to partner with Elders and knowledge custodians to explore how digital and virtual technologies can provide new opportunities for appropriately documenting and sharing culturally and historically significant information.
- » Council is working with community organisations and artists to support cultural and artistic expression, events and performance using digital technology.



The Region is being impacted by climate change

In 2019, the Region was addressing challenges of water scarcity, farmers left fields unplanted and sold off stock, tourist numbers dwindled, and parks and gardens turned brown.

Renewable energy generation in the Region is accelerating. Rooftop solar and large solar and wind farms are expanding. In 2022 NSW Government investment will unlock up to 3000 megawatts of new electricity capacity, enough to power an additional 1.4 million homes.

ACTION

By embracing digital technology and cultivating a dynamic innovation ecosystem, the Region will become a destination for piloting the latest technology and emerge as a renewable energy powerhouse.

- » Council is installing solar panels, saving up to \$70,000 and achieving 50% renewable electricity consumption from renewables by 2025.
- » Council is exploring how digital technology can help to combat and mitigate the effects of climate change.
- » Through the Central-West Orana Renewable Energy Zone pilot, Council is exploring how we can attract and support renewable energy innovators and entrepreneurs in the region.

The Region is home to an Australian Strategic Materials (ASM) Project

The site represents globally significant quantities of zirconium and rare earth materials, as well as contribute to the niobium and emerging hafnium industries.

The project is estimated to provide critical supplies for the defence, renewable energy, aerospace, electric vehicle, and electronics industries.

ACTION

These materials are in high demand for a range of technologies, in particular clean energy, and transportation, where they are used in high volumes.

- » Council is exploring how digital technologies and data can help plan for and sustainably manage migratory workforces associated with mining.
- » Council recognises that this project beyond other smart initiatives in this strategy will economically link the Region to global markets.



Principles

There are many challenges and opportunities when embedding and upgrading technology, prioritising smart projects, and gathering and analysing data.

Through community and stakeholder consultation Council has developed the following guiding principles which will shape and direct community focused planning and action.



STRATEGIC & SUSTAINABLE

Council is committed to the long-term success and implementation of smart region initiatives. We take a whole-of-Region approach that considers and aligns to the broader region, national and global context and balances strategic, budgetary and resourcing requirements.



SAFE & SECURE

Council is committed to building community resilience, protecting privacy and strengthening community trust and cohesion. We aim to empower our community to engage safely and confidently across both physical and digital environments.

ACTION HAS STARTED!

Council is adopting and implementing the NSW Government Cyber Security Framework.



COLLABORATIVE & COMMUNITY FOCUSED

Council will operate by our community for our community. Council aims to deliver outcomes through partnerships, collaboration and community empowerment. We will facilitate knowledge-sharing, codesign of local policy and trust between residents, business, researchers and government.



DATA DRIVEN & EFFICIENT

Council will securely gather, store and share information and analyse data to build a more productive region. Council and our partners will leverage data to deliver better outcomes, more efficient and effective services, and greater prosperity.



SOCIAL EQUITY & DIGITAL INCLUSION

Council and our partners will focus on initiatives addressing issues of digital equity. Initiatives will address the overarching objective of integrating technology and digital access across the Region in a fair and more equitable way.



TECHNICAL EXCELLENCE

Council has also developed a set of technical principles, to ensure sustainable, long-term success of our smart region program. Guided by international best practice, they are the procedural and practical guardrails that help guarantee success of each project:

- » Interoperability
- » Privacy & Cyber-security
- » Connectivity
- » Scalability
- » Data & Information

Smart Region Objectives



EQUIPPED & CONNECTED COMMUNITY

- » Increase digital inclusion and equity – promote lifelong learning and skill development through ‘learned experiences’ not purely formal education pathways.
- » Enhance community engagement to support community participation and connection across the Region.
- » Increase high-end digital capability to improve access to economic opportunities and grow regional innovation potential.



VIBRANT & LIVEABLE SPACES

- » Grow tourism and night-time economies.
- » Enrich the ‘sense of place’ and urban amenity.
- » Increase the efficiency and effectiveness of place management.



INNOVATIVE & PROSPEROUS ECONOMY

- » Attract investment and support business growth across the Region.
- » Increase local employment opportunities – including remote working and skilled workforce.
- » Strengthen and investigate opportunities to develop a data sharing platform.



INTEGRATED & EFFICIENT MOBILITY

- » Increase Council and community understanding of environmental challenges with a focus on how relevant circularly economy approaches are for regional communities.
- » Reduce waste and resource consumption across the Region.
- » Support industry in the adopting technology to realise operational efficiencies and meet ‘green’ regulations.



RESILIENT & SUSTAINABLE ENVIRONMENT

- » Improve the experience and efficiency of travel within the region.
- » Increase options for active, public and sustainable transport.
- » Ensure transport and mobility is improved for all members of our community through the development of smart systems and options.



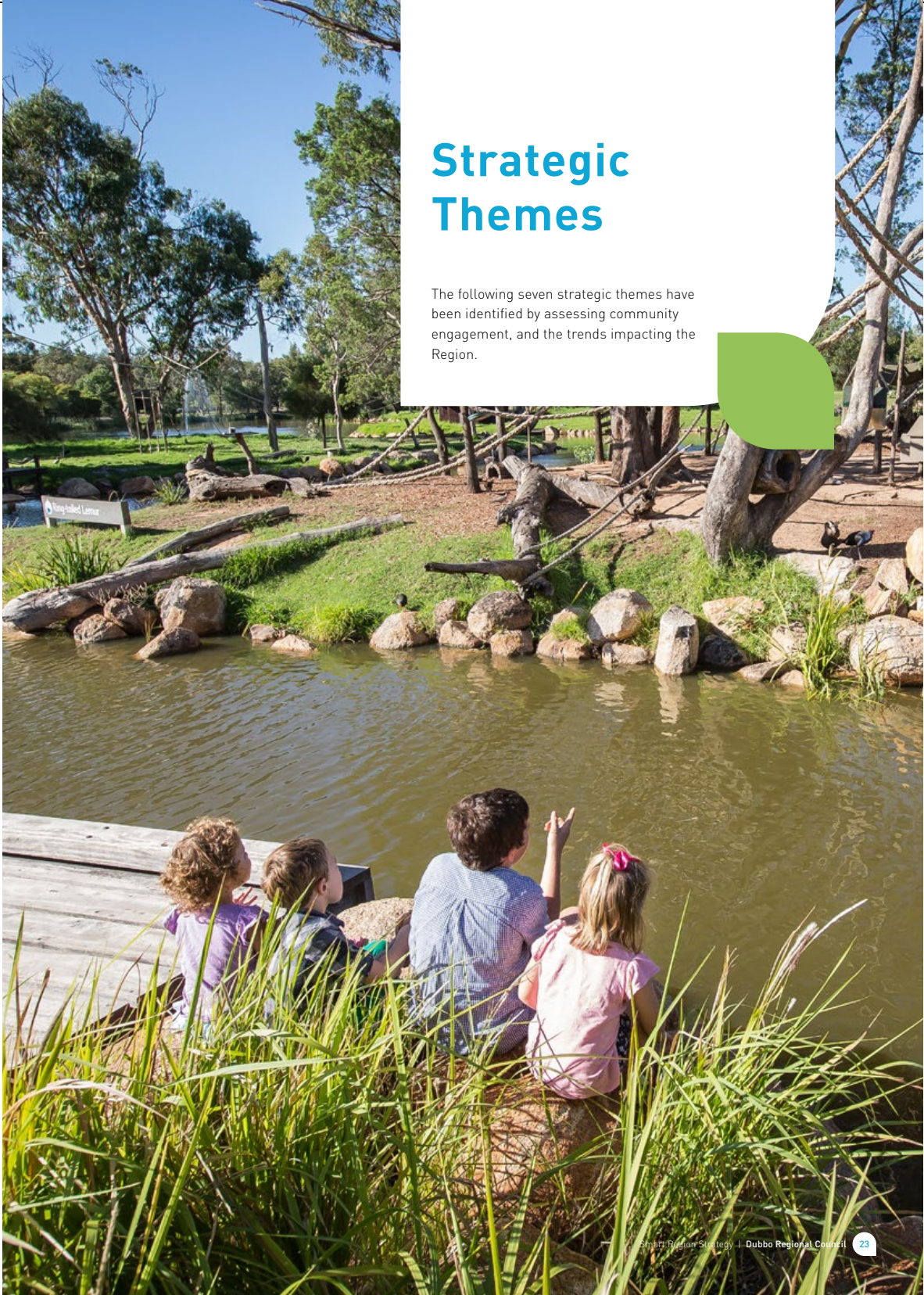
OPTIMISED ASSET & INFRASTRUCTURE MANAGEMENT

- » Improve the efficiency and effectiveness of asset management, leveraging data and technology.
- » Optimise resource, waste and emergency management using modern processes and innovative solutions.
- » Ensure the long-term financial and resource sustainability, leveraging data and digital solutions for enhanced efficiencies.



SMART & PREPARED COUNCIL

- » Deliver seamless, simple and codesigned community experiences and services.
- » Empower decision-makers through data and stakeholder consultation.
- » Drive collaboration and productivity through digitally integrated processes.



Strategic Themes

The following seven strategic themes have been identified by assessing community engagement, and the trends impacting the Region.



Equipped & Connected Community

A key focus of the *Smart Region Strategy* is to not only support our diverse and dispersed community to engage and participate, but to have the skills and capability to stay connected both locally and globally.

Community consultation priorities	Community Strategic Plan 2040	NSW Smart Places
Regional connection, digital literacy, public understanding of digital technology and innovation pathways and supporting cultural expression.		

PRIORITY ACTION AREAS

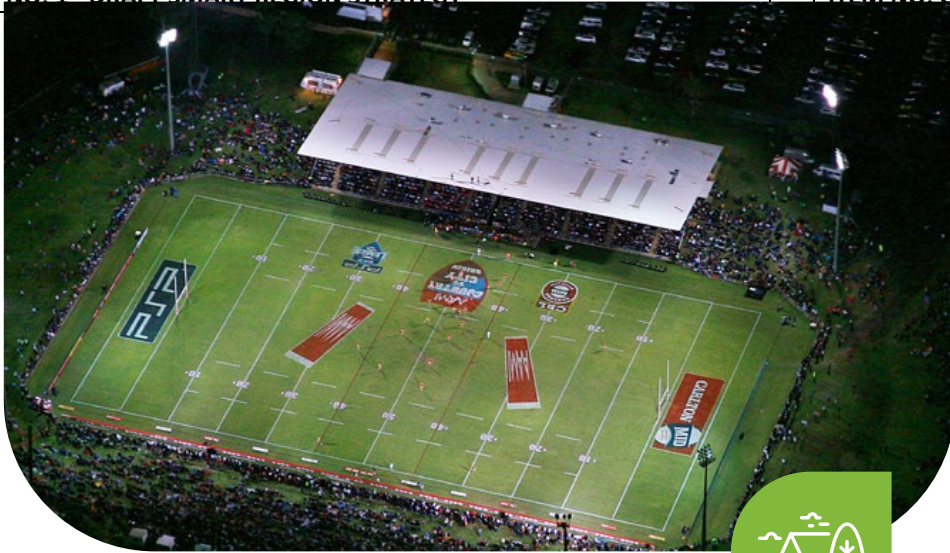
- » Investigate barriers and solutions to digital inclusion and equity across the Region.
- » Work with other local training providers, education institutions and NSW Government’s Smart Places Masterclass to develop a digital education program to support personal development and lifelong learning.
- » Establish a platform to communicate smart city projects, news, progress, collaboration opportunities and other key information.
- » Investigate innovative, interactive platforms to share and celebrate local culture, heritage and creativity.
- » Develop key policies and leverage tools such as the NSW Government Tools to Deliver Smart Places to coordinate the community’s adoption of smart technologies.

Australian Seniors Computer Clubs Association (ASCCA)

ASCCA is a national peak body promoting access to information technology by older people. ASCCA is represented across Australia and exists to support seniors enjoy information technology and become computer literate at their own pace, in a non-threatening environment and to have fun whilst doing so.

Tools to Deliver Smart Place

The NSW Government has developed a range of tools to help place owners deliver smart places in NSW. These policies and guidelines are referred to as “foundations” in the Smart Places Strategy and will help make sure we roll out smart solutions in a consistent and efficient way.



Vibrant & Liveable Spaces

A key focus of the *Smart Region Strategy* is creating liveable, well-planned, safe places and spaces that leverage digital technology to inform decision-making & facilitate vibrancy.

Community consultation priorities	Community Strategic Plan 2040	NSW Smart Places
Digital and data for liveability - supporting tourism, the night-time economy, and vibrant public spaces.		

PRIORITY ACTION AREAS

- » Leverage smart technologies and innovative planning to increase public safety across the Regions places and spaces.
- » Explore opportunities to increase accessibility and flexibility of public spaces using smart technologies.
- » Expand movement counting project to high-priority areas to better understand how public spaces are being used and to optimise planning and asset management.
- » Partner with developers, the community, NSW Government and other key stakeholders to develop a guideline to coordinate the delivery of smart places and developments in the Region.
- » Expand smart lighting project to high-priority areas to support safety, smart city connectivity and the night-time economy.
- » Investigate digital place activation initiatives to increased visitor activity, interaction with local businesses and connect the Regions past and present through digital way-finding.

A public plaza is being planned in front of the Old Dubbo Gaol, in the heart of Dubbo's Central Business District. Council will explore appropriate smart infrastructure opportunities which aim to enhance the capacity, amenity and diversified activation of the public open space. An activated plaza with greater public participation will strengthen community connections, improve passive safety and support local businesses.



Innovative & Prosperous Economy

A key focus of the *Smart Region Strategy* is shaping and supporting an economy that is powered by data, innovation, collaboration and creativity to drive local employment and education opportunities.

Community consultation priorities	Community Strategic Plan 2040	NSW Smart Places
Data, technology and education to drive research, innovation, employment and business growth.		

PRIORITY ACTION AREAS

- » Develop an innovation prospectus to build the Regions reputation as a hub of digital technology and innovation, attracting talent and investment.
- » Facilitate remote/co-working hubs, facilitating local employment and entrepreneurship opportunities.
- » Establish a *Smart Region Community of Practice*.
- » Integrate digital technologies and innovation into the Dubbo Health, Education and Wellbeing Precinct supporting local health and education outcomes.
- » Explore REZ opportunities including new jobs, industry training, programs, pathways, and co-located industries (e.g. hydrogen generation)

A Community of Practice is a group of people with a shared interest. They work together to share ideas, information and lessons, and solve challenges. The Dubbo Region and regional Australia more broadly face diverse and unique challenges including issues of connectivity, skills and economic opportunity. Establishing a Smart Region Community of Practice will strengthen partnerships, build local knowledge and develop global solutions.

Dubbo, a Place for Innovation
 DRC’s CEO Murray Wood described the Driverless Ute Trial as “an exciting development”... [and] “will be globally significant. Stakeholders are excited to pilot their technology in regional Australia and how technology adapts to wildlife, especially kangaroos. “For Dubbo, it builds our reputation as a place to do innovation. While the report is about parking, the overall project is very exciting.”



Integrated & Efficient Mobility

A key focus of the *Smart Region Strategy* is increasing accessibility and connectivity within the broader region, Australia and the world through advances in planning, transport and logistics

Community consultation priorities	Community Strategic Plan 2040	NSW Smart Places
Access to transport, improved road and traffic management, green mobility and mobility planning.		

PRIORITY ACTION AREAS

- » Collect, analyse and share real-time data on traffic, parking and congestion and optimise mobility planning.
- » Develop a sustainable mobility roadmap addressing green transport; EV charging; and CO₂ reduction.
- » Explore the feasibility of expanding smart parking to high priority areas.
- » Explore projects to support climate change adaptation, active mobility and green infrastructure.

Mobility will transform over the coming decades as clean energy, 5G, AI and big data, alter the way that transport outcomes can be delivered. Better planned, more accessible, less polluting and more efficient mobility has the potential to improve health and economic outcomes across the Region. Smart mobility tackles the challenges around planning for active transport, flexible scheduling, shared vehicles and decentralised transportation.

A Logistics Hub in Dubbo
 Council will explore many options to support Dubbo's growth as an intermodal logistics hub servicing the western catchment area, and providing access to markets on the eastern seaboard. One option we are investigating is gathering, collating and sharing data on transport and logistics through a central platform – with potential funding opportunities through the NSW Smart Places Acceleration Program and the Australian Government.



Resilient & Sustainable Environment

A key focus of the *Smart Region Strategy* is proactively protecting our natural environment, leveraging technology we can monitor human impacts on the environment, improve resource efficiencies, and tackle climate change.

Community consultation priorities	Community Strategic Plan 2040	NSW Smart Places
Modern solutions to resource, waste & environmental management.		

PRIORITY ACTION AREAS

- » Research circular economy performance benchmarking and tracking.
- » Collect environmental data to monitor impacts and support informed data driven decisions.
- » Work with local agricultural industry and NSW Farms of the Future Program to deliver connectivity.
- » Assist farmers in the adoption of ag tech to boost productivity and improve resource management.
- » Leverage NSW's first REZ as the catalyst to a renewable energy industry for the Region.
- » Identify opportunities to implement smart irrigation to better manage green spaces and water resources.
- » Support more efficient energy, waste and water management through the adoption of smart technologies.

In 2020 the City of Canterbury-Bankstown trialled the use of AI and machine learning to spot, analyse and geo-tag contaminated waste. Using data captured from waste trucks' GPS and cameras, what once took 5 years now takes 14 days. Previously, only 1.4% of contamination was detected, now 68% of contaminated waste is detected. This information is being used to change waste behaviour, supply chains and improve sustainability.

Farms of the Future
 The Farms of the Future program will deliver on-farm connectivity and encourage farmers to adopt AgTech to boost productivity and improve resource management. The program is part of the NSW Future Ready Regions strategy, to support and work with regional communities. A grants program will be launched in 2022 to assist farmers with the purchase of AgTech devices and applications. Additionally, a training and support program will build industry capacity via a 'Train the Trainer' model to increase supplier and farmer digital capability and technology confidence.



Optimised Asset & Infrastructure Management

A key focus of the *Smart Region Strategy* is developing world class asset and resource management processes. Leveraging AI and machine learning for predictive maintenance, crowd sourcing, problem identification and data driven asset management planning

Community consultation priorities	Community Strategic Plan 2040	NSW Smart Places
Better data for better planning, optimisation and management.		

PRIORITY ACTION AREAS

- » Explore opportunities to improve regional connectivity through the NSW Gig State initiative.
- » Explore opportunities to develop a local IoT network to encourage innovation and smart city participation.
- » Develop a data governance framework to aid better planning asset management and service delivery.
- » Identify asset utilisation challenges and predictive maintenance opportunities.
- » Develop a framework to guide the integration of digital technologies in Council assets during development and maintenance to future-proof Council investment.

In 2019 Moreton Bay Regional Council began using Artificial Intelligence to maintain its \$2 billion road network. Machine learning algorithms used daily footage from cameras fitted to garbage trucks to identify potholes, cracking, line markings and more. Road defect records are created in near real time within Council’s asset management system. Data for potholes includes location, severity, and whether it is new, existing or repaired. After the initial 12-month pilot Council is now rolling out the AI solution across its entire fleet generating significant savings for rate payers and an improved street network.

Smart Asset Management

Building information modelling is a powerful ICT tool that can achieve efficiencies in construction. Council is investigating how technology and data can assist commission, operation and maintenance through the infrastructure/asset whole of life management model.¹

1. The Smart ICT Report on the inquiry into the role of smart ICT in the design and planning of infrastructure [Commonwealth of Australia 2016]



Smart & Prepared Council

This *Smart Region Strategy* is a decisive step towards a more prosperous and liveable Region. It is accompanied by the Smart Council Strategy, and provides the strategic backbone of the Regions smart transformation for Council.

Community consultation priorities	Community Strategic Plan 2040	NSW Smart Places
Better data for better planning, optimisation and management.		

- PRIORITY ACTION AREAS**
- » Partnering with the community to deliver a Smart Region
 - » Designing and redesigning towards a Customer Centric Experience
 - » Integrating and coordinating Systems and Processes
 - » Informing and empowering through Information Governance
 - » Advocate relevant and fit for purpose Technology

The *Smart Council Strategy* will ensure Council is empowered by data and technology to improve customer-focused outcomes. It supports privacy protections and stronger cyber-security to safeguard against current and future challenges. Throughout its digital transformation, Council will guarantee high-quality outputs by embedding the following principles:

- » Strong cyber security and privacy protections
- » High levels of digital capability
- » Meaningful and relevant user experiences by design

Smart Places

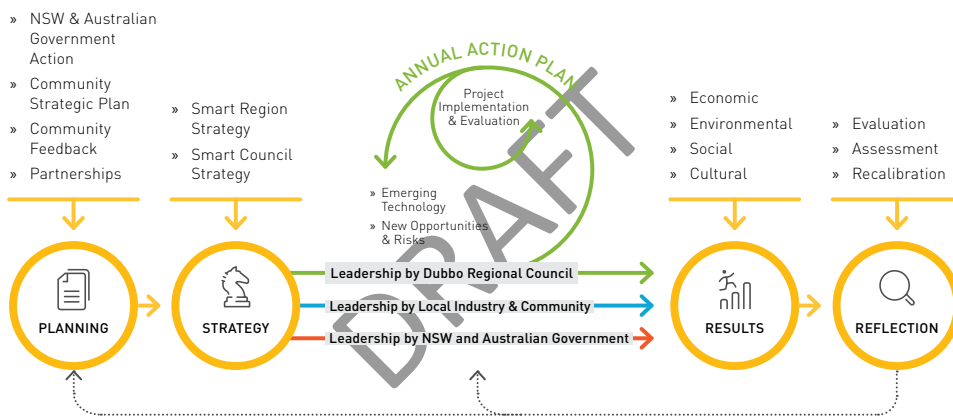
Both the *Smart Council Strategy* and this Strategy align closely with work being done by the NSW Government and the Australian Government. As a place manager, Council is excited to partner with the NSW Government to accelerate smart technologies and capabilities through the Smart Places Acceleration Program which has a mandate to co-invest in smart place initiatives and solutions across metropolitan and regional NSW.

Implementation

Implementation is a deliberate and cyclical process.

This Strategy and its sibling document, the *Smart Council Strategy*, has developed its first annual *Smart Action Plan*. This action plan will work alongside and in conjunction with initiatives by other stakeholders.

Throughout individual projects, data and evaluation will occur, which will culminate in yearly reviews that will focus on the economic, environmental, social and cultural impacts of the program. This will inform holistic review, which will strengthen future strategic planning.





DUBBO REGIONAL COUNCIL

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Smart Council Strategy

Smart Region, Smart Council

July 2022



Definitions

Strategy	Smart Council Strategy
Council	Dubbo Regional Council
Region	The Dubbo Region (local government area)
Customer Experience	How an external stakeholder, such as a community member, interacts with and experiences a Council services
User Experience	How an internal stakeholder, such as a staff member interacts with and experiences a product, system or service
Smart region	Smart regions use technology and information to solve problems and unlock economic, social, environmental and cultural opportunities

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Acknowledgement of Country

Dubbo Regional Council wish to acknowledge the Wiradjuri People who are the Traditional Custodians of the Land. Council pay respect to the Elders both 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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1. Introduction

This Smart Council Strategy (Strategy) is a decisive step towards a digital Dubbo Regional Council (Council). It provides the strategic backbone for the continuing digital transformation of Council, and the delivery of the accompanying *Smart Region Strategy*.

Digital transformation will ensure that Council is more efficient, data-driven, and customer-focused. It supports privacy protections and stronger cyber-security to safeguard against current and future challenges.

Imperative

Technology already underpins many of Council's day-to-day operations and is integral to the timeliness and quality of services delivered. As technology rapidly evolves, a strategy is needed to harness the potential to improve government and customer interaction and to deliver better outcomes for the Dubbo Region (Region).

What do we mean by digital?

According to the Australian Government's Digital Transformation Agency, 'Digital in Government' means using online technologies to improve services for people and business, and using data and technology to redesign how government works.

Across Australia, all levels of government are using data to make decisions, understand challenges and create value. Governments are also using technology to change how they operate and modernise the services they deliver.

Purpose

This Strategy sets a vision for Council's future technology platform and information processes. It establishes guiding principles to address opportunities of technological change. It coordinates Council's approach to changing Information Communication Technology (ICT) and Smart Region services. It also works to address emerging cyber-security and privacy challenges.

Scope

Digital transformation is a complex phenomenon. It not only describes transitioning from hardcopy to online forms, but it also covers implementing digital workflow, the automation of services, the application of new technologies, and more. To help breakdown this complex phenomenon, the following has been adapted from Janowski (2015) and Hamilton (2019).

Analogue Government

Data, documents, and other information is only available to staff, stakeholders and customers in analogue or hardcopy forms. Council processes and services are only delivered through hardcopy or in-person.

Technology in Government

Data, documents, and other information is available in digital formats. Services are accessible to staff and citizens in digital format and through digital networks. Processes and governance have not been updated for digital access.

Digital Government

Includes institutional reform of government aimed at internal efficiency, effectiveness, rationalisation, simplification, and other related goals. Benefits include:

- ▶ Reduced storage costs
- ▶ Improve access, searchability and transferability
- ▶ The possibility of further processing of data that was previously difficult to access or collate.

Digital Governance

Transformation of relationships within government and between government and customers is undertaken using digital technologies. This includes:

- ▶ Integration of previously separate processes
- ▶ Machine learning, artificial intelligence, mobility, automation etc
- ▶ Benefits include lowered running costs, improved customer experiences and accelerated business operations.

Smart Governance

Digital transformation enables services to be performed in completely new ways or enables entirely new services to be devised and delivered. Smart governance adapts to specific communities and social contexts. Benefits include the personalisation of public services through government-to-citizen and citizen-to-citizen co-production. Co-production is when citizens are involved in the creation of public policies and services.

2. Strategy

Vision

Dubbo Regional Council delivers tailored community services through a simple, streamlined, 24/7, customer experience. We are empowered by technology and informed by data to be responsive to community needs. Our systems and processes allow us to collaborate across our organisation and to deliver effective services for the whole Region.

Our Goals

The following three goals drive this Strategy. They will be used to guide planning and evaluate progress. Council will:

- ▶ Deliver seamless, simple and co-designed community experiences and services
- ▶ Empower decision-makers through data and stakeholder consultation
- ▶ Drive collaboration and productivity through digitally integrated processes

Principles

To achieve these goals and realise our vision, Council will be guided by the following three principles across all planning and subsequent actions.

- ▶ Strong cyber security and privacy protections
- ▶ High levels of digital capability
- ▶ Meaningful, relevant and intuitive user experiences by design

Strategic Themes

To coordinate action that address unique Council needs and opportunities, progress will be delivered across the following five strategic areas:

- ▶ Partnering with the community to deliver a **Smart Region**
- ▶ Designing and redesigning towards a **Customer Centric Experience**
- ▶ Integrating and coordinating **Systems and Processes**
- ▶ Decision-making informed and empowered by **Information Governance**
- ▶ Supporting Council with **Fit-For-Purpose Technology**

3. Leveling Up

The following digital projects are examples of how Council already supports staff to deliver better community outcomes.

Cloud Computing

Council is adopting cloud computing across its operations. This refers to the delivery of computing services such as servers, storage, databases, networking, software, analytics and intelligence over the internet, without a physical presence on-premises. Benefits include:

- ▶ Reduced cost from elimination of capital expenses
- ▶ Greater speed, performance and productivity from worldwide networks
- ▶ The latest hardware and IT service on demand
- ▶ Improved reliability and security from procedures that protect data, apps and infrastructure from threats.

Unified Collaboration

Council is investing in a collaboration system that enable staff to meet, chat, call, and collaborate in one place. Open and dynamic communication across Council, from the office, on site or at home, will improve communication and collaboration to help build communities of interest, gather ideas and feedback, and enable information sharing and alignment.

Mobile Workforce

There are over 150 employees at Council that undertake field (out-of-office) activities that require access to Council's systems (remotely), such as health inspectors and engineers. To support these employees and improve service for customers, we will empower mobile workers with the equipment and apps necessary for field work without returning to the office.

Customer Relationship Management (CRM)

Council is adopting a new CRM system to remove bottlenecks and manual processes that slow down requests and lead to mistakes. This integrated, data-driven software solution will improve how Council interacts and conducts business with customers, enabling management of customer relationships, request tracking, and delivering actionable data.

Security

Council is implementing best practice cyber-security policies by leveraging the Australian Cyber Security Centre prioritised mitigation strategies and the NSW Cyber-Security Framework. Effective cyber-security will deliver confidence in the services provided by Council and ensure effective and resilient use of digital technologies.

Real Time Data Analytics

Council is utilising PowerBI, a business analytics service, to create a data-driven culture with improved business intelligence across Council. This will enable all levels of Council, to make confident decisions using up-to-the-minute analytics to ultimately provide better outcomes for customers.

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4. Alignment

Towards 2040 Community Strategic Plan

This Strategy aligns with the *Towards 2040 Community Strategic Plan* (CSP) and fulfils the following key commitment:

- ▶ Strategy 4.2.2 – Technological capabilities meet the requirements of Council and the community.
- ▶ Further directions are in the *Delivery Program and Operational Plan 2022*:
 - Information technology capability is kept up-to-date and is sufficient to meet business needs
 - E-based solutions for the submission of applications, payments, customer enquiries and other interactions with Council are developed and maintained
 - Corporate information is maintained in accordance with the State Records Act
 - A comprehensive and accurate Geographical Information System is maintained
 - An accurate Land Information System database is maintained

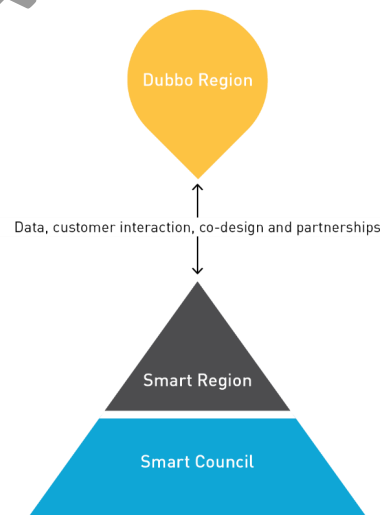
Council recognises that the CSP identifies regional and organisational technological transformation as crucial to ongoing prosperity and sustainability. As such it also sets out the following goals:

- ▶ Dubbo and Wellington are ‘smart cities’ that capitalise on future technological advances in the way we travel, communicate, work, live and respond to change.
- ▶ We are home to the ‘Silicon Plains’ where our strategic location, our transport linkages, land availability and access to world class telecommunications systems provide unmatched capability for high technology industries.

Smart Region Strategy

In accordance with these goals, this Strategy complements and enables the accompanying *Smart Region Strategy*. The *Smart Region Strategy* focuses on community-based initiatives such as physical infrastructure, engagement, online service delivery, digital community programs and other new digital opportunities that will make the region an even better place to live, work, visit and invest.

The *Smart Region Strategy* guides action to create greater opportunity for the community. This Smart Council Strategy provides Council with the organisational capability to deliver this action and translate the resulting opportunities into better outcomes. These two strategies will be implemented together.



Customer Experience Strategy

This Strategy will also work closely with the *Customer Experience Strategy* (2021), which aims to deliver a seamless and positive experience for residents, businesses and our communities when interacting with Council. It places customers at the heart of everything we do.

Delivering improvements across each of the four customer experience drivers will improve our customer satisfaction:

- ▶ Personalisation – how we tailor our channels and services to the individual customer
- ▶ Collaboration – how we work together as an organisation to improve customer experiences
- ▶ Connectivity – how we reduce effort and build effective relationships with our customers
- ▶ Engagement – how we build trusting relationships with customers, by listening, observing, informing, co-designing services and seeking feedback from customers to identify problems and opportunities

Our action, through planning, design and delivery, will be guided by the following principles:

- ▶ Consider the customer journey and ensure a personalised customer experience is at the centre of everything we do, across all functions
- ▶ Understand how our processes impact the customer, and work collaboratively to create seamless experiences
- ▶ Ensure data is captured in real time, accessible to our customers and connected through the organisation so that we can continuously update understanding of customer's needs
- ▶ Embed practices that enable us to engage with, understand and advocate for the voice of the customer, creating relevant customer products and services

5. Benefits

The growth of digital capacity, capability and connection is occurring across Australia.

Local councils, state governments, the Australian Government and business are delivering greater outcomes for staff, customers and communities. But what does this mean? Here are three tangible examples of how digital transformation improves lives.

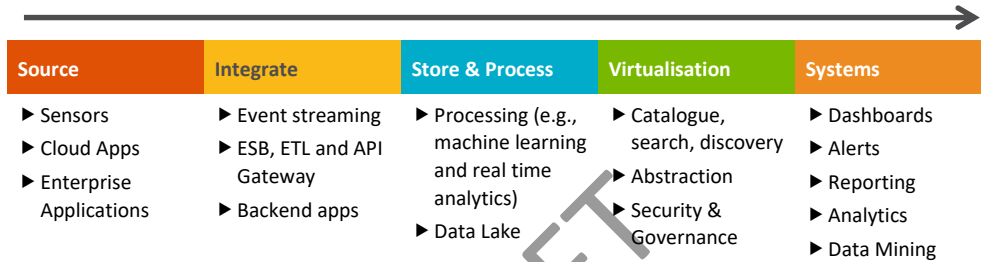
Enable	Disrupt	Create
<p>Digital transformation enables the more efficient and effective performance of government services. For example, the Australian Government’s development of <i>myGov</i> provides much of the information and services Australians need and expect digitally, simply and easily.</p> <p><i>myGov</i> allows individuals and business to focus on their own priorities, not government bureaucracy. It functions in the form of a single login that provides access to several Government services and a secure inbox to receive correspondence from government departments.</p> <p>During the Covid-19 pandemic the Australian Government has been able to quickly engage the Australian people. Receiving economic stimulus is now streamlined and efficient.</p>	<p>Digital transformation disrupts traditional services and infrastructure that haven’t been improved for decades. For example, Hobart City Council adopted cloud technology to increase collaboration and to allow their staff the flexibility to work remotely.</p> <p>Hobart City Council implemented conditional access and multi-factor authentication to protect users, data, and devices, and to manage the increasing number of staff using personally enabled company-owned devices. They also conducted enterprise mapping that continues to drive improvements in digital service delivery.</p> <p>Data access and process mapping not only increased efficiency and supported automation, but freed up Hobart City Council teams to proactively support their citizens.</p>	<p>Digital transformation creates value from the unforeseen applications of data and technology. For example, Darwin City Council used data to target their stimulus response to pandemic shutdowns.</p> <p>Darwin had traditionally used free-parking to attract visitors to the city, but smart parking data showed that visits to the city had not declined as expected.</p> <p>The City of Darwin reappropriated the free parking costs to provide discounts at local businesses through the <i>myDarwin</i> online platform. The 6x multiplier effect meant an estimated \$650,00 was injected, resulting in \$4 million stimulus. This stimulus not only protected local jobs and businesses but provided data to Darwin City Council, consumers and business to help inform future decisions.</p>

Digital Workplace

Becoming a smart Council will improve employee experience and thus drive results for the community. In the private sector, the top 25% of companies as ranked by employee experience are 26% more profitable and have double the customer experience ratings of the bottom 75%¹. For Council and the Region, improving employee experience through support for information and capacity to collaborate will improve community services and lower costs.

Data Centricism²

In a data centric council, data forms the primary architectural component – from source to systems, as outlined below. People, technologies and processes are designed and developed with a clear intent of generating relevant information and utilising it collaboratively to enhance business success. A data-centric council will have the tools, abilities and culture to put data at the heart of decision-making.



Enterprise Collaboration³

In a collaborative council, a single platform connects people, breaking down geographic and organisational silos, and connects the organisation to vendors and customers. A council with robust enterprise collaboration will ensure employees can access necessary and timely information and collaborate with multiple parties to create value. Successful enterprise collaboration is delivered through:

Dialogue across the value chain

- ▶ Council: Unified and contextualised communication across boundaries, including two-way communication between employees and senior management, on a single platform
- ▶ Vendors: Faster communication, feedback and updates.
- ▶ Customers: One-on-one connection with customers to personalise experiences and explore their challenges

Reach + Engagement + Services = Innovation

- ▶ Reach: A common collaboration platform that can be accessed by mobile workforce and is easy to use.
- ▶ Engagement: Replacing one-on-one and one-to-many communication with collaboration platforms, listening and acting on employee interaction, and encouraging a culture of discussion and knowledge sharing.
- ▶ Services: Collaboration platform as a one-stop solution for all employee interactions.

Collaboration fosters innovation and data-centricism improves problem identification and decision making. The final piece of the digital workplace puzzle is smart solutions. As detailed in the *Smart Region Strategy*, Council is adopting a concerted approach to considering smart solutions. Such solutions not only target specific issues, but build in data collection and network integration that will enable Council to optimise, learn and adapt.

¹ Empowering Employees to Build Value in a Digital World: Application – Kristine Dery (2018)
² Data-centric Organization: A New Paradigm – Shyamalkumar Desai, Subramanya Joshi (2020)
³ Enterprise Collaboration for NexGen Innovative Workplace - Apoorva Reddy (2018)

6. Digital Transformation Strategies

The digital transformation process outlined in this Strategy is occurring across governments at all levels. Our Strategy aligns with and adapts to these and other strategies to meet the needs and capacity of Council and our community.

Australian Government	NSW Government	Dubbo Regional Council
<i>Smart Cities Strategy</i> <i>Digital Transformation Strategy</i> <i>Australian Data Strategy</i>	<i>Smart Places Strategy</i> <i>Digital Government Strategy</i>	<i>Smart Region Strategy</i> <i>Smart Council Strategy</i>
<p>Australian Strategic Priorities</p> <ul style="list-style-type: none"> ▶ Government that is easy to deal with ▶ Government's that is informed by you ▶ Government's that is fit for the digital age 	<p>NSW Priorities</p> <ul style="list-style-type: none"> ▶ Customer experience ▶ Data ▶ Digital on the inside 	<p>Council's Goals</p> <ul style="list-style-type: none"> ▶ Community experiences and services ▶ Data and consultation ▶ Digitally integrated processes
<p>Australian Principles</p> <ul style="list-style-type: none"> ▶ Peoples' needs are at the heart of our policy and service design ▶ We prove trustworthiness in everything we do ▶ We will partner and collaborate to deliver value ▶ We continuously explore and implement innovation ▶ We deliver best value for money for the public 	<p>NSW Enablers</p> <ul style="list-style-type: none"> ▶ Technology ▶ Cyber security ▶ Legislation ▶ Delivery capability 	<p>Council's Principles</p> <ul style="list-style-type: none"> ▶ Cyber security and privacy ▶ Digital capability ▶ User experiences by design
		<p>Council's Themes</p> <ul style="list-style-type: none"> ▶ Smart Region ▶ Customer Centric Experience ▶ Systems and Processes ▶ Empowered by Information Governance ▶ Fit for purpose Technology

7. Engagement

To inform the development of this Strategy, Council conducted engagement with key internal stakeholders, leaders and staff. Engagement consisted of an online innovation survey (74 participants) and dedicated workshop session to discuss innovation within Council. Key results from the process are highlighted below.

Smart Council Priorities



Adopt a long-term approach



Ensure system security and privacy protections



Get proactive



Increase collaboration



Be outcomes-focused

Challenges to address



Governance and policy



Risk aversion



Coordination and internal silos



Internal comms & connection



Understanding of opportunities



Digital literacy and data skills

Maturity assessment

Council's approach to digital transformation and becoming a smart region is shaped by existing capability. The initial focus is on aligning people, tasks, structure and technology. The engagement process found a growing awareness and increased receptiveness to digital transformation, developing digital skills and experience, as well as the growing availability of smart services. However, capability, confidence and support for digital transformation varied significantly across Council. This was often considered a result of internal silos and ad hoc approach to transformation.

8. Our Goals

Dubbo Regional Council delivers tailored community services through a simple, streamlined, 24/7, customer experience. We are empowered by technology and informed by data to be responsive to community needs. Our systems and processes allow us to collaborate across our organisation and to deliver effective services for the whole Region.

The following goals have been developed to direct smart Council transformation. They will be used to prioritise projects, shape design and implementation, and evaluate project and program success.

Deliver seamless, simple and co-designed community experiences and services

Serving the community is at the heart of everything Council does. Council's goal is to improve the community's experience of local services and tailor their services and supporting policies to their priorities and needs.

As outlined in our *Customer Experience Strategy*, Council aims to:

- ▶ Consider the customer journey and ensure a personalised customer experience is at the centre of everything we do, across all functions
- ▶ Understand how our processes impact the customer, and work collaboratively to create seamless experiences
- ▶ Ensure data is captured in real time, accessible to our customers and connected through the organisation so that we can continuously update our knowledge of customer's needs
- ▶ Embed practices that enable us to engage with, understand and advocate for the voice of the customer, creating appropriate products and services

Empower decision makers through data and stakeholder consultation

Usable and accessible data is a critical Council asset. Council's goal is to unlock the full potential of data to inform decisions and protect personal privacy. Council will practise a cohesive and coordinated approach to data governance, quality assurance, mapping and utilisation, to enable data-driven decision-making.

Council aims to:

- ▶ Ensure that decisions that are informed by data and transparent are business as usual
- ▶ Ensure data is shared internally and externally wherever possible and appropriate
- ▶ Store and present data in a readily usable, repeatable and updatable format with an emphasis on visualisation and mapping tools to ensure accessible and actionable insights
- ▶ Meet legislative requirements and protect personal information through secure collection, storage and sharing of data

Drive collaboration and productivity through digitally integrated processes

The pursuit of greater productivity is an action across Council. Council's goal is to be digitally integrated by design. Council will transition from manual processes to digitally enabled and automated means, using technology to accelerate and automate processes and allow staff to focus on community needs. Council will embed efficient and effective processes to support seamless and quality community services.

Council aims to:

- ▶ Update and streamline internal process to eliminate duplication and intra-organisation wait times
- ▶ Integrate information and support collaboration across Council through whole-of-organisations platforms
- ▶ Invest in technology that enables flexible working
- ▶ Design user-centric processes and services

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9. Principles

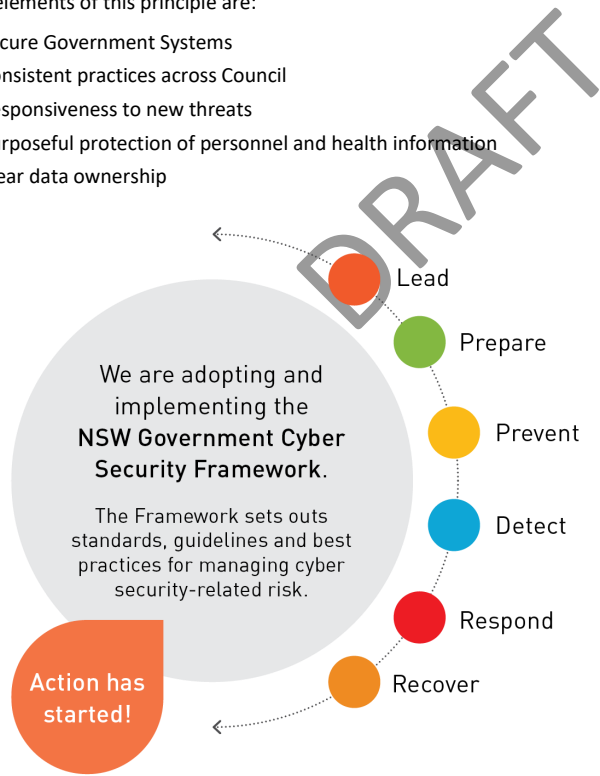
The following principles guide Council as it undertakes digital transformation. These principles work across all Strategic Themes and are integral to achieving the Smart Council Vision. They will be considered during project design, implementation and review.

Strong cyber security and privacy protections

Effective cyber security and robust privacy protection will be delivered throughout Council’s digital transformation. Council will work with the Australian, NSW and other local governments, as well as experts and vendors to develop and adopt strong processes and systems for managing information security and cyber risks.

Key elements of this principle are:

- ▶ Secure Government Systems
- ▶ Consistent practices across Council
- ▶ Responsiveness to new threats
- ▶ Purposeful protection of personnel and health information
- ▶ Clear data ownership



High levels of digital capability

Council will ensure that staff across the organisation can understand and use both data and technology together. This includes supporting skill development at the individual and team levels, and the implementation of more collaborative, flexible and agile ways of working.

Key elements of this principle are:

- ▶ Governance and leadership
- ▶ Accountability
- ▶ Skill development
- ▶ Workplace flexibility
- ▶ Partnerships and collaboration

Meaningful, relevant and intuitive user experiences by design

Creating simple interfaces and experiences that are seamless across Council will be a focus when designing digital services and tools. This approach lowers barriers to interacting digitally and motivates transition to digital channels for both staff and customers.

Key elements of this principle are:

- ▶ Digital by default
- ▶ Designed centred around user needs
- ▶ Integrated across Council
- ▶ Accessible to differing levels of digital literacy

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10.Strategic Themes

This Strategy reflects Council’s vision for the future. Realising this vision will create a digitally capable Council and community, whilst positioning our region to enhance economic and social prosperity and to tackle emerging challenges.

We have split actions into the five areas below to ensure every aspect of creating a smart Council is addressed. Our principles run through all our strategic themes to ensure high standards are maintained.

The following five strategic themes will coordinate action in key areas to achieve this vision.

- ▶ The first two themes focus on the drivers behind the creation of a Smart Council. These drivers are our residents, customers, and businesses, with whom we interact both directly and indirectly.
- ▶ The final three themes focus on the enablers of a Smart Council. The enablers of Council are our processes, information governance and technology.

STRATEGIC THEMES

Customer Experience

Smart Region

Systems and Processes

Information Governance

Technology

STRATEGIC THEME

Designing and redesigning towards a Customer Centric Experience

Customers interact with Council when receiving available services. Council is taking deliberate steps through this Strategy and our *Customer Experience Strategy* to design customer centric service delivery.

A customer centric model aims to deliver a seamless experience across Council. An experience in which information, transactions and services can be accessed through a single digital platform accessible to varying levels of digital literacy.

We commit to action across these areas:

- ▶ Ensuring all Council services are available digitally
- ▶ Designing digital interaction to meet user needs and capability
- ▶ Integrating services across Council using a common platform and standards

NSW Design Standards

The NSW Government has developed a [Digital Services Toolkit](#) to help design, develop and deliver better digital experiences. The toolkit includes design standards that will guide how Council teams work day-to-day and how our executives will promote customer-focused ways of working.

STRATEGIC THEME

Partnering with the community to deliver a Smart Region

Council is committed to empowering people, nurturing community foundations and connecting the Region to the wider world and vice versa.

Through the *Smart Region Strategy*, which accompanies this Strategy, Council is taking a proactive approach to leveraging technology to 'sense' the environment, share meaningful data and enhance the quality of 'place' for people to live, learn, work and visit.

This will empower community groups, businesses and entrepreneurs to innovate and interact with Council. Council believes the adoption of digital communications and technology will attract new industries, support greater collaboration, improve public amenity and safety, and ensure the Region is a socially, environmentally and economically sustainable place to live. **What is a smart region?** Smart regions use technology and information to solve problems and unlock economic, social, environmental and cultural opportunities. They:

1. **Embed** sensors and communication technology in infrastructure, the natural environment, and everyday processes
2. Use sensors and technology solutions to capture, safely store and **share** data in comprehensible formats
3. Foster a culture of **collaboration**, knowledge sharing, co-design, innovation and data-driven decision-making
4. Embrace new technologies, processes, and ideas to **solve** local challenges and realise new opportunities

Smart Region Vision

The future is bright and connected offering more local opportunities, investment, and an even better place to live, learn, work and visit. Harnessing data, technology, and collaboration we will create economic opportunity, support environmental sustainability, and promote wellbeing and safety. We will be a world leader of regional and rural smart solutions.

Smart Region principles:

- ▶ Strategic and Sustainable
- ▶ Safe and Secure
- ▶ Collaborative and Community Focused
- ▶ Data Driven and Efficient
- ▶ Accessible and Inclusive
- ▶ Technical Excellence

Smart Region strategic themes:

- ▶ Equipped & Connected Community
- ▶ Vibrant & Liveable Spaces
- ▶ Innovative & Prosperous Economy
- ▶ Integrated & Efficient Mobility
- ▶ Resilient & Sustainable Environment
- ▶ Optimised Asset & Infrastructure Management
- ▶ Smart & Prepared Council

Smart Places Customer Charter

The NSW Government is positioning NSW as Australia's smart state. As one of the foundational steps they have developed a Smart Places Customer Charter that outlines principles for anyone involved in creating 'smart places' to put into practice. Working with our community and NSW Department of Planning, Industry and Environment we will embed these principles in our practice.

STRATEGIC THEME

Integrating and coordinating Systems and Processes

Council is working towards better efficiency and effectiveness by integrating processes and sharing information across the organisation. This will help to deliver seamless customer experiences and better services for the community.

It is Council's aim to implement an optimised digital workflow by consolidating business processes into a core system. Processes and information flows will be mapped out helping to avoid duplication of effort and information silos while supporting automation, process tracking, efficiency improvements, monitoring and evaluation. This will facilitate upgrading of Council's current bespoke information systems, non-integrated processes and manual data moving.

We commit to action across these areas:

- ▶ Standardisation and consolidation of business systems
- ▶ Integration with other government agencies
- ▶ Designing or, when purchasing off the shelf solutions, selecting process that are user-centric
- ▶ Streamlining work to avoid duplication
- ▶ Increasing efficiency and collaboration by making information accessible across the organisation
- ▶ Supporting understanding of information processes and rich insights through visualisation



Breaking Down Internal Silos – Work is already underway to improve communication and collaboration across the organisation. We are breaking down silos between divisions through the implementation of digital channels such as a new intranet, social platform and collaboration tools.



Integrating – Council is also partnering with other government agencies to speed up and simplify dealings with government. The NSW Planning Portal enables residents to lodge a development approval application via the portal, which is automatically shared with Council's core systems.

Cloud in Council

Council is adopting cloud services and will make its use business as usual, empowering our staff to:

- ▶ make changes quickly to sooner answer co-workers and community-member requests
- ▶ continually improve to meet user needs
- ▶ develop more reliable services

To do so, Council is drawing on work by the [Australian Digital Transformation Agency](#) and [Digital NSW](#) to cost effectively deliver cloud services.

STRATEGIC THEME

Decision-making informed and empowered by Information Governance

Information governance describes the systems and processes for managing information assets across an entire organisation to support its business outcomes.

Council will improve the gathering, managing and leveraging of information, including the establishment of digital workflows and whole-of-organisation integration. This will occur firstly through the proactive management of unstructured information outside of core systems (e.g. emails, documents). Secondly, through the integration of disparate Council systems and consolidation into the Corporate Business System. Finally, through leveraging information for greater access, searchability, transferability, automation, machine learning and more. All three levels will follow regulatory and legislative requirements.

We commit to action in these areas:

- ▶ Integrating disparate information systems by providing standard platforms that allow seamless data integration and data analysis
- ▶ Developing an Information Governance Framework that outlines information and data operations, principles and development processes
- ▶ Adapting and implementing the NSW Government Cyber Security Framework and the NSW Smart Places Data Protection Policy
- ▶ Developing a Data Governance Policy that outlines roles and responsibilities, and a Data Quality Policy that defines an end-to-end data quality approach
- ▶ Promote transparency, accountability and value creation by making appropriate Council data available to all

Principles of Data Management

- ▶ **Purposeful** - Data is only collected for a reason and has clear 'line of sight' connecting the data source to the end-of-line value and purpose for data creation.
- ▶ **Structured** - Data is consistent, comparable, and compatible with existing data and systems.
- ▶ **Accountable** - Data ownership must be clearly defined, including responsibility and accountability across the entire value chain.
- ▶ **High-quality** - Data is managed at a high standard from collection to use and requires minimal or no cleansing once in the system
- ▶ **Reusable** - Data is able to be repeatedly used to create value after it is captured.
- ▶ **Standardised** - Data always use the same scale, appropriate values and units for both input and measurement, and are consistent across Council.
- ▶ **Efficient** - The data and analytics value chains are efficient, always generating a positive effort-reward balance.
- ▶ **Relevant** - Data is always accurate and precise in conveying the information it was created to convey.

- ▶ **Updateable** - Data sources are understood, and can be renewed, updated or changed based on evolving data needs.
- ▶ **Understandable** - Data is presented such that it is comprehensible for users of differing skills & abilities.
- ▶ **Accessible** - Data is stored in a central location that is easily accessed by all data management people and data users.
- ▶ **Trusted** - When data and analytics are activated, the community knows the results are accurate, privacy is protected and data, applications and infrastructure are secure.
- ▶ **Source** - Earley, S. and Henderson, D., 2017. DAMA-DMBOK. 2nd ed. Technics Publications.

DRAFT

STRATEGIC THEME

Supporting Council with fit for purpose Technology

Technology is the key facilitator for Council to deliver smart transformation. Council will make smart investments in technology to empower our staff to better understand and serve the community.

To support smart investments, we will leverage industry expertise, services and platforms. We will also work with staff and contractors to ensure investments are compatible with existing processes and skills.

Our approach to technology investment will be guided by the Australian Digital Transformation Agency (DTA). The DTA provides detailed guidance, helpful tools, and a collection of policies to assist in digital sourcing. The DTA's [Digital Sourcing Lifecycle](#) will support Council access modern, innovative solutions and navigate through complex tasks to achieve better digital investments.

We commit to action these areas:

- ▶ Developing a Risk Management Strategy to raise awareness of and mitigate risks in technology purchasing
- ▶ Leveraging the DTA's Digital Sourcing Lifecycle and Digital Marketplace to purchase reliable, cost effective solutions which are tailored for local government
- ▶ Investing in automation to free up staff for higher-value tasks from data collection and management tasks
- ▶ Empowering employees by providing training opportunities to use data more effectively and ensure that Council benefits fully from its data sets and systems
- ▶ Supporting greater flexibility in device choice by enabling staff to utilise personal computing devices on the corporate network in a safe and secure manner – making data available at the right time, on the right device, in the right place
- ▶ Investing in solutions that are interoperable and support mobile accessibility

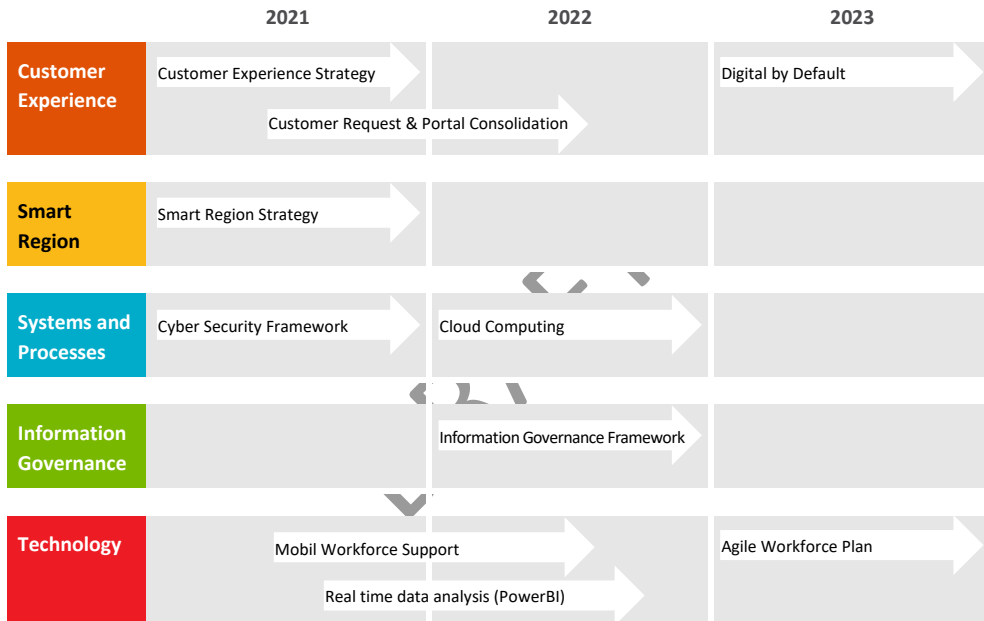
An Agile Workforce

The Dubbo Region is a large local government area with office locations throughout Dubbo and Wellington. Our employees are spread over the entire region and we recognise the importance of flexible work.

- ▶ Council is working to update our networks to handle simultaneous voice, video, and data communication, both in and outside the organisation's network.
- ▶ Council is also working to increase flexibility in device choice. This involves investigating the possibility of allowing staff to utilise personal computing devices on the corporate network in a safe and secure manner with minimal risk for Council.

11.Maturity Based Approach

Our approach to digital transformation considers our existing maturity. Over the next three years the following key projects will take places. Several further projects will accompany these key endeavours. More detail is provided in the Smart Council Action Plan.



Partnering to shape the future

To better serve Council and the community, the Information Services team is going to partner with all parts of Council. The Information Services team aim is to work hand in hand with the different departments and teams to progress digital transformation. By collaborating directly with executives and staff, Information Services will support improved services and the creation of an innovative culture.

12. Governance

Council is adopting clear governance processes to guide the effective delivery of ICT. The table below outlines the strategies, principles and practices that provide a framework for ICT decision making in Council.

The majority of these Council will adapt from existing sources, in particular the Digital NSW and the DTA.

Element	Action (Strategic Theme)
ICT Strategy and Planning	<ul style="list-style-type: none"> ▶ Smart Council Strategy <ul style="list-style-type: none"> • Refresh every four years ▶ ICT Annual Business plans
Risk Management	<ul style="list-style-type: none"> ▶ Risk Management Strategy (9.5)
ICT Procurement/ Sourcing	<ul style="list-style-type: none"> ▶ Digital Sourcing Lifecycle (9.5)
Policy, Processes and Procedures	<ul style="list-style-type: none"> ▶ Customer Experience Strategy (9.1) ▶ Council Architecture Framework (9.3) ▶ Data Governance Policy (9.4) ▶ Information Governance Framework (9.4) ▶ Data Quality Policy (9.4)
Performance Measurement	<ul style="list-style-type: none"> ▶ Council is committed to measuring the performance of digital services to understand what outcomes it is delivering. Results will be reported to stakeholders openly and regularly to encourage continuous improvement. The following measures will be used where appropriate: <ul style="list-style-type: none"> • Outcome, value add, completion rate and time cost per transaction • Error rates, uptime, response/load, content metrics, audience, repeatability, digital take up, user satisfaction
Monitoring and Compliance	<ul style="list-style-type: none"> ▶ Adherence to legal compliance obligations ▶ Adoption of NSW Government Cyber Security Framework and the NSW Smart Places Data Protection Policy (9.4)
ICT Resource Management	<ul style="list-style-type: none"> ▶ Information and Communication Technology Resource Usage Policy

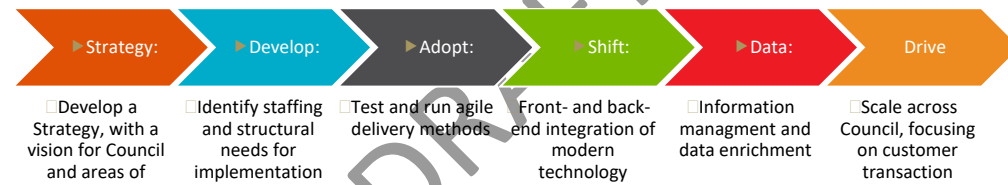
13. Implementation

Council must effectively coordinate a program of actions and resulting projects, suppliers, providers, and budgets to ensure the successful transition to a smarter and more connected region. Council will establish a working party to ensure the *Smart Council Strategy* and *Smart Region Strategy* align.

The working party may consist of:

- ▶ CEO
- ▶ ELT
- ▶ Chief Information Officer
- ▶ Manager Growth Planning
- ▶ Manager Economic Development and Marketing
- ▶ Manager Infrastructure Strategy and Design standard

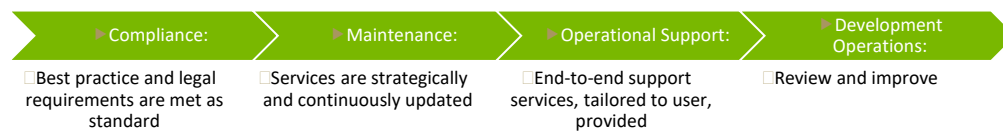
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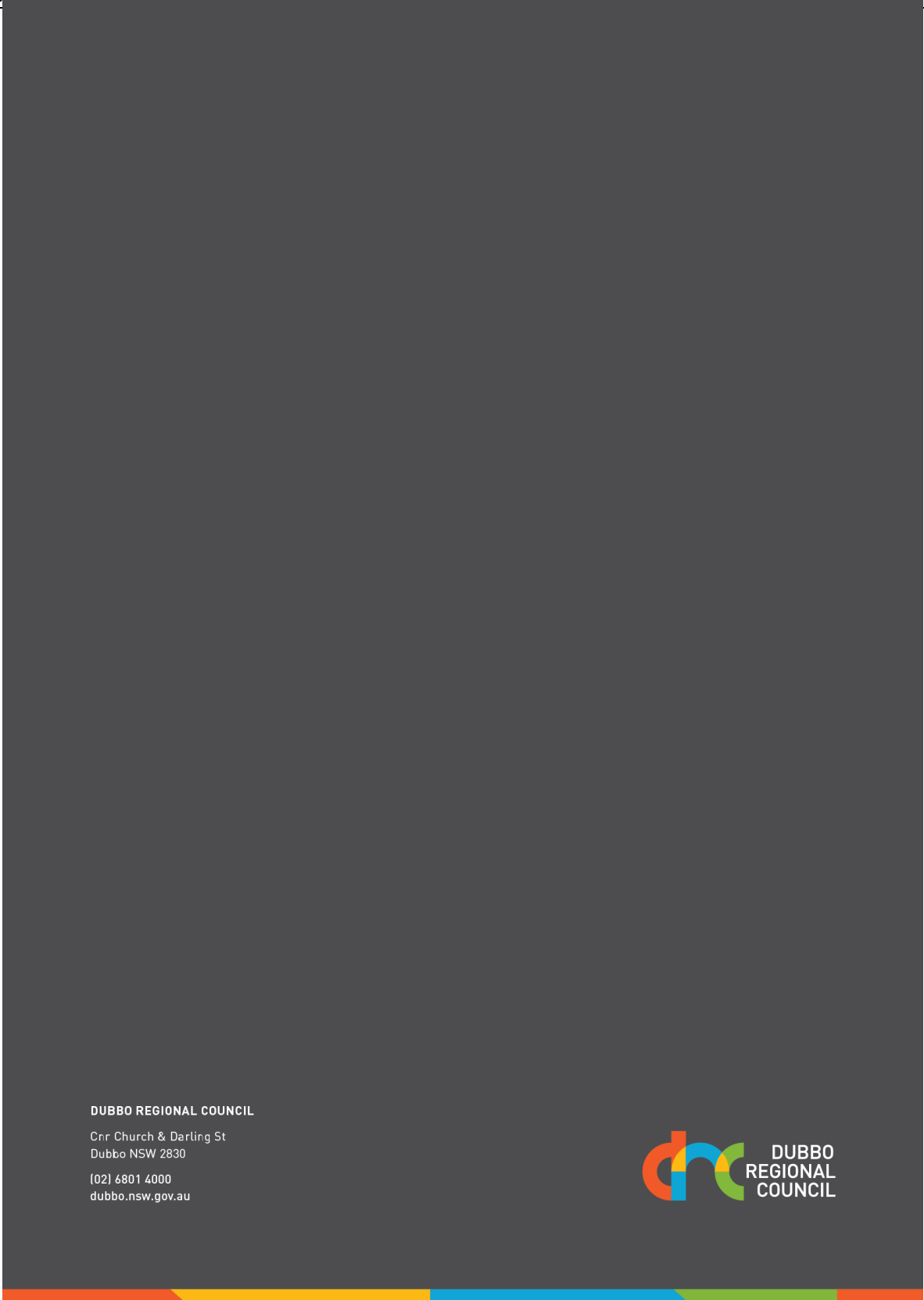


Adopt



Shift





DUBBO REGIONAL COUNCIL

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Dubbo NSW 2830

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REPORT: Naming of a Private Thoroughfare Associated with Development Application for 37 Multi-Dwelling Housing on Lot 3516 in DP1265884, 45 Argyle Avenue Dubbo

DIVISION: Development and Environment
REPORT DATE: 13 July 2022
TRIM REFERENCE: ID22/1381

-EXECUTIVE SUMMARY

Purpose	Seek endorsement	Fulfil legislated
Issue	<ul style="list-style-type: none"> Naming private road on Lot 3516 DP1265884 45 Argyle Avenue Dubbo. 	
Reasoning	<ul style="list-style-type: none"> Dubbo Regional Council has received a request from Maas Group Properties Southlakes Pty Ltd to name a private road to be constructed as part of Development Consent D2021/73 for a 37 lot community title subdivision located on Lot 3516 in DP1265884, 45 Argyle Avenue Dubbo. Naming of the private road will allow the approved multi-dwelling housing to have a unique address, which will assist the property owners, but more importantly the emergency services being able to locate the property in a timely manner. Section 162 of the Road Act 1993. Section 7 of the Roads Regulation 2018. 	
Financial Implications	Budget Area	There are no financial implications arising from this report.
	Proposed Cost	Nil – The cost of the provision of the blade sign and installation would be met by the owner (Maas Group Properties Southlakes Pty Ltd).
	Ongoing Costs	Nil – Private Road ongoing costs will be met by the owner – Maas Group Properties Southlakes Pty Ltd.
Policy Implications	Policy Title	Naming of Thoroughfares and Other Geographical Features within the City of Dubbo; and the Geographical Names Board NSW Addressing Policy.
	Impact on Policy	The proposed road name has been considered in accordance with the above policies.

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: 2.1.5 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

1. That the proposed private road name Shoreview Lane be approved by Council as per the road layout plan.
2. That the proposed name be notified in the local newspaper and Government Authorities in accordance with Section 162 of the Road Act 1993 and Section 7 of the Roads Regulation 2018.
3. That the owner be advised accordingly once approval under the Roads Regulation 2018 has been given and the name gazetted.

Stephen Wallace
Director Development and Environment

KE
LIS and E-Services
Coordinator

REPORT

Consultation

- Geographical Names Board – Road Name Eligibility Check, NSW Addressing Policy and Dubbo Regional Council's Policy, Naming of Thoroughfares and Other Geographical Features within the City of Dubbo.
- No potential issues were found.

Resourcing Implications

- Nil – Private Road, Blade sign at owner's expense.

Proposed Road Name

A request has been received from Maas Group Properties Southlakes Pty Ltd to name a private road to be located on Lot 3516 in DP1265884, 45 Argyle Avenue Dubbo (**Figure 1**).

The private road will be constructed as part of Development Consent D2021/73 for a 37 multi-dwelling housing and community title subdivision (**Figure 2**).

Naming the private road will allow the 37 multi-dwelling houses that will be built in this subdivision, to be numbered in accordance with Australian Standard AS/NZS 4819-2011: Rural and Urban Addressing, with a logical, unique, authoritative and geocoded, property address.

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

Maas Group Properties Southlakes Pty Ltd has requested to name the private road Shoreview Lane in keeping with the open space and lake theme using prominent Australian and international lakes and descriptive water feature names for the Estate.

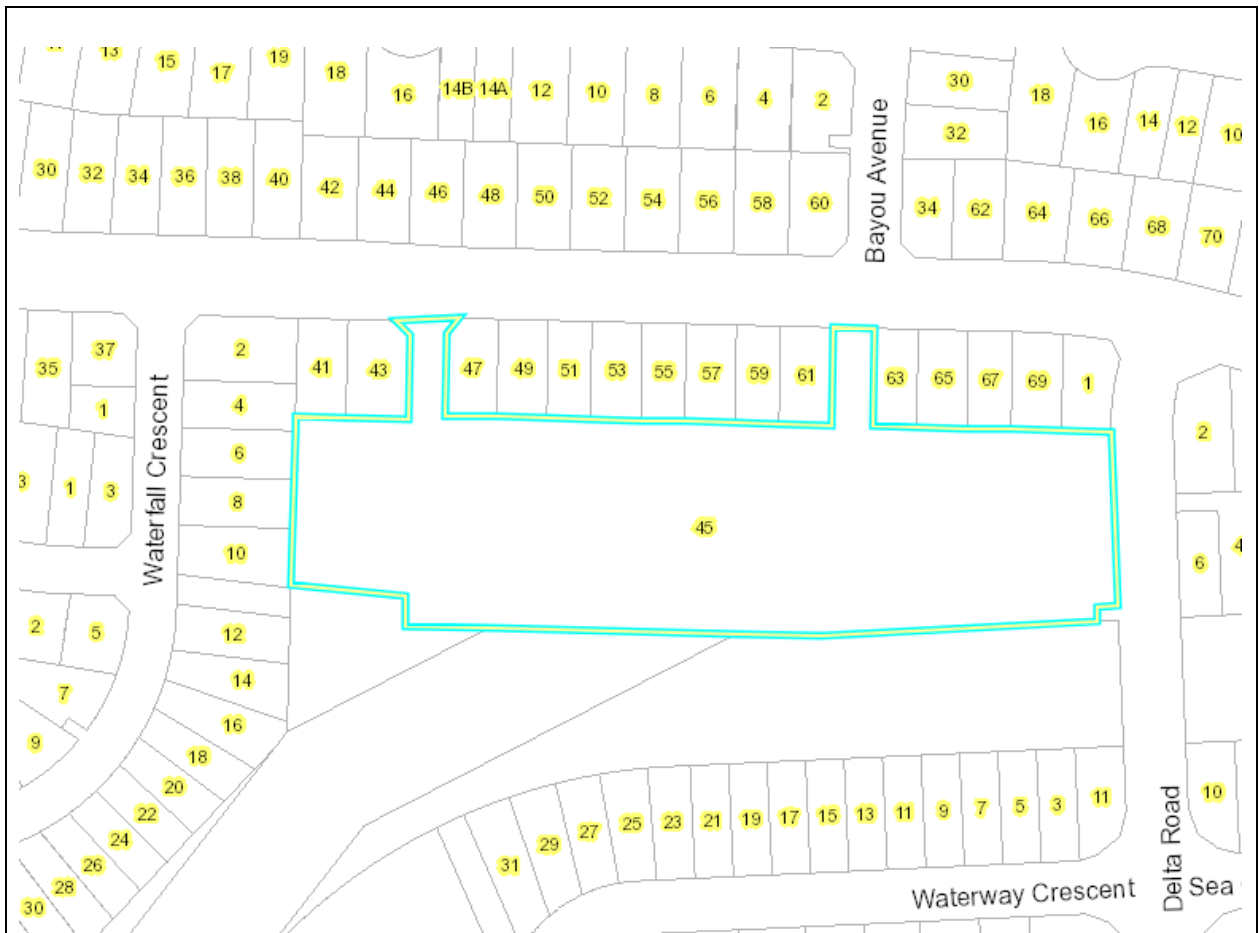


Figure 1: Location of Lot 3516 in DP1265884, 45 Argyle Avenue Dubbo

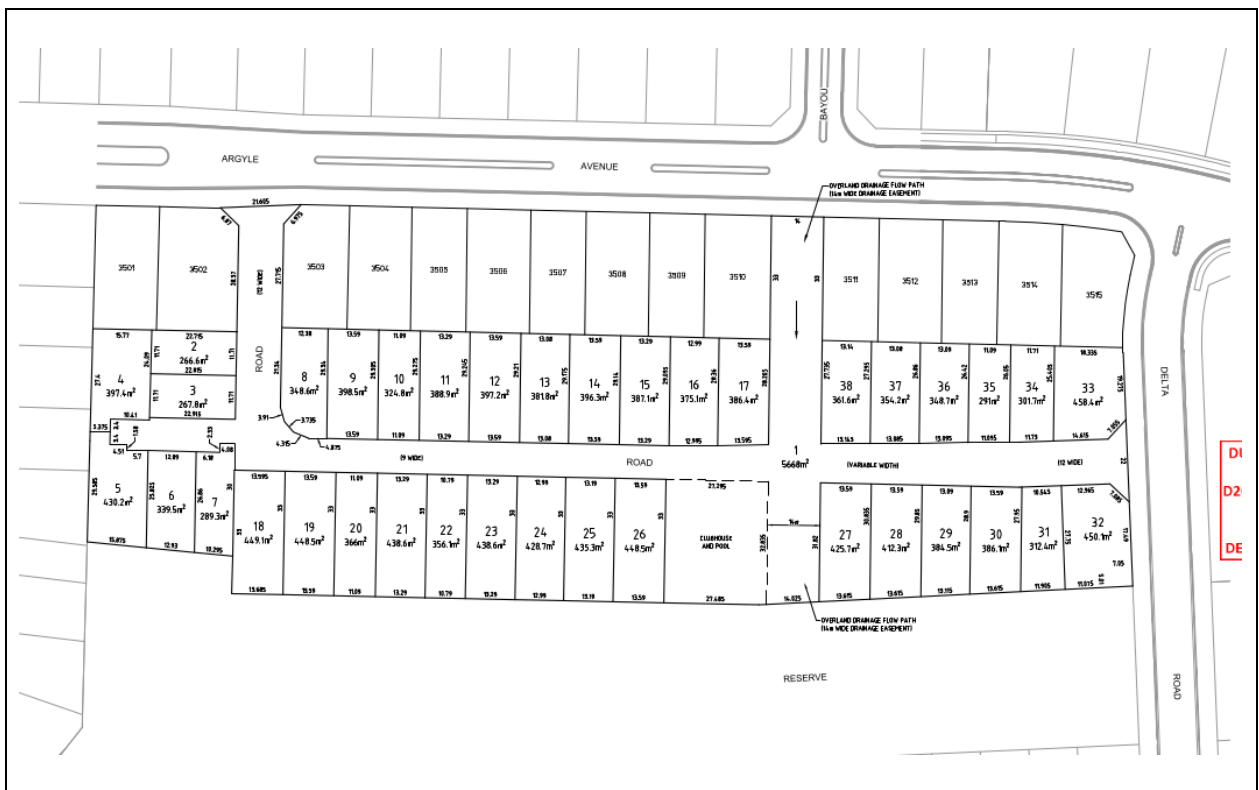


Figure 2: Road Layout of private road to be constructed in D2021/73

Planned Communications

- Public Notification and advising authorities as per Section 7 of the Roads Regulation 2018.
- Daily Liberal and NSW Place and Road Naming Proposal System.

Timeframe

Key Date	Explanation
1 August 2022- 28 August 2022	28 days public notification
2 September 2022	Seek gazettal of proposed road name

Next Steps

- If no objections are received from the general public and authorities the proposed road name will be gazetted and Maas Group Properties Southlakes Pty Ltd will be advised.



REPORT: Draft Social Media Policy

DIVISION: Strategy, Partnerships and Engagement
REPORT DATE: 13 July 2022
TRIM REFERENCE: ID22/1384

EXECUTIVE SUMMARY

Purpose	Seek endorsement Adopt a policy	Provide review or update
Issue	<ul style="list-style-type: none"> To review Draft Social Media Policy 	
Reasoning	<ul style="list-style-type: none"> For the Office of Local Government based Social Media Policy to be adopted to be Council's new Social Media Policy If adopted then this new policy will replace the former Social Media – Councillor Social Media Policy 	
Financial Implications	Budget Area	There are no financial implications arising from this report.
Policy Implications	Policy Title	Social Media Policy
	Impact on Policy	The Social Media – Public Official (Councillor) Policy has been reviewed and updated to the Social Media Policy; it is proposed to be placed on public exhibition.

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
- Theme: 4 Leadership
- CSP Objective: 4.2 The resources of Council are sustainably managed
- Delivery Program Strategy: 4.2.2 Technological capabilities meet the requirements of Council and the community

RECOMMENDATION

- 1. That the Draft Social Media Policy, as attached at Appendix 1 of the report, be placed on Public Exhibition for a period of 28 days, inviting the public to make submissions.**
- 2. That on completion of the Public Exhibition period a further report be provided to Council.**

Natasha Comber
Director Strategy, Partnerships and Engagement

KG
Manager Corporate Image
and Communication

BACKGROUND

Previous Resolutions of Council

25 October 2021	That the Social Media Policy – Public Official (Councillor), as attached at Appendix 1 to the report of the Manager Corporate Image and Communications dated 15 October, be adopted.
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Dubbo Regional Council adopted the current Social Media Policy – Public Official (Councillor) in October 2021. The Office of Local Government has since released a Model Social Policy. For best practice, staff have reviewed the existing policy to bring it in line with the new model policy.

REPORT

The Office of Local Government (OLG) issued a Circular to Councils on 7 April 2022 advising that they have developed a Model Social Media Policy (Circular 22-08). The model policy has been developed following two rounds of consultation with the local government sector and represents a ‘best practice’ approach. Whilst not mandatory for councils, the option is available for councils to adapt this model policy to suit their own purposes.

Council staff revised the current Social Media Policy for Councillors, and made amendments in line with the recently released OLG Model Social Media Policy.

Dubbo Regional Council facilitated Councillor social media training for the newly elected Council on Monday, 6 June 2022. The training was conducted by Emma Broomfield, from Localé Learning, an independent educator with extensive experience working with local government. Relevant staff feel that this training was complementary to the OLG’s Model Social Media Policy.

Consultation

- Following adoption of the recommendations of this report, the draft policy will go on Public Exhibition for a period of 28 days allowing for community consultation.
- Any public submissions will then be addressed before a final version of the policy is presented to Council for adoption.

Resourcing Implications

- Council must acknowledge and review any submissions and provide a further report to council.
- Ongoing reviews of the policy must be conducted at a minimum of three year intervals or as legislation changes.

Preferred Option

- The attached draft Policy (**Appendix 1**) is based on the Office of Local Government’s Model Policy.

Planned Communications

- Pending the endorsement of the draft policy by Council, it will be placed on public exhibition for a period of 28 days via Council’s corporate website.
- Any submission received during the public exhibition period will be considered and reported back to Council when the final policy is presented for adoption.

Timeframe

Key Date	Explanation
1 August – 7 September 2022	Public Exhibition period
22 September 2022	Further report to council for final adoption

APPENDICES:

- [1](#) Draft - Council Policy - Social Media



DUBBO
REGIONAL
COUNCIL

COUNCIL POLICY

SOCIAL MEDIA

Date July 2022

Council Resolution Date

Clause Number

Responsible Position Relevant manager of communications branch of Council
Branch Relevant communications branch
Division Strategy, Partnerships and Engagement
Version 1
TRIM Reference Number
Review Period Three years
Review Date July 2025
Consultation This policy is based on the Office of Local Government's Model Social Media Policy.

Document Revision History	
Description	Date
Notes	

POLICY

PURPOSE

This Model Social Media policy is based on the Model Social Media policy published by the Office of Local Government (OLG). The model policy has been developed following two rounds of consultation with the local government sector and represents a 'best practice' approach. The Model Social Media policy provides councils with a robust framework for the administration and management of their social media platforms. It also sets standards of conduct for all council official who use social media in their official capacity. It has been developed to be fit-for-purpose in a digital age where innovation and emerging trends are the norm.

The Model Social Media policy recognises that councils use social media differently depending on factors such as a council's size and resources, the demographics of a local government area and council's willingness to engage with their community in this way.

This policy aims to provide a framework by which Council and Councillors can realise the benefits of social media whilst mitigating the associated risks.

BACKGROUND AND RELATED LEGISLATION

Dubbo Regional Council is committed to the four Principles of social media engagement which should underpin every aspect of a council's social media activity and all councils and council officials should commit to upholding them:

- Openness
- Relevance
- Accuracy
- Respect

List of relevant legislation and policy that is related to this policy:

- *Copyright Act 1968*
- *Trade Marks Act 1995*
- *Intellectual Property Laws Amendment Act 2006*
- *Privacy and Personal Information Protection Act 1998*
- *State Records Act 1998*
- *Government Information (Public Access) Act 2009*
- *Local Government Act 1993*
- *Work Health and Safety Act 2011*
- *Dubbo Regional Council Code of Conduct Policy*
- *Dubbo Regional Council Media Policy, and*
- *Dubbo Regional Council Corporate Image and Communications Policy*

SCOPE

Apart from Part 8, this policy applies to Council social media pages and Councillor social media pages. Part 8 applies to the personal use of social media by council officials.

The Model Social Policy is structured as follows:

Part 1	Set out the principles of social media engagement for councils	Part 6	Prescribes how councils social media platforms should be used during emergencies
Part 2	Contains two administrative models that councils can adopt in relation to the management of their social media platforms	Part 7	Contains information about records management and privacy requirements relating to social media
Part 3	Details the administrative framework for councillors' social media platforms	Part 8	Relates to person used of social media by council officials
Part 4	Prescribes the standards of conduct expected of council officials when engaging on social media in an official capacity or in connection with their role as a council official	Part 9	Provides information about where concerns or complaints about a councils' or council officials' social media platform(s), or the conduct of council officials on social media, can be directed
Part 5	Provides a framework by which councils can remove or 'hide' content from their social media platforms, and block or ban third parties	Part 10	Definitions

POLICY**Part 1 – Principles**

1.1 Dubbo Regional Council is committed to upholding and promoting the following principles of social media engagement:

- Openness** Our social media platforms are places where anyone can share and discuss issues that are relevant to our Council and the community we represent and serve.
- Relevance** We will ensure our social media platforms are kept up to date with informative content about our Council and community.
- Accuracy** The content we upload onto our social media platforms and any other social media platform will be a source of truth for our Council and community and we will prioritise the need to correct inaccuracies when they occur.
- Respect** Our social media platforms are safe spaces. We will uphold and promote the behavioural standards contained in this policy and our Council's code of conduct when using our social media platforms and any other social media platform.

Part 2 – Administrative Framework for Council’s Social Media Platforms

Platforms

2.1 Council will maintain a presence on the following social media platforms:

Platform	Account	Account
Facebook	Dubbo Regional Council Aquatic Leisure Centres DREAM Festival Dubbo City Dubbo City Animal Shelter/Wellington Pound Dubbo Regional Events Dubbo Region Ignite Dubbo Regional Airport Dubbo Regional Theatre & Convention Centre	Dubbo Visitor Information Centre Keswick Estate Macquarie Regional Library Old Dubbo Gaol The Yard Visit Dubbo + Great Western Plains Wellington Caves Wellington NSW Western Plains Cultural Centre
Instagram	Dubbo Regional Council DREAM Festival Dubbo City Regional Events Dubbo Regional Airport Dubbo Regional Theatre & Convention Centre	Macquarie Regional Library Old Dubbo Gaol The Yard Visit Dubbo + Great Western Plains Wellington Caves Wellington NSW Western Plains Cultural Centre
Twitter	Dubbo Regional Council Dubbo City Dubbo Regional Airport Dubbo Regional Theatre and Convention Centre	Macquarie Regional Library Old Dubbo Gaol Visit Dubbo + Great Western Plains
YouTube	Dubbo Regional Council Dubbo Region Dubbo Region Skills Macquarie Regional Library	Old Dubbo Gaol Visit Dubbo + Great Western Plains Western Plains Cultural Centre
LinkedIn	Dubbo Regional Council	
TikTok	Dubbo Regional Council Old Dubbo Gaol	Western Plains Cultural Centre

2.2 Council’s social media platforms must specify or provide a clearly accessible link to the ‘House Rules’ for engaging on the platform.

Establishment and Deletion of Council Social Media Platforms

- 2.3 A new council social media platform, or a social media platform proposed by a council related entity (for example, a council committee), can only be established or deleted with the written approval of the Chief Executive Officer or their delegate.
- 2.4 Where a council social media platform is established or deleted in accordance with clause 2.3, the Chief Executive Officer or their delegate may amend clause 2.1 of this policy without the need for endorsement by the Council's governing body.

The Role of the Chief Executive Officer

- 2.5 The role of the Chief Executive Officer is to:
- a) Approve and revoke a staff member's status as an authorised user
 - b) Develop and/or approve the training and/or induction to be provided to authorised users
 - c) Maintain a register of authorised users
 - d) Maintain effective oversight of authorised users
 - e) Ensure the Council adheres to the rules of the social media platform(s)
 - f) Coordinate with the relevant communications branch of Council to ensure the Council's social media platforms are set up and maintained in a way that maximises user friendliness and any technical problems are resolved promptly.
- 2.6 The Chief Executive Officer is an authorised user for the purposes of this policy.

Authorised Users

- 2.12 Authorised users are members of council staff who are authorised by the Chief Executive Officer to upload content and engage on social media on the Council's behalf.
- 2.13 Authorised users should be members of council staff that are responsible for managing, or have expertise in, the events, initiatives, programs or policies that are the subject of the social media content.
- 2.14 The Chief Executive Officer will appoint authorised users when required.
- 2.15 An authorised user must receive a copy of this policy and induction training on social media use and Council's obligations before uploading content on Council's behalf.
- 2.16 The role of an authorised user is to:
- a) Ensure, to the best of their ability, that the content they upload onto social media platforms is accurate
 - b) Correct inaccuracies in Council generated content
 - c) Engage in discussions and answer questions on Council's behalf on social media platforms
 - d) Keep the Council's social media platforms up to date

- e) Moderate the Council's social media platforms in accordance with Part 5 of this policy
 - f) Ensure the Council complies with its record keeping obligations under the State Records Act 1998 in relation to social media (see clauses 7.1 to 7.4 of this policy)
- 2.17 When engaging on social media on Council's behalf (such as, but not limited to, on a community social media page), an authorised user must identify themselves as a member of Council staff but they are not obliged to disclose their name or position within the Council.
- 2.18 Authorised users must not use Council's social media platforms for personal reasons.

Administrative Tone

- 2.19 Authorised users upload content and engage on social media on the Council's behalf. Authorised users must use language consistent with that function and avoid expressing or appearing to express their personal views when undertaking their role.
- 2.20 Authorised users may use more personal, informal language when engaging on Council's social media platforms, for example when replying to comments.

Register of Authorised Users

- 2.21 The Chief Executive Officer will maintain a register of authorised users. This register is to be reviewed annually to ensure it is fit-for-purpose.

Ceasing to be an Authorised Person

- 2.22 The Chief Executive Officer may revoke a staff member's status as an authorised user, if:
- a) The staff member makes such a request
 - b) The staff member has not uploaded content onto any of the Council's social media platforms in the last three months
 - c) The staff member has failed to comply with this policy
 - d) The Chief Executive Officer is of the reasonable opinion that the staff member is no longer suitable to be an authorised user.

Part 3 – Administrative Framework for Councillors' Social Media Platforms

- 3.1 For the purposes of this policy, councillor social platforms are not council social media platforms. Part 2 of this policy does not apply to councillors' social media platforms.
- 3.2 Councillors are responsible for the administration and moderation of their own social media platforms (in accordance with Parts 3 and 5 of this policy), and ensuring they comply with the record keeping obligations under the State Records Act 1998 (see clauses 7 of this policy) and council's records management policy in relation to social media.
- 3.3 Clause 3.2 also applies to councillors in circumstances where another person administers, moderates, or uploads content onto their social media platform.

- 3.4 Councillors must comply with the rules of the platform when engaging on social media.

Induction and Training

- 3.5 Councillors who engage, or intend to engage, on social media must receive induction training on social media use. Induction training can be undertaken either as part of the councillor's induction program or as part of their ongoing professional development program.

Identifying as a Councillor

- 3.6 Councillors must identify themselves on their social media platforms in the following format: *Councillor "First Name and Last Name"*.
- 3.7 A councillor's social media platform must include a profile photo which is a clearly identifiable image of the councillor.
- 3.8 If a councillor becomes or ceases to be the mayor, deputy mayor, or the holder of another position (for example, chairperson of a committee), this must be clearly stated on the councillor's social media platforms and updated within one month of a change in circumstances.

Other General Requirements for Councillors' Social Media Platforms

- 3.9 Councillor social media platforms must specify or provide a clearly accessible link to the 'House Rules' for engaging on the platform.
- 3.10 A councillor's social media platform must include a disclaimer to the following effect: *"The views expressed and comments made on this social media platform are my own and not that of the Council"*.
- 3.11 Despite clause 3.10, mayoral or councillor media releases and other content that has been authorised according to the Council's media and communications protocols may be uploaded onto a councillor's social media platform.
- 3.12 Councillors may upload publicly available Council information onto their social media platforms.
- 3.13 Councillors may use more personal, informal language when engaging on their social media platforms.

Councillor Queries Relating to Social Media Platforms

- 3.14 Questions from councillors relating to their obligations under this policy, technical queries relating to the operation of their social media platforms, or managing records on social media may be directed to the Chief Executive Officer in the first instance, in accordance with Council's councillor requests protocols.

Other Social Media Platforms Administered by Councillors

3.15 A councillor must advise the Chief Executive Officer of any social media platforms they administer on which content relating to the Council or council officials is, or is expected to be, uploaded. The councillor must do so within:

- a) Immediately of becoming a councillor, or
- b) Immediately of becoming the administrator.

Part 4 – Standards of Conduct on Social Media

4.1 This policy only applies to council officials' use of social media in an official capacity or in connection with their role as a council official. The policy does not apply to personal use of social media that is not connected with a person's role as a council official.

4.2 Council officials must comply with the Council's code of conduct when using social media in an official capacity or in connection with their role as a council official.

4.3 Council officials must not use social media to post or share comments, photos, videos, electronic recordings or other information that:

- a) Is defamatory, offensive, humiliating, threatening or intimidating to other council officials or members of the public
- b) Contains profane language or is sexual in nature
- c) Constitutes harassment and/or bullying within the meaning of the Model Code of Conduct for Local Councils in NSW, or is unlawfully discriminatory
- d) Is contrary to their duties under the Work Health and Safety Act 2011 and their responsibilities under any policies or procedures adopted by the Council to ensure workplace health and safety
- e) contains content about the Council, council officials or members of the public that is misleading or deceptive
- f) Divulges confidential Council information
- g) Breaches the privacy of other council officials or members of the public
- h) Contains allegations of suspected breaches of the Council's code of conduct or information about the consideration of a matter under the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW
- i) Could be perceived to be an official comment on behalf of the Council where they have not been authorised to make such comment
- j) Commits the Council to any action
- k) Violates an order made by a court
- l) Breaches copyright
- m) Advertises, endorses or solicits commercial products or business
- n) Constitutes spam
- o) Is in breach of the rules of the social media platform.

- 4.4 Council officials must:
- a) Attribute work to the original author, creator or source when uploading or linking to content produced by a third party
 - b) Obtain written permission from a minor's parent or legal guardian before uploading content in which the minor can be identified.
- 4.5 Council officials must exercise caution when sharing, liking, retweeting content as this can be regarded as an endorsement and/or publication of the content.
- 4.6 Council officials must not incite or encourage other persons to act in a way that is contrary to the requirements of this Part.
- 4.7 Councillors must uphold and accurately represent the policies and decisions of the Council's governing body but may explain why they voted on a matter in the way that they did. (see section 232(1)(f) of the Local Government Act 1993).

Part 5 – Moderation of Social Media Platforms

Note: Councils and council officials should be aware that they may be considered a 'publisher' of any content uploaded onto a social media platform they administer, including content that:

- **Is uploaded by a third party; and/or**
 - **Appears on their social media platform because they have 'liked', 'shared', or 'retweeted' the content, or similar.**
- 5.1 Council officials who are responsible for the moderation of the Council's or councillors' social media platforms may remove content and 'block' or ban a person from those platforms. Such actions must be undertaken in accordance with this Part.
- 5.2 For the purposes of this Part, 'social media platform' and 'platform' means both the Council's and councillors' social media platforms.

House Rules

- 5.3 Social media platforms must state or provide an accessible link to the 'House Rules' for engaging on the platform.
- 5.4 At a minimum, the House Rules should specify:
- a) The principles of social media engagement referred to in clause 1.1 of this policy
 - b) The type of behaviour or content that will result in that content being removed or 'hidden', or a person being blocked or banned from the platform
 - c) The process by which a person can be blocked or banned from the platform and rights of review
 - d) A statement relating to privacy and personal information (see clause 7.4 of this policy)
 - e) When the platform will be monitored (for example weekdays 9am – 5pm, during the Council's business hours)

- f) That the social media platform is not to be used for making complaints about the Council or council officials.

Note: If the Council adopts clause 5.4(f), the House Rules should include information about, or a link to, Council's complaints handling policy.

- 5.5 For the purposes of clause 5.4(b), third parties engaging on social media platforms must not post or share comments, photos, videos, electronic recordings or other information that:
- a) Is defamatory, offensive, humiliating, threatening or intimidating to council officials or members of the public,
 - b) Contains profane language or is sexual in nature
 - c) Constitutes harassment and/or bullying within the meaning of the Model Code of Conduct for Local Councils in NSW, or is unlawfully discriminatory
 - d) contains content about the Council, council officials or members of the public that is misleading or deceptive
 - e) Breaches the privacy of council officials or members of the public
 - f) Contains allegations of suspected breaches of the Council's code of conduct or information about the consideration of a matter under the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW
 - g) Violates an order made by a court
 - h) Breaches copyright
 - i) Advertises, endorses or solicits commercial products or business,
 - j) Constitutes spam
 - k) Would be in breach of the rules of the social media platform.

Removal or 'Hiding' of Content

- 5.6 Where a person uploads content onto a social media platform that, in the reasonable opinion of the moderator, is of a kind specified under clause 5.5, the moderator may remove or 'hide' that content.
- 5.7 Prior to removing or 'hiding' the content, the moderator must make a record of it (for example, a screenshot).
- 5.8 If the moderator removes or 'hides' the content under clause 5.6, they must, where practicable, notify the person who uploaded the content that it has been removed and the reason(s) for its removal and their rights of review.
- 5.9 A person may request a review of a decision by a moderator to remove or 'hide' content under clause 5.6. The request must be made in writing to the Chief Executive Officer and state the grounds on which the request is being made.
- 5.10 Where a review request is made under clause 5.9, the review is to be undertaken by the Chief Executive Officer or staff who is suitably qualified and who was not involved in the decision to remove or 'hide' the content.

Blocking or Banning

- 5.11 If a person uploads content that is removed or 'hidden' under clause 5.6 of this policy, that person may be blocked or banned from the social media platform.
- 5.12 A person may only be blocked or banned from a Council social media platform with the approval of the Chief Executive Officer or delegate. This clause does not apply to blocking or banning a person from a councillor's social media platform.
- 5.13 Prior to blocking or banning a person from a social media platform, the person must, where practicable, be advised of the intention to block or ban them from the platform and be given a chance to respond. Any submission made by the person must be considered prior to a determination being made to block or ban them.
- 5.14 The duration of the block or ban is to be determined by the Chief Executive Officer or delegate, or in the case of a councillor's social media platform, the councillor.
- 5.15 Where a determination is made to block or ban a person from a social media platform, the person must, where practicable, be notified in writing of the decision and the reasons for it. The written notice must also advise the person which social media platforms they are blocked or banned from and the duration of the block or ban and inform them of their rights of review.
- 5.16 Despite clauses 5.11 to 5.15, where a person uploads content of a kind referred to under clause 5.5, and the moderator is reasonably satisfied that the person's further engagement on the social media platform poses a risk to health and safety or another substantive risk (such as the uploading of defamatory content), an interim block or ban from the platform may be imposed on the person immediately for a period no longer than 12 months, subject to review.
- 5.17 A person who is blocked or banned from the platform under clause 5.16 must, where practicable, be given a chance to respond to the interim block or ban being imposed. Any submission made by the person must be considered when determining whether the interim block or ban is to be removed or retained under clauses 5.11 to 5.15.
- 5.18 A person may request a review of a decision to block or ban then from a social media platform. The request must be made in writing to the Chief Executive Officer and state the grounds on which the request is being made.
- 5.19 Where a review request is made under clause 5.18, the review is to be undertaken by the Chief Executive Officer or delegate who is suitably qualified and who was not involved in the decision to block or ban the person. Where the decision to block or ban the person was made by the Chief Executive Officer, the review must be undertaken by another senior and suitably qualified member of staff who was not involved in the decision.
- 5.20 Where a person that is the subject of a block or ban continues to engage on a social media platform(s) using an alternative social media account, profile, avatar, etc., a moderator may block or ban the person from the platform(s) immediately. In these circumstances, clauses 5.11 to 5.19 do not apply.

Part 6 – Use of Social Media During Emergencies

- 6.1 During emergencies, such as natural disasters or public health incidents, the relevant communications branch of Council will be responsible for the management of content on the Council's social media platforms.
- 6.2 To ensure consistent messaging both during and after an emergency, authorised users and council officials must not upload content onto the Council's or their own social media platforms which contradicts advice issued by the agency coordinating the emergency response, or agencies supporting recovery efforts.
- 6.3 Training on social media use during emergencies should be included in training and/or induction provided to authorised users and councillors.

Part 7 – Records Management and Privacy Requirements**Records Management**

- 7.1 Social media content created, sent and received by council officials (including councillors) acting in their official capacity is a council record and may constitute open access information or be subject to an information access application made under the Government Information (Public Access) Act 2009. These records must be managed in accordance with the requirements of the State Records Act 1998 and the Council's approved records management policies and practices.
- 7.2 You must not destroy, alter, or remove social media content unless authorised to do so. If you need to alter or remove social media content, you must do so in accordance with this policy, and consult with the Council's records manager and comply with the requirements of the State Records Act 1998.
- 7.3 When/if a councillor's term of office concludes, the councillor must contact the Council's records manager and Chief Executive Officer to manage/transfer records of social media content created during their term of office and comply with the requirements of the State Records Act 1998.
- 7.4 In fulfilling their obligations under clauses 7.1 to 7.3, council officials should refer to any guidance issued by the State Archives and Records Authority of NSW relating to retention requirements for councils' and councillors' social media content¹.

Privacy Considerations and Requirements

- 7.5 Social media communications are in the public domain. Council officials should exercise caution about what personal information, if any, they upload onto social media.

¹ See State Archives and Records Authority of NSW '*Government Record Keeping/Advice and Resources/Local Government*' and '*Social media recordkeeping for councillors*'.

- 7.6 The Privacy and Personal Information Protection Act 1998 applies to the use of social media platforms by the Council and councillors. To mitigate potential privacy risks, council officials will:
- a) Advise people not to provide personal information on social media platforms
 - b) Inform people if any personal information they may provide on social media platforms is to be used for official purposes
 - c) Moderate comments to ensure they do not contain any personal information
 - d) Advise people to contact the Council or councillors through alternative channels if they have personal information they do not want to disclose in a public forum.
- 7.7 Council officials must ensure they comply with the Health Records and Information Privacy Act 2002 when engaging on and/or moderating social media platforms. In fulfilling their obligations, council officials should refer to any guidance issued by the Information and Privacy Commission of NSW, such as, but not limited to, the Health Privacy Principles.

Part 8 – Private Use of Social Media

Note: Activities on social media websites are public activities. Even though privacy settings are available, content can still be shared and accessed beyond the intended recipients. The terms and conditions of most social media sites state that all content becomes the property of the site on which it is posted².

What Constitutes ‘Private’ Use?

- 8.1 For the purposes of this policy, a council official’s social media engagement will be considered ‘private use’ when the content they upload:
- a) is not associated with, or does not refer to, the Council, any other council officials, contractors, related entities or any other person or organisation providing services to or on behalf of the Council in their official or professional capacities, and
 - b) is not related to or does not contain information acquired by virtue of their employment or role as a council official.
- 8.2 If a council official chooses to identify themselves as a council official, either directly or indirectly (such as in their user profile), then they will not be deemed to be acting in their private capacity for the purposes of this policy.

Use of Social Media During Work Hours

- 8.3 Council staff may only access and engage on social media in their private capacity while at work during breaks.

² Social Media: Guidance for Agencies and Staff (Government of South Australia) – page 9

Part 9 – Concerns or Complaints

- 9.1 Concerns or complaints about the administration of a council’s social media platforms should be made to the council’s Chief Executive Officer in the first instance.
- 9.2 Complaints about the conduct of council officials (including councillors) on social media platforms may be directed to the Chief Executive Officer.
- 9.3 Complaints about the Chief Executive Officer’s conduct on social media platforms may be directed to the Mayor.

Part 10 – Definitions

To assist in interpretation, the following definitions apply:

Term	Definition
Authorised user	Members of council staff who are authorised by the Chief Executive Officer to upload content and engage on the Council’s social media platforms on the Council’s behalf.
Council official	Councillors, members of staff and delegates of the council (including members of committees that are delegates of the council).
Minor	For the purposes of clause 4.4(b) of this policy, is a person under the age of 18 years
Personal information	Information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion.
Social media	Online platforms and applications - such as but not limited to social networking sites, wikis, blogs, microblogs, video and audio sharing sites, and message boards - that allow people to easily publish, share and discuss content. Examples of social media platforms include, but are not limited to Facebook, Twitter, Snapchat, LinkedIn, Yammer, YouTube, Instagram, Flickr and Wikipedia.

RESPONSIBILITIES

The Chief Executive Officer and relevant delegate are responsible for enforcing and enacting this policy.



DUBBO REGIONAL
COUNCIL

REPORT: 2022/2023 Event Partnership Program - Fees and Charges

DIVISION: Community, Culture and Places
REPORT DATE: 11 July 2022
TRIM REFERENCE: ID22/1360

EXECUTIVE SUMMARY

Purpose	Seek endorsement	Other: Fees and Charges not determined by Council at its meeting June 2022
Issue	<ul style="list-style-type: none"> Council is required to adopt any fees or charges. The proposed fee/charge was developed post meeting June 2022. 	
Reasoning	<ul style="list-style-type: none"> Fees and charges will assist Council to fund its event attraction initiatives via collaborative marketing activity. 	
Financial Implications	Budget Area	Regional Events
	Funding Source	Operational Budget
	Proposed Cost	\$10,000
	Ongoing Costs	\$10,000
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: 3 Economy
CSP Objective: 3.1 Visitor economy growth is supported
Delivery Program Strategy: 3.1.2 Events that foster cultural, recreational and community interaction are supported

RECOMMENDATION

That the annual cost (including GST) for organisations to collaborate in the Event Partnership Program targeting events via destination marketing activities be as follows:

- Listing \$100
- Level 3 \$300
- Level 2 \$600
- Level 1 \$1,100
- Premium \$1,650

Jane Bassingthwaite
Director Community, Culture and Places

LW
Events and Partnerships
Team Leader

BACKGROUND

Events contribute significantly to the local economy. In 2022, major event activity is expected to deliver an economic impact of \$12.3M with 56 events generating almost 10,000 bed nights. This figure is based on visitor expenditure across the Region's accommodation and hospitality venues with further benefits provided to the Region's event supply industry through venue bookings and the engagement of caterers, hire companies, security and traffic services etc.

The financial year 2022/2023 will see the fourth delivery of the Dubbo Region LGA's Event Partnership Program. The Program is underpinned by the development of an aspirational guide, supported by advertising from businesses sharing the LGA's target markets of sporting events, business events and major events or festivals. The previous Program's 2019/2020 event guide was supported by 28 businesses taking a half page advertisement. The cost was \$1,100 (inc GST) and the program extended from 18 months to two years due to COVID-19 and restrictions placed on mass gatherings. The 2022/2023 Dubbo Region Events Guide is now due and this report seeks determination by Council of the proposed fees/charges associated with the 2022/2023 Event Partnership Program.

REPORT

Consultation

A survey was sent to partners of the 2019/2020 Program seeking feedback on the term of the program, proposed price points, needs of businesses as well as comments and suggestions for Council to consider in regard to its event attraction initiatives. Whilst responses were limited, feedback was provided noting previous costs were good value for money and businesses understood the value of the Program that Council provided. The survey also questioned the preference for upfront payment for two years or to be invoiced annually (no definitive option was obtained).

Event Partnership Program Levels

Businesses such as venues and suppliers have a choice of entry into the program. Each level is based on advertising in the Dubbo Region Events Guide. Commensurate with the size of the advertisement, each business will also receive return benefits including (but not limited to): inclusion in tailored mini guides, inclusion in event bidding and requests for proposals, promotion via dubbo.com.au and social media channels and exposure at trade and business industry events.

In previous Programs, participation was based on an 18 month term. However, Council is proposing an annual fee to increase the flexibility for businesses especially in the current economic climate. In 2019/2020 the participation cost was \$1,100 including GST for a half page advertisement. The proposed fees/charges for 2022/2023 include a quarter page advertisement for accommodation providers targeting the events market (particularly mass participation events such as sporting competitions and carnivals) and a newly introduced event listing fee for smaller, niche businesses to tap into the events industry. Businesses such

as florists, musicians and caterers can have a listing on the website, dubbo.com.au and be referred to event organisers as preferred suppliers.

Level	Return benefits	Annual cost incl gst
Listing	Event Listing only	\$100
Level 3	Quarter page advertisement (accommodation only)	\$300
Level 2	Half page advertisement	\$600
Level 1	Full page advertisement	\$1,100
Premium	Full page advertisement	\$1,650

Resourcing Implications

Staffing and budget requirements will be met within the current structure and operational budget of Council's Regional Events Branch.

Financial implications will be that the expected \$30,000 income every two years will be approximately \$15,000 annually. Expenses are expected to be reduced due to digital advertising to be a focus rather than printed guides.

Total Financial Implications	Current year (\$)	Current year + 1 (\$)	Current year + 2 (\$)	Current year + 3 (\$)	Current year + 4 (\$)	Ongoing (\$)
a. Operating revenue	15,000	15,300	15,600	16,000	16,300	16,700
b. Operating expenses	25,000	25,000	25,000	25,000	25,000	25,000
c. Operating budget impact (a – b)	-10,000	-9,700	-9,400	-9,000	-8,700	-8,300
d. Capital Expenditure	0	0	0	0	0	0
e. Total net impact (c – d)	-10,000	-9,700	-9,400	-9,000	-8,700	-8,300
Does the proposal require ongoing funding?	Already budgeted in 2023/2024					
What is the source of this funding?	Regional Events Operating budget					

Table 1. Ongoing Financial Implications

Timeframes

Key Date	Explanation
July	Program finalised
August	Program communicated via targeted and broad channels
September	Sales close
October	Dubbo Region Events Guide published
November	Program commences