



# AGENDA

## ORDINARY COUNCIL MEETING

### 24 JULY 2017

MEMBERSHIP:  
Mr M Kneipp (Administrator).

The meeting is scheduled to commence at 5.30pm.

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#### PRAYER:

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

#### ACKNOWLEDGEMENT OF COUNTRY:

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

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**CCL17/83 CONFIRMATION OF MINUTES (ID17/1238)** 4  
Confirmation of the minutes of the proceedings of the Dubbo Regional Council meeting held on 26 June 2017.

**CCL17/84 LEAVE OF ABSENCE (ID17/1234)**

**CCL17/85 PUBLIC FORUM (ID17/1235)**

#### ADMINISTRATOR MINUTES:

**CCL17/86 ADMINISTRATOR APPOINTMENTS (ID17/1232)** 33  
The Council had before it the Administrator Minute regarding Administrator Appointments.

**CCL17/87 RURAL FIRE SERVICE REGIONAL TRAINING FACILITY (ID17/1233)** 37  
The Council had before it the Administrator Minute regarding Rural Fire Service Regional Training Facility.

- CCL17/88      313 SQUADRON (CITY OF DUBBO) AUSTRALIAN AIR FORCE CADETS - EXERCISING THEIR RIGHT TO THE FREEDOM OF THE CITY (ID17/1242)** 40
- The Council had before it the Administrator Minute regarding 313 Squadron (City of Dubbo) Australian Air Force Cadets - Exercising their right to the Freedom of the City.

**MATTERS CONSIDERED BY COMMITTEES:**

- CCL17/89      REPORT OF THE PLANNING AND DEVELOPMENT COMMITTEE - MEETING 17 JULY 2017 (ID17/1248)** 42
- The Council had before it the report of the Planning and Development Committee meeting held 17 July 2017.

- CCL17/90      REPORT OF THE WORKS AND SERVICES COMMITTEE - MEETING 17 JULY 2017 (ID17/1249)** 45
- The Council had before it the report of the Works and Services Committee meeting held 17 July 2017.

- CCL17/91      REPORT OF THE FINANCE AND POLICY COMMITTEE - MEETING 17 JULY 2017 (ID17/1247)** 57
- The Council had before it the report of the Finance and Policy Committee meeting held 17 July 2017.

**REPORTS FROM STAFF:**

- CCL17/92      PROGRESS ON MERGER PROJECTS (ID17/1241)** 60
- The Council had before it the report dated 18 July 2017 from the General Manager regarding Progress on Merger Projects.

- CCL17/93      STRONGER COMMUNITIES FUND - COMMUNITY GRANTS PROGRAMME ROUND TWO (ID17/1225)** 64
- The Council had before it the report dated 13 July 2017 from the Transition Project Officer regarding Stronger Communities Fund - Community Grants Programme Round Two.

- CCL17/94      ANNUAL RISK MANAGEMENT PROGRAM AND INSURANCE MATTERS (ID17/1217)** 70
- The Council had before it the report dated 11 July 2017 from the Manager Governance and Risk Services regarding Annual Risk Management Program and Insurance Matters.

<b>CCL17/95</b>	<b>REGIONAL ECONOMIC DEVELOPMENT STRATEGY (ID17/1246)</b> The Council had before it the report dated 18 July 2017 from the Director Economic Development and Business regarding Regional Economic Development Strategy.	78
<b>CCL17/96</b>	<b>WELLINGTON DESTINATION BRAND PROJECT (ID17/1245)</b> The Council had before it the report dated 17 July 2017 from the Economic Development Officer regarding Wellington Destination Brand Project.	94
<b>CCL17/97</b>	<b>APPLICATION FOR AN INTEREST FREE DEFERRED CONTRIBUTION FOR THE DUBBO CITY TURF CLUB (ID17/1218)</b> The Council had before it the report dated 11 July 2017 from the Director Community and Recreation regarding Application for an Interest Free Deferred Contribution for the Dubbo City Turf Club.	98
<b>CCL17/98</b>	<b>RENEWAL OF THE MACQUARIE REGIONAL LIBRARY AGREEMENT (ID17/1243)</b> The Council had before it the report dated 17 July 2017 from the Director Community and Recreation regarding Renewal of the Macquarie Regional Library Agreement.	105
<b>CCL17/99</b>	<b>KENNARD PARK MASTER PLAN (ID17/1244)</b> The Council had before it the report dated 17 July 2017 from the Manager Horticultural Services regarding Kennard Park Master Plan.	113
<b>CCL17/100</b>	<b>COMMENTS AND MATTERS OF URGENCY (ID17/1236)</b>	
<b>CCL17/101</b>	<b>COMMITTEE OF THE WHOLE (ID17/1237)</b>	



## Confirmation of Minutes

Confirmation of the minutes of the proceedings of the Ordinary Council meeting held on 26 June 2017.

### RECOMMENDATION

That the minutes of the proceedings of the Dubbo Regional Council at the Ordinary Council meeting held on 26 June 2017 comprising pages 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25 and 26 of the series be taken as read, confirmed as correct minutes and signed by the Administrator and the General Manager.

Appendices:

- 1 [↓](#) Minutes - Ordinary Council Meeting - 26/06/2017
- 2 [↓](#) Minutes - Committee of the Whole - 26/06/2017



# REPORT

## ORDINARY COUNCIL MEETING

### 26 JUNE 2017

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**PRESENT:**

Mr M Kneipp (Administrator).

**ALSO IN ATTENDANCE:**

The Interim General Manager, the Director Organisational Services, the Manager Governance and Risk, the Corporate Communications Supervisor, the Director Technical Services, the Director Environmental Services, the Director Community Services, the Director Parks and Landcare Services, and the Transition Project Leader.

Mr M Kneipp (Administrator) assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.30pm with a prayer for Divine Guidance to the Council in its deliberations and activities. The acknowledgement of country was also read by the Administrator, Mr M Kneipp.

**CCL17/68 CONFIRMATION OF MINUTES (ID17/959)**

Confirmation of the minutes of the proceedings of the Ordinary Council meeting held on 22 May 2017, the Extraordinary Council meeting held 1 May 2017 the Extraordinary Council meeting held 26 May 2017 and the Extraordinary Council meeting held on 9 June 2017.

Moved by Mr M Kneipp (Administrator)

**MOTION**

That the minutes of the proceedings of the Dubbo Regional Council at the Ordinary Council meeting held on 22 May 2017 comprising pages 5, 6, 7, 8, 9, 10, 11 and 12 of the series and the Extraordinary Council meeting held on 26 May 2017 comprising pages 15 and 16 of the series and the Extraordinary Council meeting held on 9 June 2017 comprising pages 19 and 20 of the series be taken as read, confirmed as correct minutes and signed by the Administrator and the General Manager.

**CARRIED**

**CCL17/69 LEAVE OF ABSENCE (ID17/958)**

There were no requests for leave of absence recorded.

**CCL17/70 PUBLIC FORUM (ID17/957)**

There were no speakers during Public Forum.

**ADMINISTRATOR MINUTES:****CCL17/71 ADMINISTRATOR APPOINTMENTS (ID17/818)**

The Council had before it the Administrator Minute regarding Administrator Appointments.

Moved by Mr M Kneipp (Administrator)

**MOTION**

**That the information contained within the Administrator Minute dated 17 May 2017 be noted.**

**CARRIED**

**CCL17/72 DISBANDING OF THE LOCAL REPRESENTATION COMMITTEE (ID17/1015)**

The Council had before it the Administrator Minute regarding Disbanding of the Local Representation Committee.

Moved by Mr M Kneipp (Administrator)

**MOTION**

- 1. That those members of the Local Representation Committee who have nominated, or propose to nominate for the 2017 Dubbo Regional Council Local Government elections be requested to resign their membership of the Local Representation Committee effective 31 July 2017.**
- 2. That the final meeting of the Local Representation Committee be held 9 August 2017 with the remaining members of the Committee.**
- 3. That the Local Representation Committee be disbanded effective 11 August 2017.**
- 4. That all members of the Local Representation Committee be formally thanked for their contribution to Council during the period of Administration.**

**CARRIED**

**MATTERS CONSIDERED BY COMMITTEES:**

**CCL17/73 REPORT OF THE PLANNING AND DEVELOPMENT COMMITTEE - MEETING 19 JUNE 2017 (ID17/1021)**

The Council had before it the report of the Planning and Development Committee meeting held 19 June 2017.

Moved by Mr M Kneipp (Administrator)

**MOTION**

**That the report of the Planning and Development Committee meeting held on 19 June 2017, be adopted save and except for Clause PDC17/22 which is to be dealt with separately.**

**CARRIED**

**PDC17/22 PLANNING PROPOSAL (R16-5) - SOUTHLAKES ESTATE, DUBBO (ID17/768)**

The Council has before it the recommendation of the Planning and Development Committee of 19 June 2017 regarding Planning Proposal (R16-5) - Southlakes Estate, Dubbo.

Moved by Mr M Kneipp (Administrator)

**MOTION**

1. That Council endorse the amended Planning Proposal as provided by the Proponent and included as Appendix 2 to the report of the Manager City Strategy Services dated 13 June 2017 and including the following amendments:
  - That land situated to the south of the indicative location of the Southern Distributor be zoned RE2 Private Recreation.
  - That the area of land proposed to be zoned B1 Neighbourhood Centre be subject to a suitable provision in the Dubbo Local Environmental Plan 2011 that limits the total retail floorspace of any centre to 5,000 square metres.
  - That the additional use of recreation facility (indoor) be permitted on the subject area of the land proposed to be zoned B1 Neighbourhood Centre under the provisions of the Dubbo Local Environmental Plan 2011.
2. That Council support a minimum 28 day public exhibition period for the Planning Proposal.
3. That Council not use its delegation under Section 59 of the Environmental Planning and Assessment Act, 1979 to draft the amendments to the Dubbo Local Environmental Plan 2011.
4. That following the completion of the public exhibition period, a further report be provided to Council detailing the results of the public exhibition and for further consideration of the Planning Proposal.
5. That Council undertake a concurrent amendment to the Stage 1 Structure Plan for the South-East Residential Urban Release Area to ensure the Structure Plan is consistent with the development densities and typologies as included in the Planning Proposal and to show the amended indicative location of the Southern Distributor Road, noting that the State Government Department of Primary Industries (Water) will undertake assessment of this proposal as a component of the Planning Proposal process.
6. That the amendment to the Stage 1 Structure Plan for the South-East Residential Urban Release Area be placed on public exhibition with the subject Planning Proposal.

**CARRIED**

In accordance with s375A(2) of the Local Government Act 1993, a division was duly called, the following votes on the motion were recorded:

<b>FOR</b>	<b>AGAINST</b>
Mr M Kneipp (Administrator)	
<b>Total (1)</b>	<b>Total (0)</b>



**CCL17/74 REPORT OF THE WORKS AND SERVICES COMMITTEE - MEETING 19 JUNE 2017 (ID17/1023)**

The Council had before it the report of the Works and Services Committee meeting held 19 June 2017.

Moved by Mr M Kneipp (Administrator)

**MOTION**

**That the report of the Works and Services Committee meeting held on 19 June 2017, be adopted save and except Clause WSC17/39, which is to be dealt with separately.**

**CARRIED**

**WSC17/39 FLEET MANAGEMENT SERVICES - FLEET POLICY**

The Council has before the recommendation of the Works and Services Committee of 19 June 2017 regarding Fleet Management Service – Fleet Policy.

Moved by Mr M Kneipp (Administrator)

**MOTION**

**That the Fleet Management Services Fleet Policy as attached as Appendix 1 to the report of the Manager Fleet Management Services dated 30 May 2017 be adopted noting that the first paragraph of Clause 4 – Light Vehicle Provision and Use for the Former Dubbo City Council, the Former Wellington Council and Dubbo Regional Council be amended to read:**

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- ***“Harmonisation of the two former Council’s Light Vehicle Provision and Use policies is not possible due to the general requirement that employee conditions will be protected from the merger date of 12 May 2016. “***

**CARRIED**

**CCL17/75 REPORT OF THE FINANCE AND POLICY COMMITTEE - MEETING 19 JUNE 2017 (ID17/1020)**

The Council had before it the report of the Finance and Policy Committee meeting held 19 June 2017.

Moved by Mr M Kneipp (Administrator)

**MOTION**

**That the report of the Finance and Policy Committee meeting held on 19 June 2017, be adopted.**

**CARRIED**

**CCL17/76 REPORT OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE - MEETING 1 JUNE 2017 (ID17/989)**

The Council had before it the report of the Audit, Risk and Improvement Committee meeting held 1 June 2017.

Moved by Mr M Kneipp (Administrator)

**MOTION**

**That the report of the Audit, Risk and Improvement Committee meeting held on 1 June 2017, be adopted**

**CARRIED**

**REPORTS FROM STAFF:****CCL17/77 PROGRESS ON MERGER PROJECTS (ID17/1017)**

The Council had before it the report dated 20 June 2017 from the Interim General Manager regarding Progress on Merger Projects.

Moved by Mr M Kneipp (Administrator)

**MOTION**

**That the information contained within the report of the Interim General Manager dated 20 June 2017 be noted.**

**CARRIED**

**CCL17/78 THE MAKING OF THE RATES AND CHARGES FOR 2017/2018 (ID17/948)**

The Council had before it the report dated 12 June 2017 from the Revenue Accountant regarding The Making of the Rates and Charges for 2017/2018.

Moved by Mr M Kneipp (Administrator)

**MOTION 1**

That WHEREAS the 2017/2018 Draft Operational Plan was adopted by the Council on 1 May 2017, and WHEREAS public notice of the 2017/2018 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 twenty eight (28) days has lapsed since the commencement of advertising on 5 May 2017 and Council has taken into 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 2017/2018, and that such Rates and Annual Charges be the amount specified hereunder subject to the minimum and base amount per assessment specified in the Ordinary Rates table below:

Ordinary Rates (Section 494)	Ad Valorem (or Rate in \$) Amount	Minimum Amount	Base Amount
<b>Residential</b>			
<b>Residential - Ordinary</b> Applies to all residential properties within former Dubbo City Council outside the defined "Residential Urban Dubbo", "Village", "Firgrove" and "Richmond Estate" areas (as defined in Schedule A hereunder)	.5569	\$494.90	N/A
<b>Residential – Dubbo Urban</b> Applies all residential properties within the defined "Urban" area (as defined in Schedule A hereunder)	.8007	\$651.10	N/A
<b>Residential – Firgrove Estate</b> Applies to residential properties within the defined "Firgrove" development (as defined in Schedule A hereunder)	.6500	\$636.40	N/A
<b>Residential - Richmond Estate</b> Applies to residential properties within the defined "Richmond Estate" development (as defined in Schedule A hereunder)	.6500	\$636.40	N/A

<b>Residential - Village</b> Applies to all residential properties within the defined "Village" areas of Ballimore, Brocklehurst, Eumungerie & Wongarbon (as defined in Schedule A hereunder)	.6137	\$513.15	N/A
<b>Residential - Ordinary Wellington</b> Applies to all residential properties in the former Wellington Council area outside the defined Wellington Urban area or Village of Geurie (as defined in Schedule A hereunder)	0.7766	N/A	\$314.00
<b>Residential - Wellington</b> Applies to all residential properties within the Defined Wellington Urban area (as defined in Schedule A hereunder)	1.1820	N/A	\$317.00
<b>Residential - Geurie</b> Applies to all residential properties within the Village of Geurie (as defined in Schedule A hereunder)	0.7787	N/A	\$213.00
<b>Business</b>			
<b>Business - Ordinary</b> Applies to all business properties within former Dubbo City Council area except those within the defined "CBD" "East Dubbo", "Cobra Street" and "Wellington Road" areas (as defined in Schedule A hereunder)	1.1343	\$651.10	N/A
<b>Business - Central Business District</b> Applies to all business properties within the defined "CBD" area (as defined in Schedule A hereunder)	3.1278	\$651.10	N/A
<b>Business - East Dubbo area</b> Applies to all business properties within the defined "East Dubbo" area (as defined in Schedule A hereunder)	3.6670	\$651.10	N/A
<b>Business – Cobra Street</b> Applies to all business properties within the defined "Cobra Street" bulky goods precinct (as defined in Schedule A hereunder)	3.6670	\$651.10	N/A

<b>Business - Wellington Road</b> Applies to all business properties within the defined "Wellington Road" area (as defined in Schedule A hereunder)	3.6670	\$651.10	N/A
<b>Business – Ordinary Wellington</b> Applies to all business properties within the former Wellington Council outside town of Wellington (as defined in Schedule A hereunder)	.9577	N/A	\$340.00
<b>Business – Wellington</b> Applies to all business properties within the town of Wellington (as defined in Schedule A hereunder)	2.2884	N/A	\$208.00
<b>Farmland</b>			
<b>Farmland - Ordinary</b> Applies to all land which has been declared "Farmland" within the former Dubbo City Council area (as defined in Schedule A hereunder)	.5275	\$346.10	N/A
<b>Farmland – Wellington</b> Applies to all land which has been declared "Farmland" within the former Wellington Council area (as defined in Schedule A hereunder)	.6665	N/A	\$190.00
<b>Mining</b>			
<b>Mining – Ordinary</b> Applies to all land which has been declared "Mining" within the former Dubbo City Council area (as defined in Schedule A hereunder)	6.0	\$505.60	N/A
<b>Mining - Wellington</b> Applies to all land which has been declared "Mining" within the former Wellington Council area (as defined in Schedule A hereunder)	23.1498	\$597.20	N/A

**Schedule A****Ordinary Rates Land to which rate applies**

- a. **Residential Ordinary**  
All residential properties within the former Dubbo City Council area outside the defined "Residential Dubbo Urban", "Village", "Firgrove" 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, Buninyong Road, South Buninyong Road, 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, eastern & southern boundary of Lot 399 DP 1199356, 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, Joira 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, northern boundary Lot 5 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" development.
- d. **Residential - Richmond**  
All residential properties within the "Richmond Estate" development.
- e. **Residential – Village**  
All residential properties within the villages of Ballimore, Eumungerie and Wongarbon zoned RU5 (Village) under the Dubbo Local Environmental Plan 2011 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 & 148 DP 754328, northern boundary of Lot 1 DP 1001551 and the Newell Highway.
- f. **Residential - Ordinary Wellington**  
All residential properties within the former Wellington Council area outside the defined Residential Wellington area or Village of Geurie.
- g. **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 & 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, Zouch Street, boundary of Lots 7 & 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.

**h. 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 Geurie Street, Greenbank Street, Lot 154 DP 754313, Fitzroy Street, Comobella Road, western boundary of Lots 195 & 196 DP 184019, Morley Street, Whitely Street, Cass Street, Old Dubbo Road and Mitchell Highway.

**i. Business Ordinary**

All "business" properties within the former Dubbo City Council area except those within the defined "Central Business District", "East Dubbo", "Cobra Street" and "Wellington Road" areas.

**j. 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.

**k. Business - East Dubbo Area**

All "business" properties within the area bounded by Wheelers Lane, Birch Avenue, Windsor Parade and the Mitchell Highway.

**l. Business - Cobra Street Area**

All "business" properties zoned Business Development B5 fronting Cobra Street within the area bounded by the Molong Railway line to the west and the eastern boundary of Lot 121 DP1074142 and the eastern boundaries of Lot 21 DP 238576 and Lot 304 DP 754308 fronting Hawthorn Street.

**m. Business - Wellington Road Area**

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. Those properties to the south of Blueridge Drive will be re-categorised as Business Ordinary.

- n. **Business – Ordinary Wellington**  
All “business” properties within the former Wellington Council area outside the township of Wellington.
- o. **Business - Wellington**  
All "business" properties within the township of Wellington (as defined in the Residential Wellington sub-category).
- p. **Farmland Ordinary**  
All land which has been declared "farmland" within the former Dubbo City Council area.
- q. **Farmland - Wellington**  
All land which has been declared "farmland" within the former Wellington Council area.
- r. **Mining Ordinary**  
All land which has been declared “mining” within the former Dubbo Council area.
- s. **Mining - Wellington**  
All land which has been declared “mining” within the former Wellington Council area.

#### **ANNUAL CHARGES STATEMENT (Section 405(2))**

#### **DOMESTIC WASTE MANAGEMENT SERVICE CHARGE (SECTION 496)**

##### **Domestic Waste Management Service Charge – Dubbo Rateable properties Section 496(1)**

The annual Domestic Waste Management Service Charge for 2017/2018 is \$294.96 which is to apply to all residential properties in the area defined as Residential Dubbo Urban for rating purposes and the villages of Ballimore, Brocklehurst, Eumungerie and Wongarbron and those areas adjoining the Residential Dubbo Urban rating category which have been defined on a map marked for this purpose. The Domestic Waste Management Service Charge provides for a once weekly kerbside collection service of one 240 litre bin and a fortnightly kerbside collection and processing service for one 240 litre bin of mixed recycling. The charge also covers the costs of the provision and servicing of recycling facilities (in the form of a drop-off centre) at the JR Richards location within the City and specific waste and green waste bulk clean-up services.

Multiple unit dwellings situated on a single title property will be levied a Domestic Waste Management Service Charge for each unit for dwellings comprising up to and including eight (8) units. Multiple unit dwellings comprising more than eight (8) units will be levied (8) times the Domestic Waste Management Service Charge (\$2,359.68) plus one (1) Domestic Waste Management Service Charge for every two (2) unit dwellings in excess of eight (8) (rounded up to the next whole number in the case of an odd number of units).

##### **Domestic Waste Management Service Charge – Non Rateable properties – Dubbo Section 496(2)**



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 that land requests or agrees to the provision of the service to that land. The Domestic Waste Management Service charge – Non Rateable, is only applicable where the service is provided to domestic premises.

The annual charge for 2017/2018 is \$294.96 (GST Exempt) and this charge provides for a once weekly kerbside collection service of one 240 litre bin and a fortnightly kerbside collection and processing service for one 240 litre bin of mixed recycling.

#### **Domestic Waste Management Service Charge – Wellington**

A domestic waste management service is to be available to all residential properties in the defined Wellington kerbside collection area. The annual charge for 2017/2018 is \$347.00 and provides for a once weekly kerbside collection service of one 240 litre bin.

#### **Domestic Waste Charge - Vacant – Wellington**

A waste charge for 2017/2018 of \$140.00 is applicable to all vacant parcels of land within the defined Wellington kerbside collection area.

### **ANNUAL CHARGES (SECTION 501)**

#### **Waste Management Service Charge – Dubbo**

A 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 2017/2018 is \$310.00 (GST Exempt) which is applicable to all non residential properties to which the kerbside garbage collection service is provided. The Waste Management Service Charge provides for a once weekly kerbside collection service of one 240 litre bin and a fortnightly kerbside collection and processing service for one 240 litre bin of mixed recycling.

#### **Non-Domestic Waste Collection Service Charge - Dubbo**

The annual charge for 2017/2018 is \$195.00 (GST Exempt) per bin which is applicable to all non residential properties to which the Waste Management Service Charge is levied and which wish to receive an additional Non Domestic Waste Collection Service. The Non-Domestic Waste Collection service provides for a once weekly kerbside collection service of one 240 litre bin of waste.

#### **Non-Domestic Recycling Service Charge - Dubbo**

Additional 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 for 2017/2018 is \$115.00 per bin which is applicable to all non residential properties to which the Waste Management Service Charge is levied and which

wish to receive an additional Non Domestic Recycling service. The Non Domestic Recycling Service Charge provides for a once fortnightly kerbside collection service of one 240 litre bin of mixed recycling.

#### **Non-Domestic Waste Charge – Wellington**

A kerbside garbage collection is available to all non-residential properties in the designated kerbside collection area.

The annual charge for 2017/2018 is \$347.00. This charge provides for a once weekly kerbside collection service of one 240 litre bin of mixed waste.

#### **Non-Domestic Waste Charge Vacant – Wellington**

The annual charge for 2017/2018 is \$140.00. The charge is applicable to all vacant parcels of non-residential land in the designated kerbside collection area.

#### **Waste Management Service (Rural) Charge - Dubbo**

The annual Waste Management Service Charge for 2017/2018 is \$129.50 (including GST) which is to apply to all rural parcels of rateable land with households located thereon for the purpose of disposal of household waste at Council's waste transfer and disposal facilities. Rural parcels of land are all those parcels outside the area identified as the Dubbo City Garbage Collection Area to which the Domestic Waste Management Service Charge is applied.

#### **Waste Management Service (Rural) Charge - Wellington**

The annual Waste Management Service (Rural) charge for 2017/2018 is \$96.00 (including GST) which is to apply to all rural parcels of land within the former Wellington Council area with households located thereon for the purpose of disposal of household waste at Council's waste transfer and disposal facilities located in the villages of Stuart Town, Elong Elong and Euchareena

#### **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 2017/2018 will be \$91.62 per rateable parcel.

#### **Stormwater Management Service Charge – Wellington**

An annual Stormwater Management Service Charge will apply to all parcels of land within the defined Wellington "Urban" area. The amount of the Annual Charge for 2017/2018 will be \$15.22.

#### **Water Supply Service Access Charge**

The Pricing Policy for 2017/2018 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 2017/2018 is as follows:

Former Dubbo City Council

Meter Size	Annual Charge
20mm	\$258.32
25mm	\$402.98
30/32mm	\$661.29
40mm	\$1,033.27
50mm	\$1,614.49
65mm	\$2,727.83
80mm	\$4,133.08
100mm	\$6,457.94
150mm	\$14,538.11

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
From KL	•
To KL	•
Domestic	• \$396.46
Commercial 20MM	• \$480.23
Commercial 25MM	• \$743.01
Commercial 31MM	• \$1,147.48
Commercial 32MM	• \$1,223.12
Commercial 38MM	• \$1,733.27
Commercial 40MM	• \$1,910.68
Commercial 50MM	• \$2,982.21
Commercial 80MM	• \$7,642.34
Commercial 100MM	• \$11,943.62
Commercial 150MM	• \$26,864.24

• UnConnected Services	• \$396.46
• Connected Service No Meter	• \$480.23
• Dedicated Fire Service	• \$480.23
• Commercial (Non Profit)	• \$743.01
• Commercial 50MM	
• Churches	•
• Connected Wellington – Non Residential	• \$384.16
• Connected Wellington Domestic	• \$317.17

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.

#### 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 \$735.58 for 2017/2018.

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 \$644.53 for 2017/2018.

**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 \$570.43 for 2017/2018.

**Mumbil Sewer Charges**

The annual sewerage service charge for 2017/2018 to apply to all Residential properties within Mumbil where a sewerage service is available will be \$603.93.

**Mumbil Sewer Charge – Unoccupied**

The annual sewerage service charge for 2017/2018 to apply to all each unoccupied rateable parcel of land within Mumbil where a sewerage service is available will be \$570.43.

**Geurie Sewer Charge**

The annual sewerage service charge for 2017/2018 to apply to all Residential properties within Geurie where a sewerage service is available will be \$644.53.

**Geurie Sewer Charge – Unoccupied**

The annual sewerage service charge for 2017/2018 to apply to each unoccupied rateable parcel of land within Geurie where a sewerage service is available will be \$570.43.

**Religious Property Sewer Charge - Wellington**

The annual sewerage service charge for 2017/2018 to apply to all religious properties where a sewerage service is available will be \$516.61 for Churches and \$444.27 for Church residences.

**CARRIED**

Moved by Mr M Kneipp (Administrator)

## MOTION 2

That WHEREAS the 2017/2018 Draft Operational Plan was adopted by the Council on 1 May 2017, and WHEREAS public notice of the 2017/2018 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 twenty eight (28) days has lapsed since the commencement of advertising on 5 May 2017 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 2017/2018.

### 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 2017/2018 will apply as follows:

#### Residential Properties

All Consumption - per kilolitre                                         **\$1.97**

#### Non Residential Properties

All Consumption - per kilolitre                                         **\$1.97**

The Usage Charges applicable to properties in the former Wellington Council for 2017/2018 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	2.13	2.17	2.35	2.51
Commercial	1.48	1.59	1.94	2.41
Connected Service No Meter	20KL Per Quarter			
Dedicated Fire Service	1.48	1.59	1.94	2.41
Commercial (Non Profit)	1.48	1.59	1.94	2.41
Commercial 50MM				
Churches				
Connected Wellington – Non	1.48	1.59	1.94	2.41

<b>Residential</b>				
• Connected Wellington Domestic	• 2.13	• 2.17	• 2.35	• 2.51
• Connected Village – Non Residential	• 1.48	• 1.59	• 1.94	• 2.41
• Connected Village – Domestic	• 2.13	• 2.17	• 2.35	• 2.51

### Sewerage Service Charges - Non Residential

#### Sewerage Service Charge Non Residential - Dubbo

The use of the Sewerage Service by all non-residential properties will be charged on a quarterly basis in accordance with the following pricing structure for 2017/2018:

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

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

	Quarterly Amount	Annual Equivalent
20mm	\$96.98	\$387.92
25mm	\$151.53	\$606.13
32mm	\$248.27	\$993.08
40mm	\$387.92	\$1,551.68
50mm	\$606.13	\$2,424.50
65mm	\$1,024.35	\$4,097.41
80mm	\$1,551.68	\$6,206.72
100mm	\$2,424.50	\$9,698.00
150mm	\$5,455.13	\$21,820.50

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.

$$\begin{aligned}
 D &= \text{Water Supply Service Connection Size} \\
 C &= \text{Annual Water Consumption} \\
 UC &= \text{Usage Charge} && \$2.11/Kl \\
 \text{Minimum Quarterly Sewerage Charge - Non Residential} &&& \$183.90
 \end{aligned}$$

### Non Residential Sewer Charges - Wellington

The use of the Sewerage Service by all non-residential properties will be charged on a quarterly basis in accordance with the following pricing structure for 2017/2018:

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

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

Meter Size	Quarterly Amount	Annual Equivalent
20mm	\$88.55	\$354.20
25mm	\$138.36	\$553.44
31mm	\$212.74	\$850.97
32mm	\$226.69	\$906.75
38mm	\$319.67	\$1,278.66
40mm	\$354.20	\$1,416.80
50mm	\$553.44	\$2,213.75
80mm	\$1,416.80	\$5,667.20
100mm	\$2,213.75	\$8,855.00
150mm	\$4,980.94	\$19,923.75
Unconnected Service	\$137.30	\$549.20
Connected Service No Meter	\$155.86	\$623.43
Commercial (Non-Profit) – 50mm	\$138.24	\$552.94
Churches		
Connected - Villages		N/A
Connected - Wellington		\$444.27

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.

$$\begin{aligned}
 D &= \text{Water Supply Service Connection Size} \\
 C &= \text{Annual Water Consumption} \\
 UC &= \text{Usage Charge} && \$0.91/Kl \\
 &= \text{Minimum Quarterly Sewerage Charge - Non Residential} && \$161.20
 \end{aligned}$$

**CARRIED**



Moved by Mr M Kneipp (Administrator)

### MOTION 3

That WHEREAS the 2017/2018 Draft Operational Plan was adopted by the Council on 1 May 2017, and WHEREAS Council has complied with the provisions of Section 610F of the Local Government Act, 1993 and given public notice (in accordance with Section 405) of its 2017/2018 draft Operational Plan and has considered submissions duly made to it concerning the draft Operational Plan and Budget, IT IS HEREBY RESOLVED that the fees, contributions and user charges detailed in the Statement of Revenue Policy Document of the 2017/2018 Draft Operational Plan and Budget be applied for the year 2017/2018.

CARRIED

### CCL17/79 PLAYMATES COTTAGE CHILDCARE CENTRE RENTAL VALUATION (ID17/758)

The Council had before it the report dated 13 June 2017 from the Director Community Services regarding Playmates Cottage Childcare Centre Rental Valuation.

Moved by Mr M Kneipp (Administrator)

### MOTION

1. That a lease agreement be entered into with Playmates Childcare Centre Dubbo Inc. for the Playmates Childcare Centre, to be constructed on the corner of River Street and Moran Drive, Dubbo, on the basis of the terms and conditions detailed in the body of the report of the Director Community Services dated 13 June 2017.
2. That the rent for Playmates Cottage Childcare Centre be set at \$37,000 GST inclusive per annum with an effective commencement date from the date of occupation of the Centre by Playmates Childcare Centre Dubbo Inc. with annual rent increments to be effective from 1 July each year and based on the Sydney All Groups CPI for the preceding 12 month period.

CARRIED

### CCL17/80 ECONOMIC DEVELOPMENT ACTION PLAN - QUARTER THREE REPORT (ID17/994)

The Council had before it the report dated 9 June 2017 from the Director Corporate Development regarding Economic Development Action Plan - Quarter Three Report.

Moved by Mr M Kneipp (Administrator)

### MOTION

That information contained within the report of the Director Corporate Development dated 9 June 2017, be noted.

CARRIED

**CCL17/81 COMMENTS AND MATTERS OF URGENCY (ID17/956)**

There were no matters recorded under this clause.

At this junction it was moved by Mr M Kneipp (Administrator) that the Council resolves into the Committee of the Whole Council, the time being 5.47 pm.

The meeting resumed at 5.53 pm.

**CCL17/82 COMMITTEE OF THE WHOLE (ID17/1026)**

The Director Community Services read to the meeting of the Report of Committee of the Whole held on 26 June 2017.

Moved by Mr M Kneipp (Administrator)

**MOTION**

**That the report of the meeting of the Committee of the Whole held on 26 June 2017 be adopted.**

**CARRIED**

The meeting closed at 5.58 pm.

.....  
CHAIRMAN



# REPORT CONFIDENTIAL COMMITTEE OF THE WHOLE MEETING 26 JUNE 2017

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**PRESENT:**

Mr M Kneipp (Administrator).

**ALSO IN ATTENDANCE:**

The Interim General Manager, the Director Organisational Services, the Manager Governance and Risk, the Corporate Communications Supervisor, the Director Technical Services, the Director Environmental Services, the Director Community Services, the Director Parks and Landcare Services and the Transition Project Leader.

Mr M Kneipp (Administrator) assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.47 pm.

**CW17/8 2017 KERBSIDE BULKY RUBBISH COLLECTION AND 2018 KERBSIDE GREEN WASTE COLLECTION (ID17/1004)**

The Committee has before it the report dated 15 June 2017 from the Director Technical Services regarding 2017 Kerbside Bulky Rubbish Collection and 2018 Kerbside Green Waste Collection.

Moved by Mr M Kneipp (Administrator)

**MOTION**

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

**CARRIED**

Moved by Mr M Kneipp (Administrator)

**MOTION**

**The Committee recommends:**

- 1. That the Schedule of Rates Tender of J R Richards and Sons in the nominal amount of \$223,450.20 (ex GST) for the provision of a Kerbside Bulky Rubbish Collection and a Kerbside Green Waste Collection as detailed in the report of the Director Technical Services dated 15 June 2017 be accepted by Council.**
- 2. That properties in 50km/hr and 60km/hr speed zoned areas of Wellington and Geurie be included in the August/September 2017 Bulky Rubbish Collection only and not the Kerbside Green Waste Collection programmed for March 2018.**
- 3. That E-Waste not be included as a separate item as part of the contract.**
- 4. That any documents be executed under the Common Seal of the Council.**
- 5. That the documents and considerations in regard to this matter remain confidential to Council.**

**CARRIED**

**CW17/9 DUBBO CITY REGIONAL AIRPORT AERONAUTICAL GROUND LIGHTING (AGL) UPGRADE (ID17/1000)**

The Committee has before it the report dated 21 June 2017 from the Director Technical Services regarding Dubbo City Regional Airport Aeronautical Ground Lighting (AGL) Upgrade.

Moved by Mr M Kneipp (Administrator)

**MOTION**

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

**CARRIED**

Moved by Mr M Kneipp (Administrator)

**MOTION**

The Committee recommends:

1. That the tender of ADB Safegate Australia Pty Ltd in the amount of \$1,643,878.47 (ex GST) be accepted.
2. That any necessary documentation be executed under the Common Seal of Council.
3. That the documents and considerations in regard to this matter remain confidential to Council.

**CARRIED**

**CW17/10 SALE OF COUNCIL OWNED LOT 451 DP 599741, 10L MOGRIGUY ROAD, FOR INDUSTRIAL PURPOSES (ID17/1016)**

The Committee has before it the report dated 19 June 2017 from the Manager Commercial Facilities regarding Sale of Council Owned Lot 451 DP 599741, 10L Mogrigny Road, For Industrial Purposes.

Moved by Mr M Kneipp (Administrator)

**MOTION**

**The Committee recommends that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned information that would, if disclosed, 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 Mr M Kneipp (Administrator)

**MOTION**

**The Committee recommends:**

- 1. That Council commit to selling Lot 451 DP 599741, 10L Mogrigny Road, for industrial purposes rather than agricultural purposes.**
- 2. That Council proceed to seek expressions of interest in relation to the possible sale of 10L Mogrigny Road.**
- 3. That a further report be presented to Council in relation to any offer received by Council to purchase the subject property.**
- 4. That the documents and considerations in regard to this matter remain confidential to Council.**

**CARRIED**

**CW17/11 SALE OF LOT 28 DP 1131385, 7 MCGUINN CRESCENT, MOFFATT ESTATE (ID17/1011)**

The Committee has before it the report dated 17 June 2017 from the Manager Commercial Facilities regarding Sale of Lot 28 DP 1131385, 7 McGuinn Crescent, Moffatt Estate.

Moved by Mr M Kneipp (Administrator)

**MOTION**

**The Committee recommends that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned information that would, if disclosed, 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 Mr M Kneipp (Administrator)

**MOTION**

**The Committee recommends:**

- 1. That Council sell Lot 28 DP 1131385 McGuinn Crescent, having an area of 4,000 m<sup>2</sup>, to Mame Pty Ltd (Company) and Brian Kerr and Cherie Molkentin (Partnership) for \$205,000 inc. GST.**
- 2. That all necessary documentation relating to the matter be executed under the Common Seal of the Council.**
- 3. That the documents and considerations in regard to this matter remain confidential to Council.**

**CARRIED**

At this junction all staff left the meeting, with the exception of the Director Community Services for consideration of CW17/12.

**CW17/12 STAFF MATTER (ID17/1024)**

The Committee has before it the Administrator Minute dated 17 June 2017.

Moved by Mr M Kneipp (Administrator)

**MOTION**

**The Committee Recommends that members of the press and public be excluded from the meeting during consideration of this item, the reason being that the matter concerned personnel matters concerning particular individuals (other than Councillors) (Section 10A(2)(a)).**

**CARRIED**

Moved by Mr M Kneipp (Administrator)

**MOTION**

**The Committee recommends:**

- 1. That in accordance with the Standard Contract of Employment for General Managers of Local Councils in NSW, Council offer Mark Riley a renewed contract of employment as General Manager for a three year term effective 3 July 2017 with a Total Remuneration Package of \$305,000 for the initial year of the contract, noting that this amount is an increase of 2.35% based on the increase to general Council staff effective the first full pay period in July 2017 as per the NSW Local Government State Award.**
- 2. That the Administrator take the necessary action in respect of the signing of the Standard Contract of Employment.**
- 3. That any necessary documents be executed under the Common Seal of Council.**
- 4. That the documents and considerations in regard to this matter remain confidential to the Council.**

**CARRIED**

The meeting closed at 5.53 pm.

.....  
CHAIRMAN





DUBBO REGIONAL  
COUNCIL

## ADMINISTRATOR MINUTE: Administrator Appointments

**AUTHOR:** Administrator  
**REPORT DATE:** 19 June 2017  
**TRIM REFERENCE:** ID17/1232

To the Council  
Ladies and Gentlemen

Office of the Administrator  
Civic Administration Building  
Church Street, Dubbo

### **Monday 19 June 2017**

- Attended an informal meeting regarding the Bicentenary of Wellington.
- Attended briefing for Council's Committee meetings.
- Attended the Planning and Development Committee, Works and Services Committee and the Finance and Policy Committee meetings.

### **Tuesday 20 June 2017**

- Attended a meeting with Ms E Falzon regarding Springfest.
- Participated along with Council's Manager Governance and Risk Services, Manager Sporting Facilities, Traffic Engineer and City Promotions and Events Supervisor in a teleconference with representatives of the Gold Coast 2018 Commonwealth Games Corporation regarding the Queen's Batonbearer Relay due in Wellington and Dubbo 30 January 2018.
- Attended a meeting with a resident with regard to a contentious issue.
- Attended the Infigen community information meeting at Wellington. Infigen are the developers of the Bodangora Wind Farm.

### **Thursday 22 June 2017**

- Attended meeting with a resident regarding services.
- Attended the NSW State Library initiative, the Interactive Drug Information Hub which presents quality information on drugs to the community.
- Attended along with Council's Interim General Manager, Mark Riley an introductory meeting with Office of Regional Development staff, Mr C Dennis, Mr I Smith, Ms N Forsyth-Stock and Mr A Albury.

### **Friday 23 June 2017**

- Attended the Wellington Bicentenary meeting.

**Monday 26 June 2017**

- Attended the Water and Sewer Steering committee meeting.
- Attended, along with Council's Interim General Manager, Mark Riley, Director Corporate Development, Natasha Comber, City Development Program Leader, Jacki Parish, City Information and Events Supervisor, Lana Willetts and Economic Development Officer, Josie Howard the industry networking session with the Chairman a CEO of the Canberra Chamber of Commerce.
- Attended the briefing for the Ordinary meeting of Council.
- Attended along with Council's Interim General Manager, Mark Riley a meeting with Minister Don Harwin at the Western Plains Cultural Centre.
- Attended the Ordinary meeting of Council in Wellington.

**Tuesday 27 June 2017**

- Media interview – 2DU.
- Attended the 80<sup>th</sup> Anni Aboriginal Progressive at the Macquarie Regional Library.
- Attended along with Council's Interim General Manager, Mark Riley, the regular meeting with State Member for Dubbo, Mr Troy Grant, MP.

**Wednesday 28 June 2017**

- Attended a meeting with a resident to discuss the town common in Wellington.
- Attended a meeting along with Council's Director Environmental Services, Melissa Watkins and a resident in relation to a planning matter.
- Attended along with Council's Director Corporate Development, Natasha Comber, City Development Program Leader, Jacki Parish, Director Technical Services, Ian Bailey, Manager Civil Infrastructure and Solid Waste, Steve Clayton and Manager City Strategy Services, Steve Jennings a meeting with executive of NSW Trains.
- Attended the Sister City Advisory Committee meeting along with Council's Director Community Services, David Dwyer and Sister City Officer, Kylie Sutherland.

**Thursday 29 June 2017**

- Media Interview – ABC Western Plains.
- Media Interview – WIN News.

**Friday 30 June 2017**

- Attended along with Council's Interim General Manager, Mark Riley the Bodangora Wind Farm and Sod Turning Ceremony.

**Saturday 1 July 2017**

- Attended the 2040 Community Strategic Plan – Dubbo Community Summit Number 2 at Dubbo RSL Club.

**Sunday 2 July 2017**

- Attended the 2040 Community Strategic Plan – Wellington Community Summit Number 2 at Wellington Soldiers Club.

**Monday 3 July 2017**

- Attended along with Council's General Manager, Mark Riley the NAIDOC Day Flag Raising Ceremony.
- Attended along with Council's General Manager, Mark Riley, Director Economic Development and Business, Natasha Comber a meeting with Mr M Wright of the Dubbo Chamber of Commerce.
- Attended a meeting with a resident with regard to several local matters.
- Attended a meeting of the Wellington Chamber of Commerce.

**Tuesday 4 July 2017**

- Attended the Dubbo Men's Probus Club meeting as a guest speaker.
- Attended along with Council's General Manager, Mark Riley and Director Community and Recreation, Murray Wood a meeting with Dubbo Turf Club President, Mr C Davis and Turf Club General Manager, Mr V Gordon with regard to Turf Club business.
- Media Interview – Prime 7.
- Attended the Geographical Ad Hoc Names Committee meeting.
- Attended along with Council's General Manager, Mark Riley, Director Economic Development and Business, Natasha Comber, City Promotion and Events Supervisor, Lana Willetts, Director Community and Recreation, Murray Wood, Manager Recreation Planning and Programs, Tracey Whillock and Manager Sporting Facilities, Wes Giddings a teleconference meeting with National Rugby League representatives Mr J King, Mr T Watsford and Mr S McMartin to discuss various matters.

**Thursday 6 July 2017**

- Participated along with Council's General Manager, Mark Riley and Local Government Employment Management Solutions, Mr C Morris in the shortlisting of applicants for the Director Infrastructure and Operations.

**Friday 7 July 2017**

- Attended the naming of Judy Jakins Drive morning tea at the Royal Flying Doctors Service Base.
- Attended a Photo Opportunity along with Council's Corporate Communications Supervisor, Katherine Matts, members of the Dubbo Stampede Committee for the Tracker Riley Cycleway lighting project.
- Attended a meeting along with Council's Director Planning and Environment, Melissa Watkins and a resident with regard to a planning matter at Wellington.
- Attended the Wellington Bicentenary meeting.

**Saturday 8 July 2017**

- Spoke at the beginning of the Dubbo Parkrun's 2<sup>nd</sup> Anniversary.
- Attended the Rotary Club of Wellington changeover dinner.

**Monday 10 July 2017**

- Attended a meeting along with Council's General Manager, Mark Riley, Narromine Mayor, Craig Davies and Mudgee Mayor, Des Kennedy and State Member for Dubbo, Mr Troy Grant, MP with regard to the NSW Government Regional Growth Fund.
- Media Interview – Daily Liberal.
- Media Interview – Wellington Times.

**Tuesday 11 July 2017**

- Participated in the Department of Premier and Cabinet's regular merger teleconference.
- Participated along with Council's Transition Project Leader, Karen Roberts, State Member for Dubbo, Mr Troy Grant, MP, Department Premier and Cabinet, Ashley Albury, and Luka Group, Edward Thompson Probitry Advisor in the assessment of applications for the second round of community grant program.
- Media Interview – Southern Cross.

**Wednesday 12 July 2017**

- Attended a meeting along with Council's General Manager, Mark Riley, City Promotion and Events Supervisor, Lana Willetts and Department of Premier and Cabinet, Chris Scales and two residents to discuss the Spirit of the Planet Festival.
- Media Interview – Prime TV.
- Attended the Local Representation Committee meeting in Dubbo.

**Thursday 13 July 2017**

- Attended the retirement farewell morning tea for Council's former Director Community Services, David Dwyer, along with Council's General Manager, Mark Riley and staff of Dubbo Regional Council.
- Attended the Swearing in Ceremony and Graduation of new Corrective Services Officers at the Wellington Correctional Complex.
- Media Interview – Win TV.

**Friday 14 July 2017**

- Attended the Wellington Bicentenary meeting.

**RECOMMENDATION**

**That the information contained within the Administrator Minute dated 17 July 2017 be noted.**

*Michael Kneipp*  
Administrator



DUBBO REGIONAL  
COUNCIL

## ADMINISTRATOR MINUTE: Rural Fire Service Regional Training Facility

**AUTHOR:** Administrator  
**REPORT DATE:** 21 July 2017  
**TRIM REFERENCE:** ID17/1233

To the Council  
Ladies and Gentlemen

Office of the Administrator  
Civic Administration Building  
Church Street, Dubbo

I am pleased to report in respect of the announcement on Friday 21 July 2017 by the Member for Dubbo, Minister for Police and Minister for Emergency Services, The Hon Troy Grant MP, in the company of Rural Fire Services Commissioner, Shane Fitzsimmons, of the construction of a Regional Training Facility for the Rural Fire Service (RFS) to be located on an estimated 3ha site at the Council owned Dubbo City Regional Airport.

Following preliminary discussions with the RFS, Council staff and myself, the proposal is for the Training Facility to be constructed on Council owned land at the Airport, located in the vicinity of the existing former Works Depot at the Airport and adjacent areas, as per the aerial photo below. Opposite to this site would also be an area of sufficient size for a 110 space car park.



The Facility and car park areas are funded by the State Government through the Rural Fire Fighting Fund and vested in Council with the day to day use, care and control conferred to the NSW RFS under the existing Rural Fire District Service Agreement, for \$1pa. This is the same agreement Council has with the NSW RFS in respect to the Orana Fire Control Centre, also located at the Dubbo City Regional Airport. Council would make the facility available for an initial period of 30 years with two options of 10 years each.

As part of the proposal, Council would take responsibility for the detailed planning and construction of the Facility and car park on the basis of all costs being reimbursed to Council, such that the project is cost neutral to Council. Such an arrangement is not dissimilar to the arrangement that Council has previously entered into with Health Infrastructure NSW in respect of the construction by Council and the funding by Government of the Playmates Cottage Childcare Facility, currently under construction at the corner of Moran Drive and River Street, Dubbo.

The concept for the Training facility would comprise the following components, noting that such components are subject to detailed planning:

- a) Accommodation for 100 persons. A separate apartment is to be provided for each person however the apartments may be individual buildings or multiple apartments per building. Each apartment is to consist of a king single bed, bathroom, air-conditioning, bar fridge, desk, fire extinguisher and smoke alarm, noise/light reduction suitable for 24hrs sleeping;
- b) Recreation room suitable for 100 persons;
- c) Office building for 30 persons (plus two meeting rooms);
- d) Site manager's office/reception for 4 persons;
- e) Kitchen/mess (cooking capacity of 100 persons and seating capacity of 100 persons);
- f) Laundry room (typical washing/dryers for five day stays);
- g) Storage sheds for vehicles and training props (Two sheds of 18m x 12m);
- h) Auditorium/training area for 130 persons (can be divided into 4 by partition);
- i) IT connections/Wifi for PCs, projectors and AV etc;
- j) Gymnasium of a suitable size;
- k) Fire and security;
- l) Pathways and covered awnings;
- m) BBQ areas x two and grass areas;
- n) Five hard stand areas of 30m x 30m each with sloping drainage;
- o) 150 car parking spaces; and
- p) Any other requirements which may be necessary following consultation with any Authorities.

The development of the Training Facility is expected to be undertaken over three stages with completion of all stages being in 2020.

The initial stage of the process would be the approval processes and completion of site preparation works including the demolition of existing infrastructure on the site of the proposed Training Facility.

Stage two of the development would predominately consist of the administration/training block, car parking and internal roads. The final stage would essentially be the accommodation dormitories.

I consider this to be a most exciting development for the Region. In addition to the construction activity, estimated stage 1 of \$9M, the Training Facility will employ additional staff with training courses of up to 100 people rolling out throughout the year. Whilst it is anticipated that the majority of the courses will relate to the Rural Fire Service, it is anticipated that other State Government entities will use the Facility, such as NSW Police NSW State Emergency Service, Fire and Rescue NSW and the Volunteer Rescue Service. With the provision of these courses comes accommodation requirements in the City (until the dormitory accommodation is completed), the supply of meals during the courses, external meals sourced during the training and travel to/from courses by trainees which will include a significant amount of air travel. This is by no means an exhaustive list, however the economic benefits to Dubbo and the Region are very significant.

To progress this matter, it is proposed that Council's General Manager, in consultation with myself, be requested and authorised to negotiate and finalise a Heads of Agreement document with the Commissioner of the NSW Rural Fire Service to detail the respective parties' roles in relation to the provision of this important project.

#### RECOMMENDATION

- 1. That the General Manager, in consultation with the Administrator, be requested and authorised to take the necessary action to negotiate and finalise a Heads of Agreement document with the Commissioner of the NSW Rural Fire Service in respect of articulating the roles of Council and the NSW Rural Fire Service in relation to the provision of the proposed NSW Rural Fire Service Regional Training Facility.**
- 2. That at the appropriate time, and as part of the Heads of Agreement in respect of the proposed NSW Rural Fire Service Regional Training Facility, Council provides the land to the NSW Rural Fire Service comprising an initial term of thirty (30) years and two option periods of ten (10) years in respect of land for the construction of the Regional Training Facility on the northern side of Arthur Butler Drive, Dubbo Airport, as per the general area as identified in this Minute, along with land on the southern side of Arthur Butler Drive, Dubbo Airport, for the purposes of the construction of a car park, as also identified in this Minute.**
- 3. That in addition to the various roles of Council and the NSW Rural Fire Service to be articulated in the Heads of Agreement document, it be noted that in respect of the delivery of this project, Council will take responsibility for the detailed planning and construction of the Training Facility and car park on the basis of all costs being reimbursed to Council by the NSW Rural Fire Service, such that the project is cost neutral to Council.**
- 4. That any necessary documents be executed under the Common Seal of Council.**

*Michael Kneipp*  
Administrator



## **ADMINISTRATOR MINUTE: 313 Squadron (City of Dubbo) Australian Air Force Cadets - Exercising their right to the Freedom of the City**

**AUTHOR:** Administrator  
**REPORT DATE:** 17 July 2017  
**TRIM REFERENCE:** ID17/1242

To the Council  
Ladies and Gentlemen

Office of the Administrator  
Civic Administration Building  
Church Street, Dubbo

On 20 June 2007 the former Dubbo City Council granted the honour of the Freedom of the City to the 313 (City of Dubbo) Squadron Australian Airforce Cadets to mark their 40<sup>th</sup> anniversary of service to the City of Dubbo.

The 313 Squadron has a long tradition of service to the City of Dubbo. The Unit was established 50 years ago and is regularly in attendance at Anzac Day and Remembrance Day ceremonies. Above all, the Squadron has provided an outstanding opportunity for young people to become better equipped for life by fostering initiative, leadership, discipline and loyalty.

This year marks the 10<sup>th</sup> anniversary of being granted the Freedom of the City and also the Squadron's 50<sup>th</sup> anniversary, and as such a request was received to allow the 313 (City of Dubbo) Squadron Australian Airforce Cadets to exercise their right against the Freedom of the City to ceremonially mark both these anniversaries.

The granting of the Freedom of the City is not only a symbol of an ancient tradition but also an expression of the high regard held by a Council for the units established within its area. Having been granted a "freedom" the unit should exercise that right on a regular basis and that the exercise should coincide with a date that has meaning to the city or the unit, such as a significant anniversary.

I propose to recommend that the 313 (City of Dubbo) Squadron Australian Airforce Cadets be permitted to exercise their right to the Freedom on the City of Dubbo on Saturday 18 November 2017.



**RECOMMENDATION**

- 1. That the 313 (City of Dubbo) Squadron Australian Airforce Cadets be permitted to exercise their right on the Freedom on the City of Dubbo on Saturday 18 November 2017.**
- 2. That Council take the necessary actions to facilitate such Freedom of the City.**
- 3. That any necessary documents be executed under the Seal of Council.**

*Michael Kneipp*  
Administrator



**DUBBO REGIONAL  
COUNCIL**

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## **Report of the Planning and Development Committee - Meeting 17 July 2017**

**AUTHOR: Administrative Officer - Governance**  
**REPORT DATE: 19 July 2017**

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The Committee had before it the report of the Planning and Development Committee meeting held 17 July 2017.

### **RECOMMENDATION**

**That the report of the Planning and Development Committee meeting held on 17 July 2017, be adopted.**



**REPORT  
PLANNING AND DEVELOPMENT  
COMMITTEE  
17 JULY 2017**

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**PRESENT:**

Mr M Kneipp (Administrator).

**ALSO IN ATTENDANCE:**

The General Manager, the Director Corporate Services, the Manager Governance and Risk, the Supervisor Governance, the Director Economic Development and Business, the Director Infrastructure and Operations, the Manager Civil Infrastructure and Solid Waste, the Manager Fleet Management Services, the Asset System Engineer, the Director Planning and Environment, the Manager Building and Development Services, the Director Community and Recreation and the Transition Project Corporate Communications.

Mr M Kneipp (Administrator) assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.30pm.

**PDC17/23 REPORT OF THE PLANNING AND DEVELOPMENT COMMITTEE - MEETING 19  
JUNE 2017 (ID17/1203)**

The Committee had before it the report of the Planning and Development Committee meeting held 19 June 2017.

Moved by Mr M Kneipp (Administrator)

**MOTION**

**The Committee recommends that the report of the Planning and Development Committee meeting held on 19 June 2017, be adopted.**

**CARRIED**

**PDC17/24 PLANNING PROPOSAL (R15-3) - PROPOSED ALTERATION TO MINIMUM LOT SIZES - LOT 172 DP 753233, 20R PEAK HILL ROAD, DUBBO (ID17/1223)**

The Committee had before it the report dated 12 July 2017 from the Manager City Strategy Services regarding Planning Proposal (R15-3) - Proposed Alteration to Minimum Lot Sizes - Lot 172 DP 753233, 20R Peak Hill Road, Dubbo.

Moved by Mr M Kneipp (Administrator)

**MOTION**

**The Committee recommends:**

1. That Council endorse the Planning Proposal with respect to Lot 172 DP 753233, 20R Peak Hill Road Dubbo, including the further information provided by the Proponent, to amend the minimum allotment size for subdivision of the land from 10 hectares to a range between 2,000 m<sup>2</sup> and 4,000 m<sup>2</sup> and including the following amendments:
  - The residue area of the land maintain the current minimum allotment size for subdivision of 10 hectares under the provisions of the Dubbo Local Environmental Plan 2011.
  - The Natural Resource – Biodiversity Map (Sheet NRB\_008) not be amended as intended in the Planning Proposal as it is considered that removal of the land from the Natural Resource – Biodiversity Map would be premature prior to any development application for residential subdivision being considered by Council.
2. That Council support a minimum 28 day public exhibition period for the Planning Proposal.
3. That Council not use its delegation under Section 59 of the Environmental Planning and Assessment Act, 1979 to draft the amendments to the Dubbo Local Environmental Plan 2011 as the caretaker period associated with the next Local Government Election on 9 September 2017 may impact progression of the Planning Proposal.
4. That Council request the Department of Planning and Environment to provide the Director General’s requirements for the provision of State Public Infrastructure for the subject land only in accordance with Clause 6.1 of the Dubbo Local Environmental Plan 2011.
5. That following completion of the public exhibition period, a further report be provided to Council detailing the results of the public exhibition for further consideration of the Planning Proposal.

**CARRIED**

The meeting closed at 5.34pm.

.....  
CHAIRMAN



**DUBBO REGIONAL  
COUNCIL**

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## **Report of the Works and Services Committee - Meeting 17 July 2017**

**AUTHOR: Administrative Officer - Governance**  
**REPORT DATE: 19 July 2017**

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The Committee had before it the report of the Works and Services Committee meeting held 17 July 2017.

### **RECOMMENDATION**

**That the report of the Works and Services Committee meeting held on 17 July 2017, be adopted.**



DUBBO REGIONAL  
COUNCIL

**REPORT  
WORKS AND SERVICES COMMITTEE  
17 JULY 2017**

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**PRESENT:**

Mr M Kneipp (Administrator).

**ALSO IN ATTENDANCE:**

The General Manager, the Director Corporate Services, the Manager Governance and Risk, the Supervisor Governance, the Director Economic Development and Business, the Director Infrastructure and Operations, the Manager Civil Infrastructure and Solid Waste, the Manager Fleet Management Services, the Asset System Engineer, the Director Planning and Environment, the Manager Building and Development Services, the Director Community and Recreation and the Transition Project Corporate Communications.

Mr M Kneipp (Administrator) assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 5.34 pm.

**WSC17/48 REPORT OF THE WORKS AND SERVICES COMMITTEE - MEETING 19 JUNE 2017  
(ID17/1022)**

The Committee had before it the report of the Works and Services Committee meeting held 19 June 2017.

Moved by Mr M Kneipp (Administrator)

**MOTION**

**The Committee recommends that the report of the Works and Services Committee meeting held on 19 June 2017, be adopted.**

**CARRIED**

**WSC17/49 BUILDING SUMMARY - JUNE 2017 (ID17/1064)**

The Committee had before it the report dated 11 July 2017 from the Director Planning and Environment regarding Building Summary - June 2017.

Moved by Mr M Kneipp (Administrator)

**MOTION**

**The Committee recommends that the information contained in the report of the Director Planning and Environment dated 11 July 2017 be noted.**

**CARRIED**

**WSC17/50 PROPOSED EXPANSION OF DOMESTIC WASTE MANAGEMENT SERVICE LEVELS TO DUBBO AND WELLINGTON (ID17/1210)**

The Committee had before it the report dated 13 July 2017 from the Manager Civil Infrastructure and Solid Waste regarding Proposed Expansion of Domestic Waste Management Service Levels to Dubbo and Wellington.

A presentation was provided by Manager Civil Infrastructure and Solid Waste regarding the matter.

The Committee reports having met with Mr Don Graham and Mr Ben Shields regarding the matter.

Moved by Mr M Kneipp (Administrator)

**MOTION**

**The Committee recommends:**

- 1. That subject to the acceptance by Council of a tender in respect of Request for Tender T16-036 for the Regional Waste Services contract (including Waste Collection Services, Recycling Processing Services and Organics Processing Services), Council commence an expanded level of waste collection and processing services to the Dubbo Regional Council Local Government Area from 1 July 2018 incorporating both "two bin" (fortnightly Recycling and weekly Mixed Solid Waste) and "three bin" (fortnightly Recycling, weekly Organics and fortnightly Mixed Solid Waste) service levels to be delivered to the following areas (as shown in Appendix 1 of the report of the Manager Civil Infrastructure and Solid Waste dated 13 July 2017) by way of a combination of in-house resources and services provided under Contract T16-036 as follows:**

- |                     |                                                                                                                                        |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Two Bin Area</b> | <b>1. The villages of Eumungerie, Ballimore, Mogriguy, Bodangora, Dripstone, Mumbil, Stuart Town, Cadonia Estate and North Yeoval.</b> |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------|

2. The other rural and urban fringe areas of the Dubbo and Wellington Collection Districts currently with a Council provided kerbside collection service.
  3. Multiple Unit Dwellings within Dubbo and Wellington.
- Three Bin Area The urban areas of Dubbo, Wellington, Geurie, Brocklehurst and Wongarbon (excluding Multiple Unit Dwellings such as retirement villages, gated estates and apartment blocks)
2. That a community education programme be undertaken prior to the commencement of the new services with specific attention given to the collection areas recommended to receive the “three bin” service including Dubbo, Brocklehurst, Wongarbon, Wellington and Geurie, and to all other areas within the current Wellington kerbside collection district, recommended to receive a “two bin” service for the first time.
3. That the draft 2018/2019 Revenue Policy include a Domestic Waste Management Charge for the “two bin” service of \$308 and for the “three bin” service of \$378 with such charges to apply uniformly to the whole of the Local Government Area receiving these respective service levels.
4. That the draft 2018/2019 and ongoing budgets for Domestic Waste Management Services provide for a \$50 per year rebate for all eligible pensioner occupied households receiving the “three bin” service.
5. That the proposed Mixed Solid Waste collection frequency to apply from 1 July 2018 be “fortnightly” (as the default level of service in respect of the “three bin” service) and include an upgrade option to “weekly” collection at an additional cost of \$40 per annum, as requested by the customer.
6. That negotiations be entered into with the current Recycling Services Contractor to provide a fortnightly recycling service to all properties within the Wellington Waste Collection District commencing 1 July 2018, as a variation to the current contract due to expire 30 June 2020.
7. That Council offer to enter into agreements with the Narromine Shire Council and Mid- Western Regional Council for the acceptance of uncontaminated green waste that is supplementary to the quantity collected in the Food and Garden Organics kerbside collection contract, at a 10% discount to the standard tipping fee for this class of material.

**CARRIED**



**WSC17/51 LICENCE AGREEMENT FOR THE PIONEER PARK HOCKEY COMPLEX (ID17/324)**

The Committee had before it the report dated 1 May 2017 from the Manager Horticultural Services regarding Licence Agreement for the Pioneer Park Hockey Complex.

Moved by Mr M Kneipp (Administrator)

**MOTION**

**The Committee recommends:**

- 1. That the report from the Manager Horticultural Services dated 1 May 2017 be noted.**
- 2. That Council enter into a licence agreement with the Dubbo Hockey Association Inc. for the use of the Pioneer Park Hockey Complex commencing 1 July 2017 with the term of the licence agreement being for a period of ten (10) years.**
- 3. That the annual licence fee for the first 2 years shall be fixed at \$5,000 ex GST, increasing to \$10,000 ex GST for Year 3 increasing annually by CPI Sydney All Groups for the remainder of the 10 year licence agreement.**
- 4. That any necessary documentation be executed under the Common Seal of the Council.**

**CARRIED**

Council's Director Community and Recreation, Mr Murray Wood, declared a non-pecuniary, less than significant interest in the matter now before the Committee and left the room and was out of sight during the Committee's consideration, the reason being that Mr Wood is a registered player of the Dubbo Hockey Association and the immediate past President of the Dubbo Hockey Association.

**WSC17/52 CAMERON PARK (WELLINGTON) - DRAFT MASTER PLAN (ID17/1034)**

The Committee had before it the report dated 10 July 2017 from the Manager Horticultural Services regarding Cameron Park (Wellington) - Draft Master Plan.

Moved by Mr M Kneipp (Administrator)

**MOTION**

**The Committee recommends:**

- 1. That the report of the Manager Horticultural Services dated 10 July 2017 be noted.**
- 2. That the draft Cameron Park master plan be placed on public exhibition for 28 days and the community invited to make submissions.**
- 3. That following public exhibition, a further report be presented to the Works and Services Committee in due course for consideration.**

**CARRIED**

At this junction the meeting adjourned, the time being 6.30 pm.

The meeting recommenced at 6.35 pm.

**WSC17/53 TENDER FOR THE CONSTRUCTION OF WINGEWARRA STREET WATER MAIN REPLACEMENT BETWEEN DARLING STREET AND GIPPS STREET (ID17/1216)**

The Committee had before it the report dated 11 July 2017 from the Director Infrastructure and Operations regarding Tender for the Construction of Wingewarra Street Water Main Replacement Between Darling Street and Gipps Street.

Moved by Mr M Kneipp (Administrator)

**MOTION**

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

**CARRIED**

Moved by Mr M Kneipp (Administrator)

**MOTION**

**The Committee recommends:**

- 1. That Council accept the tender of Laser Plumbing Dubbo for the construction of the water main from Darling Street to Gipps Street in Wingewarra Street being Option A, of the tender document, at cost of \$337,669.73 excluding GST.**
- 2. That any necessary documents be executed under the Common Seal of Council.**
- 3. That the documents and considerations in regard to this matter remain confidential to Council.**

**CARRIED**

**WSC17/54 TENDER FOR THE REPLACEMENT OF GUNDY CREEK BRIDGE ON RENSHAW  
MCGIRR WAY (ID17/1173)**

The Committee had before it the report dated 5 July 2017 from the Director Infrastructure and Operations regarding Tender for the Replacement of Gundy Creek Bridge on Renshaw McGirr Way.

Moved by Mr M Kneipp (Administrator)

**MOTION**

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

**CARRIED**

Moved by Mr M Kneipp (Administrator)

**MOTION**

**The Committee recommends:**

- 1. That the conforming tender of Waegar Constructions Pty Ltd in the amount of \$993,152.11, ex GST, be accepted.**
- 2. That any necessary documents be executed under the Common Seal of Council.**
- 3. That the documents and considerations in regard to this matter remain confidential to Council.**

**CARRIED**

**WSC17/55 TENDER FOR NETWASTE REGIONAL WASTE SERVICES (ID17/1209)**

The Committee had before it the report dated 13 July 2017 from the Manager Civil Infrastructure and Solid Waste regarding Tender for Netwaste Regional Waste Services.

Moved by Mr M Kneipp (Administrator)

**MOTION**

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

**CARRIED**

Moved by Mr M Kneipp (Administrator)

**MOTION**

The Committee recommends:

1. That subject to the successful tenderer confirming that they will be able to meet the proposed service commencement date of 1 July 2018 for the collection of Food and Garden organics, Council accept the Schedule of Rates Tender (Tender T16-036 for the Regional Waste Services contract including Waste Collection Services, Recycling Processing Services and Organics Processing Services) from JR & EG Richards (NSW) Pty Ltd with a total notional contract value of \$36,204,552 (ex GST) being for Separable Parts A, B and C for the respective terms as included in the contract, as follows:
  - Separable Part A – Waste Collection Services (\$18,708,228 ex GST)
    - Fortnightly Recycling to the Wellington and Dubbo Waste Collection Districts.
    - Fortnightly Mixed Waste collection to Dubbo urban/built up area, Brocklehurst, Wongarbron, Wellington and Geurie.
    - Weekly Mixed Waste collection to other rural villages and rural estates in the Dubbo Collection Districts and Multiple Unit Dwellings servicing (and properties taking up the upgrade option in the three bin service area).
    - Annual Bulky Rubbish Clean Up in Dubbo collection district, Wellington and Geurie.
    - Litter Bin Servicing in Dubbo.
    - Transfer Station Servicing.
  - Separable Part B – Recycling Processing Services (\$3,802,864 ex GST).
  - Separable Part C – Organics Processing Services, including the design and construction of the Dubbo Regional Organics Processing Plant and supply of new FOGO bins (\$13,693,460 ex GST);
2. That it be noted that Council's acceptance of the Tender of JR & EG Richards (NSW) Pty Ltd in item 1 as above, includes:
  - Alternative Tender A – Reduced rates for combining Separable Parts A and B.
  - Alternative Tender B – Reduced rates for litter bin collection being carried out with refurbished vehicles in lieu of new vehicles.

3. That negotiations be entered into with JR & EG Richards (NSW) Pty Ltd for a bridging servicing arrangement for the fortnightly collection of Recyclables in the Wellington Waste Collection District, including processing services, commencing 1 July 2018, as a variation to the current contract that Council has with this contractor, expiring 30 June 2020.
4. That the resolution of Council be advised in writing to the General Managers of Narromine Shire Council and Mid-Western Regional Council prior to their respective meetings to consider the Regional Waste Services Request for Tender.
5. That any necessary documents be executed under the Common Seal of the Council.
6. That the documents and considerations in regard to this tender remain confidential to Council.

**CARRIED**

**WSC17/56 TENDER FOR THE PURCHASE OF A 100 HP FOUR WHEEL DRIVE TRACTOR PLANT 391 (ID17/1142)**

The Committee had before it the report dated 3 July 2017 from the Manager Fleet Management Services regarding Tender for the Purchase of a 100 HP Four Wheel Drive Tractor Plant 391.

Moved by Mr M Kneipp (Administrator)

**MOTION**

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

**CARRIED**

Moved by Mr M Kneipp (Administrator)

**MOTION**

The Committee recommends:

1. That the tender from Chesterfield to supply a John Deere 6110M, four wheel drive tractor for the purchase price of \$108,661.82 ex GST, be approved.
2. That the documents and considerations in regard to this matter remain confidential to Council.

**CARRIED**

**WSC17/57 TENDER FOR THE REPLACEMENT OF THE PIONEER PARK HOCKEY COMPLEX -  
SYNTHETIC PLAYING SURFACE (ID17/1003)**

The Committee had before it the report dated 15 June 2017 from the Manager Horticultural Services regarding Tender for the Replacement of the Pioneer Park Hockey Complex - Synthetic Playing Surface.

Moved by Mr M Kneipp (Administrator)

**MOTION**

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

**CARRIED**

Moved by Mr M Kneipp (Administrator)

**MOTION**

**The Committee recommends:**

- 1. That the tender of Tuff Turf N Co Pty Ltd be selected for the Replacement of the Pioneer Park Hockey Complex Synthetic Playing Surface at a cost of \$349,558.80 (ex GST).**
- 2. That any necessary documents be executed under the Common Seal of Council.**
- 3. That the documents and considerations in regard to this matter remain confidential to Council.**

**CARRIED**

Council's Director Community and Recreation, Mr Murray Wood, declared a non-pecuniary, less than significant interest in the matter now before the Committee and left the room and was out of sight during the Committee's consideration, the reason being that Mr Wood is a registered player of the Dubbo Hockey Association and the immediate past president of the Dubbo Hockey Association.

**WSC17/58 TENDER FOR THE DESIGN, SUPPLY AND INSTALLATION OF SPORTS LIGHTING FOR LADY CUTLER EAST (ID17/1029)**

The Committee had before it the report dated 23 June 2017 from the Manager Sporting Facilities regarding Tender for the Design, Supply and Installation of Sports Lighting for Lady Cutler East.

Moved by Mr M Kneipp (Administrator)

**MOTION**

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

**CARRIED**

Moved by Mr M Kneipp (Administrator)

**MOTION**

**The Committee recommends:**

- 1. That the tender of JLE Electrical be selected for the Design, Supply and Installation of Sports Field Lighting for Lady Cutler East at a cost of \$243,755 (ex GST).**
- 2. That any necessary documents be executed under the Common Seal of Council.**
- 3. That the documents and considerations in regard to this matter remain confidential to Council.**

**CARRIED**

**WSC17/59 TENDER FOR THE DESIGN, SUPPLY AND INSTALLATION OF SPORTS LIGHTING FOR CALTEX PARK FIELD 2 (ID17/1030)**

The Committee had before it the report dated 22 June 2017 from the Manager Sporting Facilities regarding Tender for the Design, Supply and Installation of Sports Lighting for Caltex Park Field 2.

Moved by Mr M Kneipp (Administrator)

**MOTION**

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

**CARRIED**

Moved by Mr M Kneipp (Administrator)

**MOTION**

The Committee recommends:

1. That the tender of Laser Electrical Dubbo be selected for the Design, Supply and Installation of Sports Field Lighting for Caltex Park Field 2 at a cost of \$139,730 (ex GST) on the basis of the provision of a supply of 1 x 15 amp single phase weather proof GPO (including conduits and cabling).
2. That subject to the acceptance of the recommended tender for Design, Supply and Installation of Sports Lighting for Lady Cutler East (WSC17/58) in the amount of \$243,755 and the recommended tender for Design, Supply and Installation of Sports Lighting for Caltex Park Field 2 in the amount of \$139,730, the budget savings of \$216,515 within the 2017/2018 budget allocation for sports lights capital works be allocated to the Victoria Park No. 2 Sports Lights asset renewal works, bringing it forward from the 2018/2019 forward budget.
3. That any necessary documents be executed under the Common Seal of Council.
4. That the documents and considerations in regard to this matter remain confidential to Council.

**CARRIED**

The meeting closed at 6.43 pm.

.....  
CHAIRMAN





**DUBBO REGIONAL  
COUNCIL**

## **Report of the Finance and Policy Committee - Meeting 17 July 2017**

**AUTHOR: Administrative Officer - Governance**  
**REPORT DATE: 19 July 2017**

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The Committee had before it the report of the Finance and Policy Committee meeting held 17 July 2017.

### **RECOMMENDATION**

**That the report of the Finance and Policy Committee meeting held on 17 July 2017, be adopted.**



DUBBO REGIONAL  
COUNCIL

**REPORT  
FINANCE AND POLICY COMMITTEE  
17 JULY 2017**

**PRESENT:**

Mr M Kneipp (Administrator).

**ALSO IN ATTENDANCE:**

The General Manager, the Director Corporate Services, the Manager Governance and Risk, the Supervisor Governance, the Director Economic Development and Business, the Director Infrastructure and Operations, the Manager Civil Infrastructure and Solid Waste, the Manager Fleet Management Services, the Asset System Engineer, the Director Planning and Environment, the Manager Building and Development Services, the Director Community and Recreation and the Transition Project Corporate Communications.

Mr M Kneipp (Administrator) assumed chairmanship of the meeting.

The proceedings of the meeting commenced at 6.30 pm.

**FPC17/43      REPORT OF THE FINANCE AND POLICY COMMITTEE - MEETING 19 JUNE 2017  
(ID17/1202)**

The Committee had before it the report of the Finance and Policy Committee meeting held 19 June 2017.

Moved by Mr M Kneipp (Administrator)

**MOTION**

**The Committee recommends that the report of the Finance and Policy Committee meeting held on 19 June 2017, be adopted.**

**CARRIED**

**FPC17/44 INVESTMENTS UNDER SECTION 625 OF THE LOCAL GOVERNMENT ACT  
(ID17/1211)**

The Committee had before it the report dated 7 July 2017 from the Director Corporate Services regarding Investments Under Section 625 of the Local Government Act.

Moved by Mr M Kneipp (Administrator)

**MOTION**

**The Committee recommends that the information provided within the report of the Director Corporate Services, dated 7 July 2017 be noted.**

**CARRIED**

**FPC17/45 COMMUNITY ENGAGEMENT AND COMMUNICATIONS POLICY REVIEW  
(ID17/1213)**

The Committee had before it the report dated 7 July 2017 from the Transition Project Corporate Communications regarding Community Engagement and Communications Policy Review.

Moved by Mr M Kneipp (Administrator)

**MOTION**

**The Committee recommends:**

- 1. That the report of the Transition Project Corporate Communications, dated 7 July 2017 and the Community Engagement and Communication Plan attached as Appendix 1 be noted.**
- 2. That the draft Community Engagement and Communication Policy attached as Appendix 2 to the report of the Transition Project Corporate Communications dated 7 July 2017 be adopted for the purposes of Public Exhibition for a period of 28 days.**
- 3. That the draft Media Protocols Policy attached as Appendix 3 to the report of the Transition Project Corporate Communications dated 7 July 2017 be adopted**
- 4. That the draft Corporate Image Policy attached as Appendix 4 to the report of the Transition Project Corporate Communications dated 7 July 2017 be adopted.**
- 5. That a further report on the outcomes of the Public Exhibition of the draft Community Engagement and Communications Policy be considered by Council.**

**CARRIED**

The meeting closed at 6.35 pm.

.....  
CHAIRMAN



## REPORT: Progress on Merger Projects

**AUTHOR:** General Manager  
**REPORT DATE:** 18 July 2017  
**TRIM REFERENCE:** ID17/1241

### EXECUTIVE SUMMARY

Each month a report is submitted to Council providing an update on the significant number of projects related to the merger. It should be recalled that projects can be grouped into the following dominant streams:

- Financial and Operating Systems
- Information Technology
- Organisational Design (includes Human Resources)
- Service Review
- Communication
- Customer Service

The progress of major projects within those streams are:

#### **Corporate Business System Merger – Authority**

The project was successfully delivered on 3 July 2017. By 1 July 2017 data migration was verified and signed off, user acceptance testing was completed and agreed as acceptable by staff and the finance sections of Council were performing 'end of year' roll over tasks for areas such as rates within the new system.

Payroll integration was completed and the unified fortnightly payment arrangements commenced from 3 July 2017.

Online Requisitions went live in July 2017 and the new requisition framework meets the audit and integrity requirements of Council.

By the first week of August 2017, the integration of systems will allow for all external telephone calls to be processed via a centralised customer service officer at the Dubbo Civic Administration Building. This creates efficiencies for customers as the large proportion of phone enquires can be answered effectively by Customer Service staff as well as allowing specialist technical staff to focus on higher order issues and projects. There shall remain a face to face customer service officer in both the Dubbo and Wellington administration buildings.

#### **Corporate Electronic Document Management Merger (HP TRIM)**

The Integrated Electronic Document Management (records) system was implemented on 3 July 2017. By 2 July 2017 data verification and user acceptance testing was complete enabling the 3 July 2017 deadline for 'Go Live' to be met.

This creates significant efficiencies for all areas of Council but is a particularly critical improvement in the ability of external customer focused service areas of Council to meet the needs of the community.

### **Unified Communications System/Telecommunications**

Council has engaged Outcomex Pty Ltd to supply and install a Unified Communications solution from Cisco Systems. In preparation for the rollout of this in September 2017 a technical consultant from OutcomeX shall be onsite on 25 and 26 July 2017 to begin the system design. As part of this design phase, a number of staff consultation sessions to document each service area's requirements for the new system are planned. In this regard there are a number of areas for each service area to consider and they include such operational considerations as:

- Ring Groups
  - for Incoming calls
  - Instead of only 1 person receiving calls
- Ring patterns
  - For the ring groups
  - ring all at once, ring a sequence, take turns etc
- Pickup Groups
- Interactive Voice Response (IVR)
  - Pressing relevant numbers to direct a call to specific locations
  - Options can play a message
- Masking

Masking relates to the outgoing caller ID shows ie Customer Service on 6801 4000 or an incoming reception number for facilities such as the Western Plains Cultural Centre that don't necessarily rely on the one stop shop Customer Service Centre in the Civic Administration Building.

### **Geographical Information System**

The GIS data of 5cm imagery covering the Dubbo and Wellington urban areas and the 20cm imagery of the entire LGA has been loaded into the GIS system and was made available to staff in early July 2017. Accurate and detailed GIS information enables more efficient planning as well as infrastructure delivery.

### **Standard Operating Environment**

The Information Management team are continuing to rollout the new virtualised desktop (VDI) computers to Council staff, with the commissioning now approaching 100 machines. Additional server capacity has been procured to allow the continued expansion of the rollout. The new VDI based computers allow staff to work at any of Council's sites and access their systems in a uniform manner irrespective of their location.

The standard operating environment deployed on the VDI computers provides a common and consistent set of software tools for staff to access the new merged systems.

### **Organisational Redesign**

Council, as previously announced, has appointed 4 out of the 5 Directors that form the new Executive Leadership Team. They are the Director Community and Recreation, Director Economic Development and Business, Director Planning and Environment and the Director Corporate Services. The vacant position of the Director Infrastructure and Operations was re-advertised and interviews conducted on 18 July 2017.

On 10 July 2017 Council adopted a new organisational structure below Director level after a lengthy staff consultation phase. The population of this structure commenced on 16 July 2017 for the Manager level. It is anticipated that population of the structure shall largely be completed by mid-August 2017.

### **On-boarding of Councillors**

A key project identified by the Department of Premier and Cabinet is the on-boarding of Councillors. This is because irrespective of the potential for former Councillors to be elected, Dubbo Regional Council is a very new organisation when compared to the former Wellington and Dubbo City councils. Furthermore there have been significant changes to the Local Government Act as it relates to the roles and responsibilities of the Councillors and the Mayor.

The logistics and program for on-boarding Councillors, whilst dependent on the announcement of the election results, is well progressed and some elements will be promoted to potential candidates at information sessions to held on 25 and 26 July 2017.

### **ORGANISATIONAL VALUES**

Customer Focused: Whilst the merger projects take place, Council is focused on providing services to the community as it would be doing prior to the merger. It should be noted that this is taking place whilst very complex tasks such as integrating budgets/revenue policies, information technology systems and asset management information collation/collection is being undertaken.

Integrity: For the significant expenditure items, Council is ensuring it is abiding by relevant and purchasing procedures. This ensures Council is seeking best value for money and is able to acquit its expenditure against the New Council Implementation Fund in line with NSW Government guidelines.

One Team: A large number of projects required differing branches of Council to work together efficiently in order for the project milestones to be met. The Corporate Business System is a very relevant example requiring cooperation across the organisation that enabled project delivery by 3 July 2017.

### **FINANCIAL IMPLICATIONS**

It should be noted the Implementation costs are funded by the NSW Government New Council Implementation Fund (\$5 million). The Stronger Communities projects are funded by the NSW Government under the Stronger Communities Fund (\$10 million).

**POLICY IMPLICATIONS**

There are no policy implications arising from this report.

**RECOMMENDATION**

**That the information contained within the report of the General Manager dated 18 July 2017 be noted.**

*Mark Riley*  
General Manager



## REPORT: Stronger Communities Fund - Community Grants Programme Round Two

**AUTHOR:** Transition Project Officer  
**REPORT DATE:** 13 July 2017  
**TRIM REFERENCE:** ID17/1225

### EXECUTIVE SUMMARY

As part of the merger of the former Dubbo City Council and Wellington Council, the NSW State Government provided \$10M under the Stronger Communities Fund to the newly merged council to improve community services and facilities. Council has allocated \$1M of the \$10M funding to the Community Grants Programme component of the Stronger Communities Fund for grants to local incorporated, not-for-profit, community groups for projects that build more vibrant, sustainable and inclusive local communities. This \$1M is split over three (3) financial years - \$350,000 in 2016/2017, \$350,000 in 2017/2018 and \$300,000 plus accumulated interest in 2018/2019. The remaining \$9M has been allocated to council projects.

Applications for funding were invited from 3 April 2017 to 26 May 2017 and four (4) community information sessions were held in Dubbo and Wellington on 11 and 13 April 2017 respectively.

Forty four (44) applications were received, requesting a total of \$873,298. The Assessment Panel has now made a recommendation to Council.

### ORGANISATIONAL VALUES

Customer Focused: Stronger Communities Fund Round 2 was advertised extensively in the period 3 April – 26 May 2017, in print and social media, with four community based information sessions held in Dubbo and Wellington.

Integrity: Applications have been assessed by an independent panel and certified by an independent probity advisor. Applicants who had been allocated funding under Round 1 of the Stronger Communities Fund submitted grant acquittals and evidence of completion in order to have further applications considered under Round 2.

One Team: Council staff across all divisions provided technical input into applications received.

### FINANCIAL IMPLICATIONS

The Council has received \$10M under the Stronger Communities Fund from the State Government. \$1M has been allocated to the Community Grants Programme component of the Stronger Communities Fund to be split over three financial years - \$350,000 in



2016/2017, \$350,00 in 2017/2018 and \$300,000 plus accumulated interest in 2018/2019.

\$349,850 has been expended in Round 1 for 2016/2017.

#### **POLICY IMPLICATIONS**

All applications approved for funding comply with the guidelines and funding criteria set by the NSW State Government.

#### **RECOMMENDATION**

That \$332,939.31 funding under the Stronger Communities Fund Community Grants Programme be allocated as follows for 2017/2018:

<b>Stuart Town Advancement Association</b>	<b>\$17,650</b>
<b>Mt Arthur Reserve Trust</b>	<b>\$2,217.60</b>
<b>Binjang Community Radio</b>	<b>\$14,822.50</b>
<b>Dubbo Australian Football Club</b>	<b>\$3,000</b>
<b>Dubbo Kangaroos Rugby Club</b>	<b>\$3,000</b>
<b>Dubbo City Softball Association</b>	<b>\$3,000</b>
<b>Wellington Connect Inc</b>	<b>\$20,778.45</b>
<b>Police Citizens Youth Clubs Ltd</b>	<b>\$44,562</b>
<b>Dubbo Junior Rugby Union Club</b>	<b>\$7,985</b>
<b>Wellington Rugby Union Club Inc/Wellington Rugby League Club Inc</b>	<b>\$14,000</b>
<b>Wellington Rugby Union Club Inc/Wellington Rugby League Club Inc</b>	<b>\$8,600</b>
<b>Wellington Uniting Church</b>	<b>\$5,000</b>
<b>Westside Panthers Football Club</b>	<b>\$3,000</b>
<b>Dubbo Running Festival Inc</b>	<b>\$5,005</b>
<b>Paramount Tennis Club Inc</b>	<b>\$2,340</b>
<b>Talbragar CWA</b>	<b>\$3,119</b>
<b>Wellington Junior Soccer Club Inc</b>	<b>\$5,017.76</b>
<b>Dubbo &amp; District Parent Support Group for Deaf/Hearing Impaired Inc</b>	<b>\$50,000</b>
<b>Wongarbon CWA</b>	<b>\$5,850</b>
<b>Dubbo Netball Association</b>	<b>\$18,713</b>
<b>Dubbo Touch Association</b>	<b>\$10,252</b>
<b>Dubbo Touch Association</b>	<b>\$6,105</b>
<b>Dubbo &amp; District Kindergarten Inc</b>	<b>\$28,922</b>
<b>Mumbil District Progress Assn Inc</b>	<b>\$50,000</b>

*Karen Roberts*  
Transition Project Officer

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## BACKGROUND

As part of the merger of the former Dubbo City Council and Wellington Council, the NSW State Government provided \$10M under the Stronger Communities Fund to the newly merged council to improve community services and facilities. Council has allocated \$1M of the \$10M funding to the Community Grants Programme component of the Stronger Communities Fund for grants to local incorporated, not-for-profit community groups for projects that build more vibrant, sustainable and inclusive local communities. This \$1M is split over three (3) financial years - \$350,000 in 2016/2017, \$350,000 in 2017/2018 and \$300,000, plus accumulated interest, in 2018/2019. The remaining \$9M has been allocated to council projects.

\$349,850 was successfully allocated and spent across 23 projects in 2016/2017.

## REPORT

Applications for funding were invited from 3 April to 26 May, 2017, and four (4) community information sessions were held in Dubbo and Wellington on 11 and 13 April 2017 respectively.

Forty four (44) applications were received requesting a total of \$873,298. The total for all 44 projects, including cash and in-kind support from community groups, totalled \$3,346,002.

To be successful for funding, community projects had to meet the following criteria:

- Deliver social, cultural, economic or environmental benefits to local communities.
- Address an identified community priority.
- Be well defined with a clear budget.
- Demonstrate that any ongoing or recurrent costs of the project can be met by the community group once grant funding has been expended.
- The organisation must demonstrate the capacity to manage funds and deliver the project.

An Assessment Panel, comprising the Dubbo Regional Council Administrator, (Mr M Kneipp) a representative nominated by the Local State Member of Parliament, (the Hon Troy Grant MP), the Director, Greater Western NSW Regional Co-ordination Branch of the Department of Premier and Cabinet, (Mr Ashley Albury) under the guidance of an independent probity adviser, Mr Edward Thompson, of the Luka Group, met on 11 July, 2017, to determine recommendations on the successful applications.

Appended to this report, as **Appendix 1**, is a copy of a statement from Mr Thompson as probity adviser, stating that all successful applications met the Community Grants Programme criteria as per the Stronger Communities Fund Guidelines and that the deliberations on the applications by Assessment Panel members were conducted without bias or prejudice. The Assessment Panel recommendations are now submitted to Council for determination.

Following deliberations, the Assessment Panel made the following recommendations on the applications for funding:-

APPLICANT	PROJECT	FUNDING
Stuart Town Advancement Association	School of Arts Hall Upgrade	\$17,650
Mt Arthur Reserve Trust	Installation of New Signage	\$2,217.60
Binjang Community Radio	Upgrade of wiring and housing of computer network and Uninterruptible Power Supply	\$14,822.50
Dubbo Australian Football Club	Line marking machine, sports paint and measuring tape	\$3,000
Dubbo Kangaroos Rugby Club	Purchase of a new 2-door commercial refrigerator, advanced first aid course for selected members and RSA course for selected club members	\$3,000
Dubbo City Softball Association	Purchase of softball equipment	\$3,000
Wellington Connect Inc	Completion of commercial kitchen fit out in new mens shed	\$20,778.45
Police Citizens Youth Clubs Ltd	Replacement of old unsafe bus to transport young people to attend PCYC programs	\$44,562
Dubbo Junior Rugby Union Club	Installation of a PA System and new BBQ facilities at Victora Park Ovals 2 & 3	\$7,985
Wellington Rugby Union Club Inc/Wellington Rugby League Club Inc	Kennard Park - Internal Fencing around field	\$14,000
Wellington Rugby Union Club Inc/Wellington Rugby League Club Inc	Kennard Park scoreboard	\$8,600
Wellington Uniting Church	Noah's Ark Community Hall Air Conditioning	\$5,000
Westside Panthers Football Club	Football equipment for Pioneer Park, Dubbo	\$3,000
Dubbo Running Festival Inc	Purchase of 150 Crowd Control Barriers	\$5,005
Paramount Tennis Club Inc	Contribution to notice board renewal	\$2,340
Talbragar CWA	Hall Air Conditioning	\$3,119
Wellington Junior Soccer Club Inc	Pioneer Park - Interim Training Lights	\$5,017.76
Dubbo & District Parent Support Group for Deaf/Hearing Impaired Inc	The Hear our Heart Ear Bus Project (HoHEBP) is a project of the Dubbo Deaf Club. The HOHEBP works in partnership with schools and childcare centres to combine a free	\$50,000

	ear health prevention and education program with diagnosis and supported pathways to treatment.	
Wongarbon CWA	Paint the interior of the CWA Building and install air conditioning	\$5,850
Dubbo Netball Association	Relocate the entrance to the ladies toilet to the western side of the building. The new entrance will be a ramp for improved access for prams, elderly & injured players. Ladies will enter through the current change room and make their way privately to the toilets in the adjacent room. The exiting undercover area will be fully concreted for safety. Lights and sensor lights will be installed outside the building.	\$18,713
Dubbo Touch Association	Two four-tiered 4m wide portable grandstands for the southern end of the John McGrath ovals. These portable grandstands would be able to be used by both Dubbo Netball and Dubbo and District Cricket throughout the year. The	\$10,252
Dubbo Touch Association	Install a water bottle refill station and replace the current tap just adjacent to the Dubbo Touch Clubhouse	\$6,105
Dubbo & District Kindergarten Inc	Outdoor Learning and Skills Space	\$28,922
Mumbil District Progress Assn Inc	Mumbil Community & Sporting Centre Construction of a building on the south west corner of the existing oval, recreation ground which is Council owned.	\$50,000

Appendices:

1 [📄](#) Attachment - Luka Group - Stronger Communities Fund Grants - Round 2



Luka Group & its associated businesses can help you with:  
Accounting & Tax  
Business Advice  
Auditing  
Financial Advice  
Life & Income Insurance  
Mortgage Broking & Finance

12 July 2017

Dubbo Regional Council  
Attention: Mr Michael Kneipp  
PO Box 81  
DUBBO NSW 2830

Dear Sir,

Re: Stronger Communities Fund – Round 2 Applications

I was appointed to the position of Probity Officer by Dubbo Regional Council for the Stronger Communities Fund – Round 2 Applications. The Panel met on the 11<sup>th</sup> of July 2017 and I was in attendance for the duration of the meeting.

I have reviewed the process undertaken by Dubbo Regional Council in compiling the relevant project information and the entire process has been conducted in a professional and thorough manner without any bias or prejudice. I was also very impressed with the format in which the information was presented.

I have reviewed the Community Consultative process undertaken by Dubbo Regional Council and I am of the opinion it was an adequate process.

I have reviewed all projects and all of the successful individual funding applications have met the criteria as outlined in the Stronger Communities Fund guidelines.

Other observations are:

- There was evidence that each Panel Member had spent considerable time reviewing each application prior to the meeting.
- Adequate input from each Panel Member was sought and encouraged during the meeting.
- Information prepared by Dubbo Regional Council staff was informative and well prepared. The detail for each project was extensive and allowed Panel members to adequately consider and review all projects in regards to the Funding criteria.
- There was no biased or unfair opinion offered by any of the Panel members.

Please do not hesitate to contact me if you have any queries.

Yours faithfully  
LUKA GROUP

Per:

EDWARD THOMPSON  
PARTNER



Liability limited by a scheme approved under  
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DUBBO REGIONAL  
COUNCIL

## REPORT: Annual Risk Management Program and Insurance Matters

**AUTHOR:** Manager Governance and Risk Services  
**REPORT DATE:** 11 July 2017  
**TRIM REFERENCE:** ID17/1217

### EXECUTIVE SUMMARY

Council's Annual Risk Management Program has been reviewed for the 2017/2018 financial year. Insurances acquired will provide a comprehensive level of cover in relation to Council's various activities.

### ORGANISATIONAL VALUES

Customer Focused: Council's comprehensive insurance portfolio provides assurance for Council's customers that Council has adequate insurances in place. Council also has a comprehensive risk program to minimise Council's exposure to risk and liability.

Integrity: Section 382 of the Local Government Act 1993 requires Council to obtain insurance with respect to public liability and professional liability. In addition to this statutory requirement, Council also acquires various other forms of insurance coverage to minimise its risk.

One Team: Council's insurance coverage is designed to provide adequate coverage for the entire organisation taking into consideration the requirements of each individual work team.

### FINANCIAL IMPLICATIONS

The cost of premiums associated with the insurance renewals for 2017/2018 amount to \$1,905,907 excluding Workers Compensation. This compares to \$1,849,053, in 2016/2017 with the increase in premiums mainly resulting from increased coverage in areas that were identified as being underinsured within the context of a large regional council. Workers Compensation premiums are dependent upon a combination of Council's previous claims history and actual claims submitted during each financial year. Current advice from Council's Workers' Compensation insurer StateCover Mutual is that the final Workers Compensation premium for 2016/2017 will be \$1,256,631 and for 2017/2018 the premium is estimated initially at \$1,100,945.

Estimates have been provided within the 2017/2018 Operational Plan to meet these costs and all costs included within this report are exclusive of GST.

### POLICY IMPLICATIONS

There are no policy implications arising from this report.

**RECOMMENDATION**

**That the Risk Management Program review and the classes of insurance acquired for 2017/2018 be endorsed.**

*Michael Ferguson*  
Manager Governance and Risk Services

## BACKGROUND

An annual review has been undertaken of Council's Risk Management Program in terms of identifying exposure to risk and the extent to which risks can be insured. All responsible officers have undertaken a review of their area's exposure to insurable risk, and the extent to which this risk is covered, or unable to be covered by insurance.

## REPORT

### INSURANCE COVERAGE

In regard to risks covered by insurance, the Insurance Renewal schedule for 2017/2018 includes details regarding the following classes of insurances (a description of each insurance policy type attached as **Appendix 1**):

- Property
- Property (Artworks)
- Motor Vehicle
- Crime (including Fidelity Guarantee and Cyber Liability)
- Regular Hirers Liability
- Marine Hull
- Personal Accident
- Public Liability and Professional Indemnity
- Councillors and Officers Liability (including Companion Liability)
- Swimming Pool Liability
- Airport Owners and Operators Liability
- Workers Compensation
- Boiler Explosion
- Carriers Liability
- Contract Works
- Environmental Impairment Liability (Wellington sites only)

Previous industry insurance history and experience indicates that the above classes of insurance and the extent of cover acquired are considered appropriate and provide an extremely wide and effective level of cover. Several classes of insurance have had the level of insurance protection increased following a review of limits of coverages, specifically crime and carriers liability, which now has cover adequate for the purposes of Council's businesses and activities.

In regard to the Public Liability Insurance, Council is a member of the Statewide Liability Mutual Scheme. Statewide Liability Mutual is an organisation set up to provide public liability insurance cover to Local Government through a "pooling" arrangement. Statewide is able to negotiate renewal terms for the "pool" through various London Underwriters. Premium increases have been kept below rate pegging wherever possible. Council's contribution for 2017/2018 is \$415,146 which is a significant reduction from \$553,528 in 2016/2017 which has been achieved by accepting a higher deductible excess of \$50,000 based on a review of



Council's claims history. This premium is considered to be reasonable given the extent of cover being \$500million. The level of contribution reflects the value of risk management practices which are in place in regard to inspection, maintenance and operation of assets that minimise the risk of incidents occurring in regard to the community's use of Council's assets.

Council is also a member of the Statewide Property Mutual Scheme. This scheme provides Council with industrial special risk type cover for all its property. The majority of councils in NSW are members of the scheme and the scheme self-insures the first \$10million of all losses. Whilst the scheme is insulated from the market to a degree by virtue of the fact that itself insures the first \$10million of losses, the purchase of insurance protection for losses above this self-insured value will be subject to some variation depending upon general market conditions. Council's premium for 2017/2018 is \$867,236 which represents a 4.2% increase over the premium paid in 2016/2017 (\$832,416). This increase is due to Council accepting a lower deductible (\$8000 in 2016/2017 Vs \$2000 in 2017/2018) which was based on a review of previous claims history and should provide savings overall for the coming year if a similar claims pattern were to be achieved. It should be noted that Council also receives rebates from the Statewide Property Mutual Scheme through its profit sharing arrangements that rewards councils based on claims experience. The rebate received for 2016/2017 amounted to \$119,149.

Environmental Impairment insurance has been retained in 2017/2018 for the former Wellington Council sites pending a complete review next insurance renewal process.

Workers Compensation insurance has been placed with StateCover Mutual Limited since 30 June 2001. This scheme has been developed through an initiative of Local Government New South Wales and is a specialised Workers Compensation insurer for Local Government only. It is anticipated that through membership of the scheme, councils who participate in continuous improvement programs will receive reduced premiums below WorkCover rates. Further reductions will flow from injury prevention strategies and effective management of injuries that do occur. Workers Compensation premiums will be dependent upon a combination of Council's previous claims history and actual claims submitted during each financial year. Current advice from Council's Workers' Compensation insurer StateCover Mutual is that the final Workers Compensation premium for 2016/2017 will be \$1,256,631 and for 2017/2018 is estimated initially at \$1,100,945. Council's insurer, StateCover Mutual, have advised that the Workers Compensation premium for 2016/2017 was higher due to higher cost of claims during the 2015/2106 financial year. The estimated premium for 2017/2018 of \$1,100,945 is subject to change based on wage variations, claims and amendments to relevant legislation.

## RISK MANAGEMENT

Council has implemented an Enterprise Risk Management system which has resulted in the development of a register of risks identified through Council's various functions. These risks have been evaluated at an Enterprise risk level to enable Council to identify its highest priority risks.

Following the 2016 merger, Council has undertaken a review of the adopted Risk Management policies of both former councils and has prepared a draft consolidated policy for the future consideration of Council. As Council has only recently adopted a new organisation structure, it will further be required to review the risk registers of all functions to ensure all risks are identified and control measures are in place.

The former Dubbo City Council also had in place the "Defined Asset Management Program" (DAMP) as developed with the assistance of Logov Risk Management Services. This programme defines the management standards for all assets under the management and control of the former Dubbo City Council that, in practice, provides a protection against possible loss through the development of specific maintenance service levels for assets controlled by Council. Following the merger of the former Dubbo City and Wellington councils to form Dubbo Regional Council, the DAMP is now under review. Upon completion of this review the DAMP will also include the former Wellington Council assets.

## SUMMARY

The review of the Risk Management Program has been undertaken. The Risk Management Program currently in place and the renewals of the various classes of insurance as identified are considered to adequately address the identified risks.

Appendices:

- [1](#) Title Insurance Cover Definitions 2017-2018

**CLASSES OF INSURANCE 2017/2018**

1. **Property** - occurrences resulting in loss or damage to all property belonging to Council or for which Council is responsible or has assumed responsibility to protect prior to the occurrence of any damage.
2. **Property (Artwork)** – occurrences resulting in loss or damage to artworks belonging to Council or for which Council is responsible or has assumed responsibility to protect prior to the occurrence of any damage.
3. **Motor Vehicle** – loss or damage to all motor vehicles owned, on loan, leased, hired, rented or used by Council.
4. **Crime** – this class of insurance includes Fidelity Guarantee and Cyber Liability into the one policy. Crime now covers fraudulent embezzlement or fraudulent misappropriation of money and/or negotiable instruments or goods belonging to Council or for which Council is legally liable. With regard to cyber liability it is also designed to address liability and first party coverage's, including privacy breach costs and business interruption, which can help mitigate negative publicity and customer dissatisfaction. Third party coverage includes coverage for regulatory proceedings defence costs, civil fines and penalties coverage and internet media liability coverage.
5. **Regular Hirers Liability** – Regular Hirers (other than Incorporated Bodies, Sporting Clubs or Associations of any kind) of facilities owned by Council.
6. **Marine Hull** – loss or damage to vessels owned or are the responsibility of Council.
7. **Personal Accident** – bodily injury which is caused by violent, accidental external and visible means which shall solely and independently of any other cause result in the Insured Person's death or disablement. This policy now includes Journey cover.

Insured persons include – the Mayor, Chairperson, Elected Members, Commissioners and their accompanying partners/spouses, whilst engaged on any activity directly or indirectly connected with or on behalf of the Insured Authority.

Employees and their accompanying partners/spouses whilst engaged on any activity directly or indirectly connected with or on behalf of the Insured Authority, but excluding claims where the Employee is entitled to benefits under any workers' compensation legislation.

Voluntary workers whilst engaged in any activity directly or indirectly connected with or on behalf of the Insured Authority.

Members of any Committees or Trusts established by Local Government Authorities under any State Local Government Acts.

Persons engaged under any Labour Market Programmes, Training Programmes or other Government Job Creation Projects where Local Government Authorities are required by Government Departments to provide Death and Capital Benefits and Non Medical Expenses to such persons.

- 8. Public Liability and Professional Indemnity** – all sums for which Council shall become legally liable to pay by way of compensation (excluding punitive and exemplary damages) in respect of:

*Public Liability* – Personal Injury; Damage to Property

*Professional Indemnity* – a claim or claims made against Council arising out of any negligent act, error or omission committed or alleged to have been committed by Council in the conduct of Council's business.

- 9. Councillors and Officers Liability** – liability (including legal costs) arising from management related negligence or breach of statute by a Councillor or Officer of the Council. This policy now included Companion Liability.

- 10. Swimming Pool Liability** –

**Public Liability – Legal Liability to Third Parties for:**

- a) Death, illness or personal/bodily injury
- b) Loss or damage to property

As a result of an occurrence happening in connection with the operation of the leased facility by the Lessee

**Products Liability – Legal Liability to Third Parties for:**

- a) Death, illness or personal/bodily injury
- b) Loss or damage to property

As a result of an occurrence and caused by the nature, condition and quality of any of the products sold or supplied by the Lessee in connection with the use of the leased facility.

- 11. Airport Owners and Operators Liability** – liability for bodily injury, personal injury, sickness or disease, including death, and for loss of or damage to property of others caused by accident, in respect of the ownership and/or operation and/or management by Local Councils and/or Management Companies responsible to local Councils for operating various airports, airstrips and landing areas located throughout NSW.

- 12. Workers Compensation** – The insurer will indemnify the Employer against all of the following:

- (a) Compensation that the Employer becomes liable to pay under the Act to or in respect of any person who is a worker of the Employer (including any person to whom the Employer is liable under section 20 of the 1987 Act).

- (b) Any other amount that the Employer becomes liable to pay independently of the Act (but not including a liability for compensation in the nature of workers compensation arising under the Act or other law of another State, a Territory or the Commonwealth or a liability arising under the law of another country) for any injury to any such person (not including liability in respect of an injury, suffered by a person other than such a worker, arising out of any rescue or attempted rescue).
- (c) Costs and expenses incurred with the written consent of the Insurer in connection with the defence of any legal proceeding in which any such liability is alleged.

13. **Boiler Explosion** – this coverage provides for material damage and third party legal liability as a result of explosion of boilers or pipe systems associated with the 1912 Fowler Steam Traction Engine located at the Wellington branch.
14. **Carriers Liability** – this coverage provides for loss or damage to goods in your Council's care while they're in transit in Australia.
15. **Contract Works** – this coverage provides extended coverage for contract works being performed by Council or a contractor on works exceeding \$1 million.
16. **Environmental Impairment** – this coverage will generally provide cover for bodily injury, property damage and clean-up costs from claims made by third parties. It specifically provides cover under effluent reuse legal liability, third party claims from off-site clean up, third party claims for off-site bodily injury and property damage and first party recall, consultants and rehabilitation expenses.



DUBBO REGIONAL  
COUNCIL

## REPORT: Regional Economic Development Strategy

**AUTHOR:** Director Economic Development and  
Business  
**REPORT DATE:** 18 July 2017  
**TRIM REFERENCE:** ID17/1246

### EXECUTIVE SUMMARY

As part of the ongoing evolution of Dubbo Regional Council, the development of a new, long term Economic Development Strategy for the Local Government Area in alignment with the new Community Strategic Plan is considered necessary.

Dubbo Regional Council has been asked to provide support to the development of a Regional Economic Development Strategy (REDS) which is being coordinated by the Office of Regional Development. The strategy would take account of the localities of Dubbo, Wellington and Narromine.

The REDS program is being funded by the Department of Premier and Cabinet (DPC) and its timed development aligns with the drafting of the 2040 Community Strategic Plan, the need for a long term LGA Economic Development Strategy and the commencement of a new Council.

It is proposed that Dubbo Regional Council support the development of the REDS with the intention that it will be adopted in November 2017 as the LGA long term Economic Development Strategy.

As a regional long term strategy, the REDS may potentially not detail and monitor the breadth of Council's economics development related services and programs so it is proposed that such services are reported to Council through the monthly Informal Report, Quarterly Operational Plan Report and a six (6) monthly Economic Development Services Report.

### ORGANISATIONAL VALUES

Customer Focused: The proposed Regional Economic Development Strategy methodology includes a high level of stakeholder and community consultation.

Integrity: The development of the Regional Economic Development Strategy will be based on economic analysis evidence based research and stakeholder input.

One Team: The development of the Regional Economic Development Strategy takes into consideration the timing and alliance of other Council strategies including the 2040 Community Strategic Plan.

### **FINANCIAL IMPLICATIONS**

There are no financial implications arising from this report. Regional Economic Development Strategy (REDS) program is being funded by the Department of Premier and Cabinet (DPC).

### **POLICY IMPLICATIONS**

There are no policy implications arising from this report.

### **RECOMMENDATION**

- 1. That Dubbo Regional Council supports the development of a Regional Economic Development Strategy for Dubbo, Wellington and Narromine with the intention that if appropriate it be implemented as Council's long term economic development strategy.**
- 2. That input gathered from initial community engagement for the development of the draft 2040 Community Strategic Plan be provided as input to the drafting of the Regional Economic Development Strategy;**
- 3. That the draft Regional Economic Development Strategy be presented by the Balmoral Group to a future Councillor Workshop prior to its finalisation.**
- 4. That reporting of Council's Economic Development Services to the community be provided in appropriate detail to Council through a monthly Informal Report, quarterly Operational Plans and six (6) monthly Economic Development Services Reports.**

*Natasha Comber*

Director Economic Development and Business

## BACKGROUND

At its meeting on 24 August 2016, Council adopted a 'bridging' Economic Development Action Plan that was developed for an initial 12 month period, based on the 10 step framework of former Dubbo City Council Economic Development Strategy and Action Plan. This Action Plan also reflected specific, relevant activities from the Wellington and Dubbo Chapters of Council's adopted Delivery Plan. Progress of the adopted Economic Development Action Plan has been reported to Council in December 2016, March 2017 and June 2017.

In regards to the development of a new long term, five (5) year strategy for the new LGA, at its Ordinary meeting of Council held on 22 June 2016 Council resolved that:

- "1. The Economic Development Strategy be developed with the community and stakeholders in alignment with the new Community Strategic Plan.*
- 2. A draft Economic Development Strategy to be submitted to Council at the same time it considers the draft Community Strategic Plan."*

Council has commenced the drafting of the 2040 Community Strategic Plan.

## REPORT

As part of the ongoing evolution of Dubbo Regional Council, the development of a new long term Economic Development Strategy for the LGA in alignment with the new Community Strategic Plan is considered necessary. As with the timing of the Community Strategic Plan it is intended that the Economic Development Strategy be developed in consultation with the community, and be drafted for review and further input by the new Council in October 2017.

On 22 June 2016 the Administrator, General Manager and Council staff met with staff from the Office of Regional Development to discuss Dubbo Regional Council's support in the development of a Regional Economic Development Strategy (REDS).

The Regional Economic Development Strategy (REDS) program is being funded by the Department of Premier and Cabinet (DPC).

As part of DPC, the Centre for Economic and Regional Development (CERD) has identified 32 Functional Economic Regions (FER) across NSW that will receive funding support in this program. The combined LGAs of Dubbo Regional Council and Narromine Shire Council have been identified as a growth FER to be included in the first round of support funding.

The CERD has engaged Balmoral Group Australia to assist the Dubbo/Narromine FER to develop a strategy as part of its new approach to regional development under the recently launched Regional Development Framework ([www.nsw.gov.au/regional](http://www.nsw.gov.au/regional)). The program will be based on a uniform economic development methodology that is evidence based, formed on a defensible statistical foundation and will be tailored to each FER as it is recognised that each region will have unique characteristics.



Through consultant Balmoral Group the Office of Regional Development intends to work closely with both Dubbo Regional Council and Narromine Shire Council in developing the REDS in the coming months.

Key aspects of the process will include:

- Panels of representatives from the private sector, the public sectors, and the community from the region
  
- Survey research and workshops to be facilitated by the Balmoral Group which will:
  - Identify regional core competencies and competitiveness
  - Identify opportunities for stretching and leveraging the development of the industry clusters and links between them
  - Evaluate regional risks, and identify economic opportunities
  - Identify strategic infrastructure priorities
  - Set strategic direction (framework, enablers, & action plans).
  
- Balmoral Group and CERD will undertake supporting analysis, including regional demographic, socio-economic and institutional audits (benchmark against NSW) including:
  - Input/output analysis
  - Shift/share analysis
  - Industry cluster analysis
  - Other data gathering and analysis as needed

The methodology for the development of the REDS is attached as **(Appendix 1)**.

The project timing for the development of the REDS will commence on 31 July 2017, with a draft document to be delivered during the week of the 16 October 2017. A key focus group will then be held to finalise the Strategy. The Balmoral Group has also advised that there will be opportunity for a presentation and feedback session to be conducted with the new Council. A final report is expected during November 2017.

The timing of the REDS aligns extremely well in regards to the development of the draft 2040 Community Strategic Plan and the requirement for a new long term economic development strategy.

It is proposed that Dubbo Regional Council partners with the Office of Regional Development to support the development of the REDS to ensure the resulting strategy reflects the needs and opportunities in our community, provides strategic direction and prioritisation of major projects. Importantly this collaborative approach will also ensure that the resulting strategy aligns with the NSW Government Regional Development Framework and position our community to most effectively apply for project funding under the \$1.3 billion Regional Growth Fund.

Dubbo Regional Council participation in the consultation, including connecting the consultants with key stakeholders, and specific input to the strategy development process will be critical in ensuring that the developed strategy contains accurate current environment analysis, insights, history and opportunities to ensure there is local detail to support the desktop economic analysis.

Alignment of the REDS and 2040 Community Strategic Plan will be two fold. Firstly, Council will provide relevant community input gathered from the initial 2040 community consultation process to assist in informing the drafting of the REDS. Secondly, the final adopted REDS document which is due in November 2017 will subsequently be utilised in the final drafting of the 2040 Community Strategic Plan which is due in June 2018.

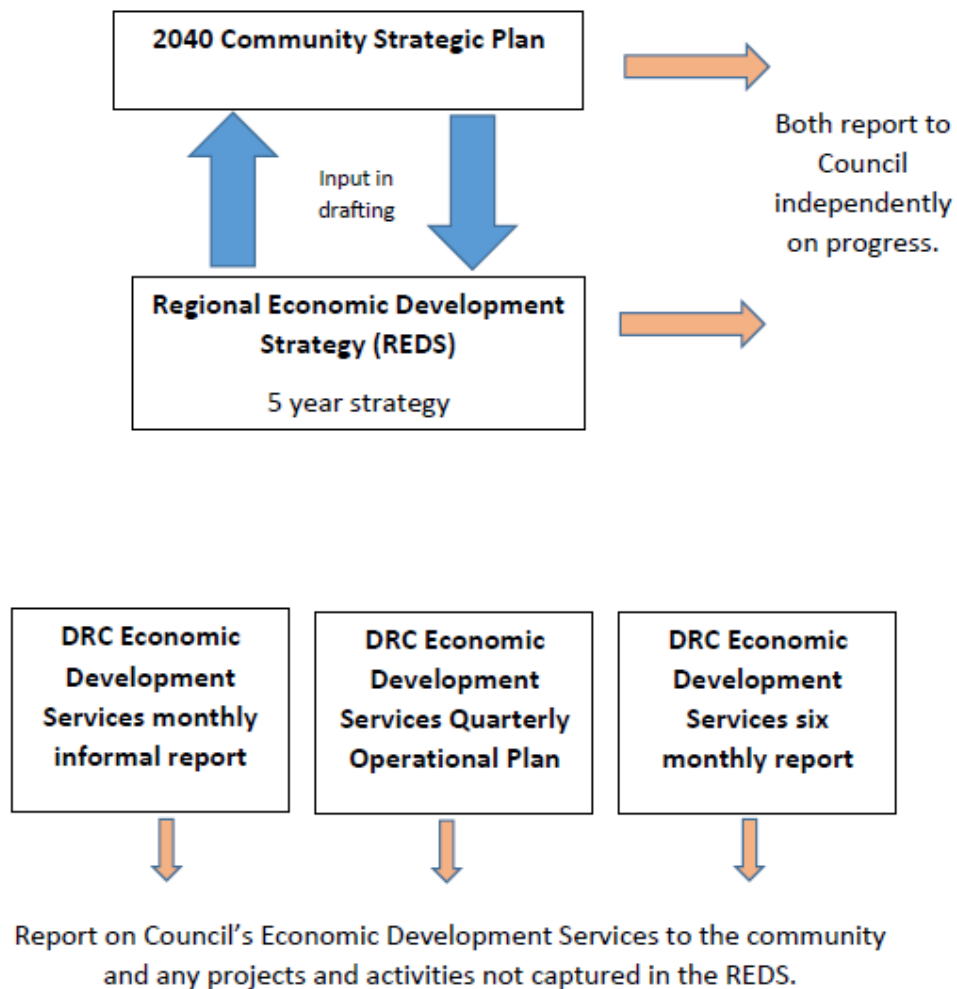
In discussion with the Balmoral Group, the methodology behind the strategy development includes turning the REDS into a reality through development of an Action Plan that identifies explicit initiatives, timetable, responsibility, budget and performance indicators. The timing of reports to stakeholder is yet to be finalised.

Whilst there is an indication that the strategy will aim to encompass a broad range of economic development opportunities and activities, it will be a regional long term strategy, and therefore may potentially not contain the operational level of economic development related services, activities and programs that have been previously captured and reported through the former Economic Development Action Plan and the former City Development Delivery Plan.

With the intention that the REDS becomes the adopted long term economic development strategy for the LGA it is proposed that the monitoring and reporting of Council's Economic Development Services be provided in appropriate detail to Council through a monthly Informal Report, quarterly Operational Plans and six (6) monthly Economic Development Services Reports.

The diagram below demonstrates the relationship between the 2040 Community Strategic Plan and the REDS. Whilst community input will be considered and shared in the drafting of each, they are independent strategies.

The diagram below further articulates the proposed reporting on Dubbo Regional Council Economic Development Services.



## SUMMARY

It is considered necessary that the Dubbo Regional Council develop a new, long term Economic Development Strategy for the LGA in alignment with the new Community Strategic Plan. A Regional Economic Development Strategy (REDS) program is being funded by the Department of Premier and Cabinet (DPC). The timing of the REDS aligns extremely well in regards to the development of the draft 2040 Community Strategic Plan and the requirement for a new long term economic development strategy.

It is proposed that Dubbo Regional Council support the development of the REDS with the intention that it will be adopted in November 2017 as the LGA long term economic development strategy. It is also proposed that Council's economic development services to the community and programs not included in the REDS are reported to Council through the monthly Informal Report, Quarterly Operational Plan Report and a six (6) monthly Economic Development Services Report.

Appendices:

- 1 [Regional Economic Development Strategy Methodology](#)



Centre for Economic and Regional Development



# Regional Economic Development Strategy

Methodology and Template





# Regional Economic Development Strategy Methodology

The following document provides a methodology to be used by consultants developing Regional Economic Development Strategies (REDS) for Functional Economic Regions (FERS) within NSW. The methodology has been developed by the NSW Government's Centre for Economic and Regional Development (CERD) Expert Panel. A core focus of the methodology is to build on the strengths of the FER and reflect best practice economic development strategy formation.

## Regional Economic Development Objective and Stages

The **objective** is to produce a Regional Economic Development Strategy (REDS) that:

- builds on existing strengths in the region and enhances those strengths:
- identifies new opportunities to enhance the development, performance and competitiveness of the region; and
- sets the region on the path towards its sustainable development.

These are the **outcomes**. The outcome will be specific to each individual region, but that is to be reached through a process that employs a **common methodological approach**. The methodological framework to be used is derived from that outlined by *Stimson, Stough and Roberts, Regional Economic Development: Analysis and Planning Strategy*, Springer.

The **12-stages** for the process involved are:

1. Establish a platform for change in the region through formal agreement from the region and its key actors to undertake the regional economic development process and the engagement of higher levels of government in a facilitating and support role.
2. Conduct regional audits:
  - a. a demographic and economic audit of the current state of the region, benchmarked against the State of NSW; and
  - b. an audit of regional institutions to reveal capacity and capability to undertake the development of a REDS and its implementation.
3. Use the outputs from the regional audits to produce a Regional Information System and provide Market Intelligence, which will reveal regional strengths and weaknesses
4. Mobilize key actors in the region from technology and market sectors, business leaders and industry sectors, the public sectors, and the community. Those are the Agents of Change that must be fully engaged in the REDS process.
5. Employ two key Analytical Tools:
  - a. Industry Cluster Analysis to identify industry clusters using Location Quotients and Input-Output

#### Analysis

- b. **Multi-Sector Qualitative Analysis (MSQA) of regional core competencies**, economic enhancement, growth and export opportunities, and a range of endogenous and exogenous risks.
6. Identify and **appraise regional core competencies**, risks, and opportunities, engaging the Agents of Change in the process, to produce a series of metrics/indices to measure them.
7. **Engage actors from outside the region** to undertake an external analysis to ascertain the degree of concordance between the qualitative assessments of the Agents of Change from within the region.
8. **Set the new strategic direction for the region by defining and formulating the REDS and specify the enabling infrastructure required.**
9. **Develop details** of the Strategy and identify the enabling infrastructure required.
10. Prepare the **Action Plan** for implementing the REDS, including specifying implementation and facilitation mechanisms and their financing.
11. Undertake regular reviews of progress with implementation of the REDS and performance of the region, and re-engineer the strategy and needed.
12. To help with the review, undertake evaluation using indicators and benchmarking, and update Regional Information System and Market Intelligence.

This is a 'bottom-up' approach to undertaking the REDS, explicitly embracing wide participation from key actors within a region in developing the REDS to ensure ownership of it.

The consultant(s) are required to develop and deliver the REDS by focusing on **Stages 2 through 9** of this framework, and to propose the indicators and benchmarks appropriate for the region to undertake **Stage 12**.

## Stage 2 – Regional Audits

Initially **two regional audits** are to be undertaken using mainly secondary data, some of which may be provided by the CERD, including its Regional Economic Growth Enablers report. That will provide an overview of the **existing state of the region, trends**, and an **evaluation of its performance and competitiveness**, benchmarked against the State and enabling comparison with other regions and of the institutional capacity and capabilities of the region to engage in the RED process. The audits will also provide the basis for an assessments of the current **constraint** on economic opportunities and growth.

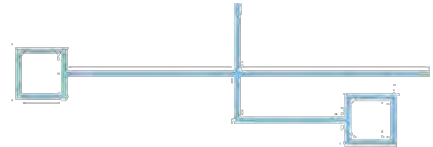
The information and data bases produced may form the basis of an on-line interactive Regional Information System and Market Intelligence that will need to be developed and maintained on an on-going basis.

Initially two audits will be undertaken, and a range of tools / techniques to do that are to be proposed. Both **quantitative** and **qualitative** measurement and evaluation are appropriate.

### Regional demographic and economic audit

This audit will generate an information / data base for the region providing details of:

1. demographic and social characteristics and trends in the region; and
2. economic trends and indicators and analysis of the region's strengths, performance and



competitiveness, including its market engagement.

There needs to be a clear identification and, where possible, measurement of, the following aspects of the regions;

- its overall **resource endowments** (locational; amenity and natural capital; human capital and labour market; innovation and entrepreneurship; housing and community services; etc.), and roles of the both public and private sectors in with respect to those resource endowments;
- current **infrastructure** (hard, soft, smart);
- the degree of **industry specialization /diversification**;
- the region's **comparative advantages**;
- the region's **competitive advantages**;
- the region's **export performance**;
- regional **connectivity** and **accessibility**;
- the region's reliance on **investment** and its **sources** both from within and outside the region; and
- the **constraint and barriers** to economic development faced by the region.

Interdependencies with surrounding regions should also be addressed.

### Regional Institutional Audit

This audit will provide information on the breadth and depth of institutions on the region - business, government, community - to provide an appraisal of current **institutional capacity and capabilities** of the region, and an assessment of the **preparedness of institutions** to provide **leadership** and engage in the RED process.

There needs to be a clear specification of:

1. existing institutions (public, private, community) in the region;
2. the nature of leadership in the region; and
3. social capital in the region and regional business / social / innovation networks.

## Stage 4 – Mobilise Key Actors

Key to the process for undertaking the REDS will be the **mobilization** and **engagement of Agents of Change** to help drive the process and be engaged in developing the REDS so that the **region has full ownership of the strategy** and the plans for implementation.

It is thus necessary to identify those Agents of Change and solicit their engagement and commitment to helping develop the REDS. This is to be done in conjunction with the CERD and local governments in the region.

The proposed approach for mobilizing regional engagement is to be specified. That must include forming **Panels** (or focus groups) of representatives from the private sector (industry sectors, technology, markets,



institutions), the public sectors, and the community from the region are to be formed and then involved in a series of meetings / workshops in developing the REDS.

## Stage 5 – Analytical Analysis

Data is to be assembled to undertake an **Industry Cluster Analysis (ICA)** of the region as part of the process of identifying **Regional Core Competencies**. That will be undertaken in collaboration with the CERD, which will be able to provide some of the data. Tools including **Location Quotients (LQ)** and **Input-Output Analysis (I-O)** are to be used.

The industry clusters thus identified are to be described and appraised.

The **Panels** of Agents of Change are to be informed of the results of the I-O and ICA analyses. They are then to be used in the process of identifying and appraising regional core competencies, and to identify opportunities for **stretching** and **leveraging** the development of the industry clusters and the links between industries.

The **Panels** are also to be used for applying of the **MSQA methodology** to evaluate the region's competencies its competitiveness, to evaluate regional risks, and identify economic opportunities.

Along with the regional audit referred to above, these analyses will be used to explicitly identify regional **growth opportunities** and the **constraints on growth**.

### Input Output and Industry Cluster Analysis

It is important to appraise the **strength** of the region's **industry clusters**. That might be done by measuring and appraising the strength and performance of the clusters on a set of performance variables that might relate to the following:

- Number of establishments and employment size, and change over time;
- wage levels, and change over time;
- degree of inter-industry dependence;
- productivity, and change over time;
- contribution to gross regional product, and change over time; and
- the industry cluster LQ, and change over time.

Tools such as the **spider diagram** may be used to pictorially illustrate the performance strength at a region's industry clusters.

The **Panels** can be used to help identify possibilities for **stretch**, **leverage**, and **both stretch and leverage** of the region's within and between the region's industry sectors. A **Matrix of Economic Possibilities** can thus be produced with those opportunities for stretch, leverage, and stretch and leverage being identified.

### Applying the MSQA Methodology and Deriving Indices of Regional Performance, Opportunity, and Risk

The **Panels** are also to be used for the application of the MSQA methodology to:

- evaluate the region's **competencies** and its **competitiveness**;
- evaluate **regional risks**; and
- identify **economic opportunities**, including export opportunities.

The MSQA methodology involves holding **workshops** for the Panels of Agents of Change to undertake the qualitative assessment of these aspects of the region. The methodology is simple, involving the development of a matrix.

The focus can be on industry sectors and their performance on specific criteria, potential for collaboration, industry opportunities for export, and the vulnerability of the regional and of its industries to risks.

It is particularly important to gain an appreciation of exposure of both the region and of its industries to **risk factors** that are both *endogenous* and *exogenous* to the region.

The range of risk factors is wide, and their consideration needs to include risks associated with:

- globalization;
- industry restructuring and disruption;
- macro-economic (e.g., exchange and interest rates, fiscal policy, markets);
- institutional issues (e.g., political, governance, regulatory, leadership);
- societal issues;
- resources security;
- production risks (relating to factors of production such as material, finance and labour issues);
- technology change;
- infrastructure issues (including utilities security);
- environmental factors, including natural hazards; and
- enterprise-specific risks.

The suggested indices that may be derived from applying the MSQA methodology involving qualitative assessments by members of the Panels of Agents of Change are as follows:

1. Assessing the **core competencies** of the region through an index measuring:
  - a. Industry Sector Competitive Competencies; and
  - b. Regional Core Competence.
2. Assessing inter-industry **collaboration** through an index measuring:
  - a. Potential for Industry Collaboration.
3. Assessing **risk factors** through an index measuring:
  - a. Anticipated Industry Risk; and
  - b. Regional Risk Vulnerability.



4. Assessing **potential for industry and trade development opportunities** through an index measuring:
  - a. Export Markets Potential.

Pictorial representation of such indices is encouraged to illustrate those qualitative assessments of the region, its industries, risks, and opportunities.

## Stage 8 & 9 – Strategic Direction and Enabling Infrastructure

Using outcomes of the above analyses and Panel assessments, the specification of the REDS then needs to be undertaken by the consultant **in consultation with the Panels of Agents of Change**.

The REDS needs to pay specific attention to strategy for, inter alia, the following:

- building on and enhancing regional strengths / core competencies;
- strengthening and expanding value chains;
- enhancing productivity and competitiveness;
- enhancing agglomeration economies (scale, scope, spill-overs)
- enhancing connectivity and accessibility;
- strengthening and re-engineering institutions and institutional capacity and capabilities, and, in particular, overcoming institutional impediments;
- creating capable and enlightened leadership;
- strengthening and deepening business innovation networks and alliances, and building trust to enhance social capital to mitigate transaction costs; and
- risks mitigation and dealing with disruption and market failure.

Specifying the **enabling / enhancing infrastructure** that will be required is crucial, addressing both how to enhance existing infrastructure and provide new infrastructure.

The **REDS document** needs to include, inter alia, the following:

1. A clear specification of the **strategic intent** for the region.
2. Mapping out the future **strategic direction / path** for the region.
3. Specifying **economic drivers** for the region.
4. Specifying the **strategic architecture / infrastructure** required to underpin /facilitate the above.
5. Developing a **risk management strategy** for the region and its industries.
6. Identifying the required **institutional reform and development** to facilitate the pursuit and implementation of the REDS, including addressing leadership responsibilities.

7. Identifying **Key Performance Indicators** for evaluating progress in pursuing and implementing the REDS.

The overall objective of the REDS should be to set the path for a **dynamic, competitive, innovative learning region to achieve sustainable development** (in terms of economic, social and environmental dimensions of sustainability), and to transform the region into an innovative learning region.

## Stage 10 – The Action Plan

Turning the REDS into a reality requires formulating an **Action Plan**, and that requires identifying the institutions to be involved in implementation, along with their responsibilities.

The **Action Plan** needs to incorporate the following:

- Identification of the **explicit initiatives** that need to be undertaken and funded to implement the REDS, their sequencing, and a **time table** for their implementation.
- Identification of the **mechanisms** that are appropriate to implement those initiatives.
- Identification of **who is responsibilities** for explicit initiatives.
- A **budget** for implementation, including the identification of potential **sources of funding** and the magnitude of funding involved.
- A **time frame for implementing** each component of the Action Plan.
- Identification of **who / what agency is to be responsible for monitoring progress in implementing the Action Plan** and its components in pursuing the ERDS, and developing the **Key Performance Indicators** for evaluating progress and outcomes.

A broad range of **possible interventions** might be considered, including:

- direct investment in state-owned assets;
- co-funding investment with local or Commonwealth government partners;
- advocating for Commonwealth investment or policy change;
- seeking a policy or regulatory change from the NSW Government;
- Public-Private Partnerships (government provides seed funding, subsidy, grant, loan, equity investment, etc.); and
- co-ordinating regional stakeholders and government agencies

Identification of '**investment-ready**' projects could also be identified in the Action Plan.



# Centre for Economic and Regional Development



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DUBBO REGIONAL  
COUNCIL

## REPORT: Wellington Destination Brand Project

**AUTHOR:** Economic Development Officer  
**REPORT DATE:** 17 July 2017  
**TRIM REFERENCE:** ID17/1245

### EXECUTIVE SUMMARY

As part of actioning identified activities under the former Wellington Council Delivery Plan and current Economic Development Action Plan, the Economic Development and Marketing Branch of Dubbo Regional Council seeks to undertake a destination branding project for Wellington. The outcome of this project will be a destination brand for Wellington which has been developed in consultation with the Wellington community and specific key industries and stakeholders.

The research phase of the Wellington Destination Brand Project has commenced through desktop studies of former Council plans and external tourism research papers. It is proposed that the project progress to draft concept development, community consultation and brand development workshops. It is envisaged that following this first round of consultation a single selected and revised destination brand will go out for a second round of public consultation. It is intended that this selected and revised brand concept will be presented to the new Council for consideration in October 2017.

It is envisaged that this project will develop a destination brand for Wellington that delivers on the authentic product promise of the township and will be transferrable across visitation, investment and social economies. The brand will be used in strategic and anchor marketing collateral which will begin development in the latter half of 2017 to be in market by early 2018.

Brand development and consultation will be conducted by Council's Graphic Design and Economic Development Services teams.

A finalised destination brand for Wellington is scheduled through this project plan to be delivered to the new Council for consideration in October 2017. Following the adoption of a new destination brand for Wellington key collateral such as the Wellington Guide and website will be updated and a list of priority assets to be updated will also be developed.

### ORGANISATIONAL VALUES

Customer Focused: Development of Destination Wellington Brand will assist in the holistic development and growth of Wellington as a key anchoring destination for the Dubbo Regional LGA. The Brand Project will focus on community consultation and collaboration to ensure the delivery of a brand which best represents the offering of Wellington as a desirable tourism, investment, development and relocation location.

Integrity: The Destination Wellington Brand Project will target key stakeholders and the community of Wellington, to ensure that the township and its surrounding villages are accurately represented across a suite of marketing and promotional themes that best promote the product promise of Wellington and uphold the integrity of Wellington as a unique location for tourism, investment, development and relocation location.

One Team: The Destination Wellington Brand Project will be the first step in the development of a specific brand identity for Wellington as a unique product for investment, tourism and relocation but will also be the catalyst for a strategy on the integration of the Dubbo City marketing brand and the Organisational Brand. Development of the Wellington Destination Brand will provide a platform for future marketing activity and provide the township with an identity separate from the previous Wellington Council logo which was used across both Council and destination based promotions and communications.

### **FINANCIAL IMPLICATIONS**

The Wellington Destination Brand Project will be funded from the City Development Operations Budget – Economic Development Projects.

### **POLICY IMPLICATIONS**

There are no policy implications arising from this report.

### **RECOMMENDATION**

- 1. That the Economic Development and Marketing Branch progress with the implementation of the Wellington Destination Brand Project including consultation and stakeholder engagement as identified in this report.**
- 2. That a report be provided to the August 2017 meeting of Council on a refined community led brand concept for consideration for a second phase of public consultation.**
- 3. That a report be provided to the October 2017 meeting of Council on the two phase community consultation process and the proposed Wellington Destination Brand.**

*Joanna Howard*

Economic Development Officer

## BACKGROUND

Based on plans of the former Wellington Council, Council's Economic Development and Marketing Branch is proposing to consult with key stakeholders and the public in Wellington to develop and implement a destination brand for Wellington.

The former Wellington Council Delivery Plan 2014-2018 identified the importance of strategic and holistic growth of the Wellington township and the role that branding plays in that development. As part of the former Wellington Council's Delivery Plan under Future Direction 1 – Growth, Prosperity and Employment, Strategic outcome 1.4 identifies “a recognised ‘Wellington’ brand that promotes the opportunities and benefits of living, working or visiting”. The importance of appropriate destination branding is also reflected in Council's current Economic Development Action Plan.

The former Wellington Council's Destination Management Plan and several other council plans including the former Council's Destination Management Plan, 2014-2017 and the Destination and Tourism Research Paper commissioned by the former Council all also identifies the need for destination branding as a key development outcome for holistic economic growth for Wellington. As identified in these plans, a new brand for Wellington needs to be transferable across key areas for economic growth including visitation, investment and social economies.

## REPORT

Following a review of the former Wellington Council brand, marketing and destination plans it is proposed that some initial concepts for a new brand representing Wellington as a unique destination are developed. These concepts will be refined, and a proposed final brand developed, through community and stakeholder consultation.

This project will provide the community of Wellington with its own brand positioning that can be utilised across the visitor, new resident, investment and community markets. Actioning this project will involve targeted consultation with key stakeholders of the local Wellington community and industry sectors along with a public consultation period to develop an anchor destination brand that best represents Wellington as a product offering across key investment and visitation markets.

Development of the brand and all associated community consultation will be performed by Dubbo Regional Council staff with expertise and experience in destination and corporate brand development. Design of the brand and brand guidelines will be undertaken by Council's in house Graphic Design Team and consultation and brand development will be managed by the Economic Development Services Team.

With an updated Wellington Guide due into market in early 2018, it is important that the Destination Brand Project for Wellington is adopted before its development.



The proposed consultation process for phase one for the Wellington Destination Brand Project is tabled below:

<b>Date</b>	<b>Activity</b>
03/07/2017 – 21/07/2017	Desktop research undertaken initial brand concepts developed based on former Wellington Council relevant strategies and plans.
24/07/2017 – 28/07/2018	<b>Targeted stakeholder consultation to begin (phase 1):</b> Consultation workshops, presentations and one on one meetings scheduled and confirmed.
31/07/2017 – 12/08/2017	Brand concepts presented and reviewed through targeted stakeholder and community consultation. A single brand concept to be refined based on feedback received.
22/08/2017	Preferred concept presented to Council as led by the consultation and feedback.
<b>23/08/2017</b>	<b>Public Consultation period to begin (phase 2):</b> A single brand as developed and refined in consultation with key industry and community stakeholders to be available for comment and further refinement by the Wellington community.
	Media and engagement plan to be engaged.
	Public consultation presentations to be undertaken.
	Public submissions and reviews taken and collated throughout the consultation period.
<b>20/09/2017</b>	<b>Public Consultation period to end.</b>
Late September	Marketing positioning report and brand guidelines to be developed.
October	Brand mark, accompanying market positioning report and brand guidelines to be presented to Council.

Post community consultation, feedback will be collated and final refinements made to the community led destination brand for Wellington. A report on the full process undertaken to develop the destination brand will be compiled for consideration for the October 2017 meeting of Council.

## SUMMARY

Through key stakeholder and industry engagement and community consultation Council's Economic Development and Marketing Branch is proposing to undertake Wellington Destination Brand Project. The completion of this project will deliver on activities previously identified by the former Wellington Council as part of its Delivery Plan 2014-2018 and Council's current Economic Development Action Plan to anchor marketing activity across investment, visitation and social economies.

A finalised destination brand for Wellington is scheduled through this project plan to be delivered to the new Council for consideration in October 2017. Following the adoption of a new destination brand for Wellington key collateral such as the Wellington Guide and website will be updated, and a list of priority assets to be updated will also be developed.



## REPORT: Application for an Interest Free Deferred Contribution for the Dubbo City Turf Club

**AUTHOR:** Director Community and Recreation  
**REPORT DATE:** 11 July 2017  
**TRIM REFERENCE:** ID17/1218

### EXECUTIVE SUMMARY

Dubbo Regional Council has a lease agreement with the Dubbo City Turf Club to occupy the Crown Land for which Council is the Trustee. The commencement date was 1 January 2003 and terminates in 31 December 2027, leaving another 10 years before the agreement expires.

The Dubbo City Turf Club has requested an interest free loan (Deferred Contribution) of \$190,550 for capital improvements repayable over five years. The requested funding is for the purpose of building stables that shall be leased out to trainers for a fee. The intent of building such infrastructure is to generate more interest in the industry utilising the Dubbo facility for training which in turn generates an ongoing income stream for the Turf Club both from leasing and from a racing industry percentage return to centres where a horse trains.

A review of the financial position of the Turf Club's audited financial statements by Council's Manager Management Accounting Services show it has the capacity to repay the monies over the requested five year period. Whilst the amount is substantial when compared to community based sporting or recreation bodies, it is a relatively rapid payback period given the ability of the Turf Club to generate revenue.

A vibrant and viable Dubbo City Turf Club serves an important social and recreation purpose to the Dubbo community as well generating economic activity centred on the racing industry. The works proposed by the Turf Club seek to build on the recent successful management of the facility.

### ORGANISATIONAL VALUES

Customer Focused: Council seeks to work with community groups that operate on Crown Land for which it is Trustee to develop infrastructure that enhances the social, recreational and economic opportunities of Dubbo Regional Council Local Government Area residents.

Integrity: Council has reviewed the audited financial statements to assess the City of Dubbo Turf Club's capacity to repay the monies. This is consistent with the approach taken with other sporting and recreation bodies that have requested interest free deferred contribution agreements.

One Team: The NSW Department of Industry (Crown Land), Council and the City of Dubbo Turf Club are working together to ensure a viable racing industry in Dubbo.

**FINANCIAL IMPLICATIONS**

The total amount of interest that Council will forgo on this \$190,550 interest free deferred contribution will be approximately \$17,000 over the five year repayment schedule, based on an assumed interest rate of 3.03%.

**POLICY IMPLICATIONS**

There are no policy implications arising from this report.

**RECOMMENDATION**

- 1. That Council provide an interest free deferred contribution of \$190,550 (excluding GST) to the City of Dubbo Turf Club to be repaid over a period of five (5) years at an amount of \$41,921 (inclusive of GST) per annum.**
- 2. That any necessary documents be executed under the Common Seal of Council.**

*Murray Wood*  
Director Community and Recreation

## BACKGROUND

Council in January 2003 entered into a lease of twenty five years with the City of Dubbo Turf Club to occupy and operate on Crown Land for which Council is the Trustee. It should be noted that NSW Crown Lands is now under the auspices of the Department of Industry, Land and Forestry.

The preamble of the lease agreement articulates Council's long term objectives in relation to the racecourse and they include:

- *To foster the development of a major regional racing industry centred on the Dubbo Racecourse.*
- *To encourage the establishment of on-site trainers facilities.*

In regard to the tenure of existing training facilities, Council is working with trainers, Departmental staff and the Turf Club to clarify rights and obligations for those who build infrastructure on Crown Land for which Council is Trustee.

In addition, the City of Dubbo Turf Club has been exploring the development of training facilities itself and then licencing/leasing the facilities to private trainers. This is intended to facilitate growth in the numbers of horses training at the Dubbo facility and to reduce the barriers for trainers seeking to make use of new facilities.

An increase in the industry utilising the Dubbo facility for training generates an ongoing income stream for the Turf Club both from leasing and from a racing industry percentage return to centres where a horse trains.

## REPORT

Councils Administrator, Interim General Manager and staff met with President of the Dubbo Turf Club, Mr C Davies and General Manager, Mr V Gordon on 4 July 2017 to discuss the issue of an interest free loan for capital improvements based on the development of new stable facilities. Correspondence was provided at the meeting which is provided as **(Appendix 1)**. Significant detail was included in regard to the costs of construction and the level of third party commitment for the initial five year occupation of the facilities.

The requested amount is \$190,550 excluding GST. It should be noted that the recipient of Council monies under Deferred Contribution agreements are required to pay GST on the required minimum annual repayment amount of \$38,110.

Also provided were the audited financial statements for the last two financial years that enable Council to assess the capacity of the City of Dubbo Turf Club to meet the required repayments. Council's Manager Management Accounting Services has reviewed the current financial position of the City of Dubbo Turf Club and finds that it has the capacity to repay the monies in accordance with the proposed five year period.

The City of Dubbo Turf Club has previously worked well with Council to improve facilities for the safety and comfort of industry stakeholders and patrons. Recent works include the upgrading/repair of the public toilet facilities and the renewal of internal road infrastructure. The requested interest free delayed contribution for infrastructure is consistent with this cooperative approach and the formal lease agreement between Council and the City of Dubbo Turf Club.

### **SUMMARY**

A vibrant and viable Dubbo City Turf Club serves an important social and recreation purpose to the Dubbo community as well generating economic activity centred on the racing industry. It is recommended in this report that Council enter into an interest free delayed contribution agreement with the Dubbo City Turf Club for \$190,550 (ex GST) repayable over a five year period.

Appendices:

1 [↓](#) Letter from City of Dubbo Turf Club requesting interest free loan



## CITY OF DUBBO TURF CLUB

ABN 72 280 359 201

PO Box 536 DUBBO NSW 2830

Tel: (02) 6882 1044 Fax: (02) 6884 1357

Email: [dubboturfclub.com.au](mailto:dubboturfclub.com.au)

Website: [www.dubboturfclub.com.au](http://www.dubboturfclub.com.au)

Mark Riley  
General Manager  
Dubbo City Council

26th June 2017

Interest free loan for stable construction.

Dear Mark

The Club thanks Dubbo Regional Council for your ongoing support and the opportunity to meet to discuss Dubbo Regional Council supplying The City of Dubbo Turf Club with an interest free loan for capital improvements, repayable over five years. The club wishes to now request that The Dubbo Regional Council consider such a loan for the construction of a 12 stable complex built on the site of the recently unutilized and decommissioned stable complex adjacent to the clubs work complex.

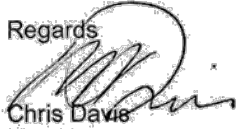
Our analysis and investigation of the interest in occupation and subsequent earnings from the stables has the club satisfied the investment in the stable complex will be a sound one and continue the development of the City of Dubbo Turf Clubs facilities as a valuable asset to the region. This confidence is also supported by the ongoing support and backing by Racing New South Wales in their continuing support in developing the facility along with scheduling of major regional races such as The Country Championships and the NSW Picnic Champions Series Final.

Please see following and attached support documentation for the project including;

- Cash flow analysis of stable income and increased club earnings from additional clients.
- Quoted construction costs as well as contingency and administration allowances.
- Audited Financials for 2014/15, 2015/16, 2017/18 budget available electronically.
- Stable plans as quoted by preferred company
- Letter of intent to rent for 5 years from Alan Gibson and Brian Young

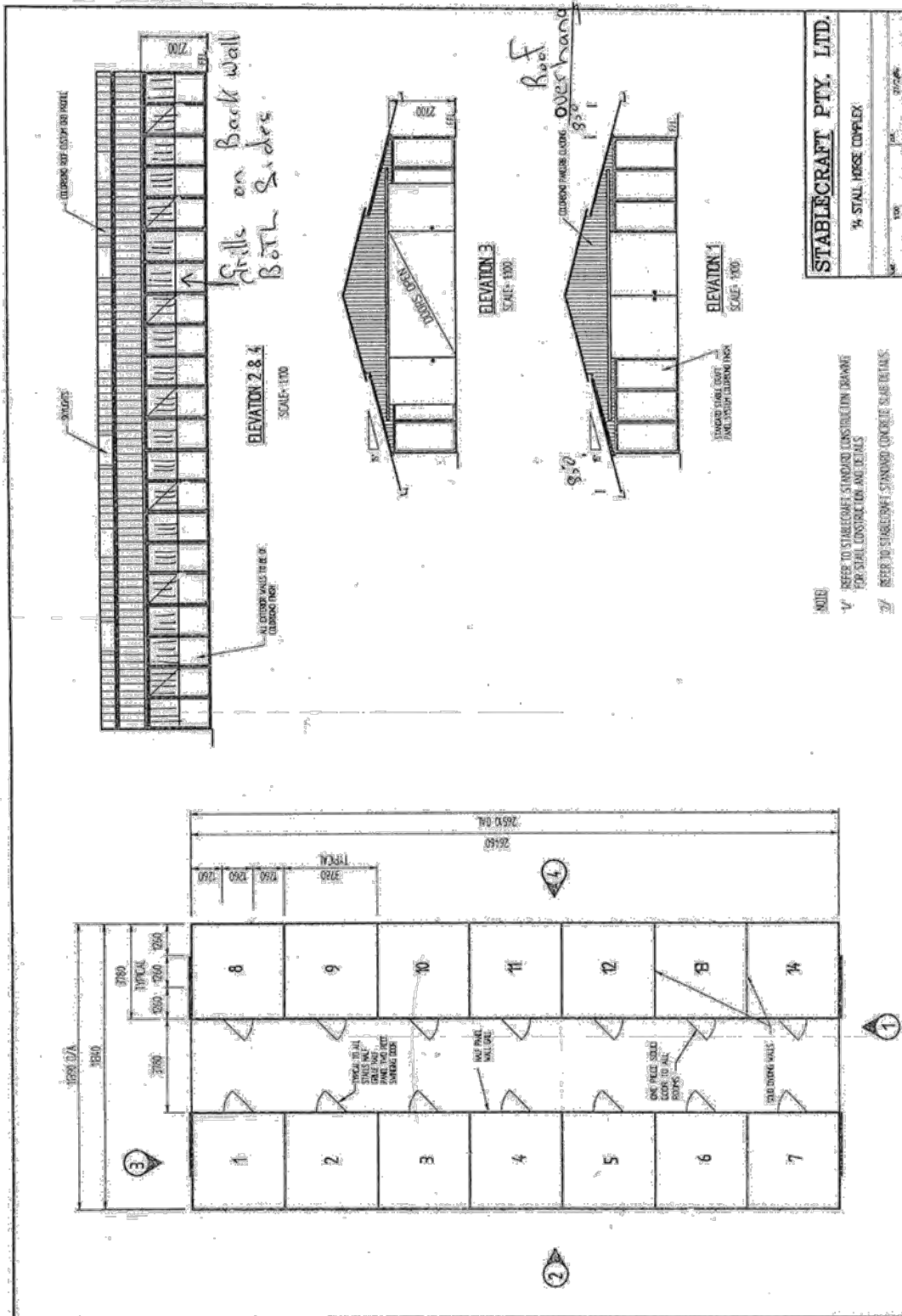
The club seeks your support of the project and is available for further discussions or supply of addition details as required so as to see this progressive initiative become another exciting addition to the City of Dubbo Turf Club and the Dubbo Region.

Regards

  
Chris Davis  
President  
City of Dubbo Turf Club

Total Requested -  
\$190,550.00





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## STABLECRAFT PTY LTD

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Jindera, NSW 2642  
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## STABLES BY CRAFTSMEN







DUBBO REGIONAL  
COUNCIL

## REPORT: Renewal of the Macquarie Regional Library Agreement

**AUTHOR:** Director Community and Recreation  
**REPORT DATE:** 17 July 2017  
**TRIM REFERENCE:** ID17/1243

### EXECUTIVE SUMMARY

In the current Macquarie Regional Library (MRL) Agreement, there are three local government stakeholders – Dubbo Regional Council, Narromine Shire Council and Warrumbungle Shire Council. The administering council is Dubbo Regional Council which manages library services and employs all MRL staff.

The MRL Agreement is based on the State Library NSW Regional Library Agreement model and incorporates key delivery areas identified in Living Learning Libraries; standards and guidelines for NSW public libraries, 5th edition 2014, published by the State Library of NSW for the Library Council of NSW.

The existing 2014-2018 MRL Agreement expires June 2018. As identified in the 2013-2017 MRL Delivery program, a review of the MRL Agreement is to commence in September 2017. However, it was determined to commence the review earlier to ensure it is completed by September 2017. The review of the MRL organisational structure with the member councils and staff will commence following the review of the agreement.

An independent review of the current MRL agreement has been undertaken by the University of Technology Sydney: Centre for Local Government (UTS). The review has found significant benefits to the communities of the three Council members from the consortrim and they include:

- Open communication and transparent and regular reporting – about the financial and operational aspects of the agreement
- Equitable sharing of costs – using an agreed formula, most likely based on population numbers
- Efficient and effective governance – an identified decision-making body with regular meetings about strategic issues
- High levels of technical expertise – of collections management, library systems and stand-alone computer technology
- Shared collection – with the ability to tailor collections to local needs
- Strong and consistent branding.

There are also significant opportunities to improve the quality, efficiency and governance of the Macquarie Regional Library. This includes aligning the strategic planning for the regional

Library service to the Integrated Planning and Reporting Framework of the three member Councils i.e. Community Strategic Plan and Delivery Plan. In this regard the timing of the renewal of a regional library agreement should be consistent with other Integrated Planning and Reporting timelines. For this reason it shall be a recommendation of this report that a new Macquarie Regional Library agreement shall be entered into by Dubbo Regional Council for a period of three years from 1 July 2018 to 30 June 2021.

The current 2014-2018 MRL Agreement expires in 30 June 2018 and negotiations are required to take place between stakeholder Councils well in advance of the June 2018 deadline to ensure library services are available to the community beyond this date.

### ORGANISATIONAL VALUES

Customer Focused: All member Councils have assessed the regional library service as meeting the needs of their community. The renewal of the Macquarie Regional Library agreement creates further opportunities to build a library service that meets the needs of the community now and into the future.

Integrity: The utilisation of an independent, industry recognised expert body to review the current regional library model ensures all stakeholders have an equal opportunity to provide input into any new agreement. It has also allowed a broader industry perspective to be brought to the considerations of current and future library services.

One Team: Different service areas of Dubbo Regional Council have collaborated with University of Technology Sydney: Centre for Local Government (UTS) to investigate the regional library model in a manner that has also treated other stakeholder Councils as equals members of the regional service delivery model.

### FINANCIAL IMPLICATIONS

The adopted forward four year budgets of Dubbo Regional Council have planned for the ongoing participation in the regional library service. There are potentially significant cost implications should Council in the short term decide to withdraw from the Macquarie Regional Library.

### POLICY IMPLICATIONS

There are no policy implications arising from this report.

### RECOMMENDATION

- 1. That Council commence negotiations with Narromine Shire Council and Warrumbungle Shire Council in regards to entering a Macquarie Regional Library agreement for the period 1 July 2018 to 30 June 2021.**
- 2. That a further report be presented to Council following the negotiations for consideration.**

*Murray Wood*  
Director Community and Recreation

## BACKGROUND

Macquarie Regional Library (MRL) is a regional library model under Section 12(1) of the *Library Act 1939*. Regional library models are where two or more local government areas agree that one local government area manages library services on behalf of the others. Although such arrangements often form within geographically recognised regions, the term 'regional' simply denotes the involvement of multiple local government areas.

In the MRL Agreement, there are three local government areas – Dubbo Regional Council, Narromine Shire Council and Warrumbungle Shire Council. The administering council is Dubbo Regional Council which manages library services and employs all MRL staff. MRL staff have the same protections as all staff under the legislative conditions that apply to a new Council created in a merger which is no forced redundancies until 12 May 2019.

The MRL Agreement is based on the State Library NSW Regional Library Agreement model and incorporates key delivery areas identified in *Living Learning Libraries*; standards and guidelines for NSW public libraries, 5th edition 2014, published by the State Library of NSW for the Library Council of NSW.

The current 2014-2018 MRL Agreement expires June 2018. As identified in the 2013-2017 MRL Delivery program, a review of the MRL Agreement is to commence in September 2017. However, it was determined to commence the review earlier to ensure it is completed by September 2017. The review of the MRL organisational structure with the member councils and staff will commence following the review of the agreement.

As a starting point for the review of the MRL Agreement, the University of Technology Sydney Centre for Local Government (UTS) was engaged to conduct interviews with key stakeholders, they also consulted with the State Library of NSW Public Service Branch

The approach to the key stakeholder engagement involved:

1. A desktop review of the MRL Agreement and other strategic and corporate documents.
2. Interviews with Councillors, General Managers, council staff and key MRL staff to:
  - Understand any current and future issues facing each of the three member councils in the MRL Agreement
  - Identify potential changes to the current MRL Agreement
  - Explore potential future options for the MRL Agreement.

## REPORT

### 1. Review Findings

#### 1.1 Assessment of future needs

Few local government stakeholders (staff and Councillors) understand how the needs of their communities might change in the future although most recognise the following potential changes which may impact on the MRL:

- Ageing populations may mean increased need for larger print and audio books, both of which are more expensive than other library resources
- Ageing populations will also increase the percentage of people with disability which means branch libraries/service points will need to be accessible and/or MRL will need to enable borrowing/programming in the community, for example, via home delivery or aged care facility visits
- Increased emphasis on crime and safety (in *Community Strategic Plans*) may require more programs and activities for younger people
- Increased use of internet and the need to provide equitable access for everyone in the community may lead to an increased need for stand-alone computers
- Increased use of eBooks (although not replacing traditional books)
- Further reductions in the level of State Library of NSW funding which may require increased advocacy on the part of the MRL Committee and the MRL Director.

In addition, many stakeholders feel that if MRL marketing was successful and more people visit the libraries in the future this could mean drive a need for increased staff, changes to collections and more program/activity requirements.

#### 1.2 Elements for success

Most stakeholders identified the key elements for a successful library agreement as:

- Open communication and transparent and regular reporting – about the financial and operational aspects of the agreement
- Equitable sharing of costs – using an agreed formula, most likely based on population numbers
- Efficient and effective governance – an identified decision-making body with regular meetings about strategic issues
- High levels of technical expertise – of collections management, library systems and stand-alone computer technology
- Shared collection – with the ability to tailor collections to local needs
- Strong and consistent branding

### 1.3 Benefits of the current agreement

There were a range of views on the benefits of the current agreement and most stakeholders feel the benefits are:

- Resource sharing of staff – although potentially this could be extended, for example, staff moving between the libraries (either on a temporary or relief basis)
- Quality of library stock and collections management
- Size of collection – which most stakeholders feel could not be maintained by Narromine Shire Council and Warrumbungle Shire Council if their libraries were stand-alone
- Access to expertise and qualified staff – although views differed as to whether all staff at all branch libraries/service points needed to be university-qualified or not. (Although it is important to note this is prescribed in the MRL Agreement)
- Library systems and on-site IT systems and support – seen as key to supporting the MRL
- Programs and activities – seen as critical to ‘draw people in’ to the library in the first instance. Most local government stakeholders (Councillors and staff) see programs and activities as vital for their communities
- Proactive response to the changing role of libraries – as community hubs, for example, with free Wi-Fi and stand-alone computers.

### 1.4 Current issues and challenges

The MRL covers nearly 25,160 square km which includes two branch libraries each in Dubbo Regional Council and Narromine Shire Council and three branch libraries and three service points in Warrumbungle Shire Council. Some of the issues and challenges relate to the size of the region to be serviced and some relate to the relative size and location of the population in each local government area. In some instances, the views expressed by stakeholders also appear to be due to a lack of knowledge about what resources are needed for an efficient and effective library service.

Stakeholders identified a range of issues and challenges which consist of:

- A lack of understanding about community needs requiring a more coordinated effort by member Councils and the Macquarie Regional Library leadership team
- All three Councils see their own financial sustainability differently and this impacts on their perceptions of ‘value for money’ of the MRL overall and when compared to other services.
- Understanding the right levels of staff capacity and capability
- Perceived lack of financial information
- Proposed increase in MRL budget out of step with other services Councils provide
- Effectiveness and efficiency of MRL Committee
- Library locations and asset maintenance

## **2. MRL funding provisions**

Each member Council makes a financial contribution to MRL to fund its operations. The financial contribution from each Council and the method of calculation is set under the terms and conditions of the MRL Agreement. This funding consists of the transfer of the State Government subsidies paid to each Council and an annual contribution fee determined each year by the Macquarie Regional Library (MRL) Committee. There are also additional funds for the provision of library resources. This is currently 15% of the per capita contribution for each member Council.

The financial contribution agreed to by the MRL Committee, contributes to the Regional Office staff salaries, the purchase of library resources, associated materials and operating expense. The salaries and on costs of branch library staff employed are paid separately by the member Councils and are administered by the Executive Council.

The fees and charges relating to this function are adopted by the MRL Committee and then forwarded to the member Councils for inclusion with their draft revenue policies in their annual draft Integrated Planning and Reporting documents for public display and consequent formal adoption by each member Council.

Each member Council is responsible for asset management and contingency planning, associated library staff costs, the cost of running and maintaining their branch library/service point buildings and associated fixtures and furniture.

## **3. Implications of Council mergers on Macquarie Regional Library**

As Dubbo Regional Council is the administrative or executive Council, all staff of the Macquarie Regional Library are employed by Dubbo Regional Council. As Dubbo Regional Council is created from an amalgamation there are legislated protections for employees in regards to no forced redundancies until 12 May 2019. Even though the independent review by UTS supports the continuation of a regional library service, should the stakeholder Councils decide to disband the regional library model there are significant industrial relations and cost implications that would impact on the viability in the short term of alternative models.

In regards to aligning an MRL agreement more closely with the Community Strategic Plans of the member Councils, it should be noted that Dubbo Regional Council will have a Community Strategic Plan adopted after the Council elections in September 2017. Furthermore Dubbo Regional Council will adopt a three year Delivery Plan in order that the Integrated Planning and Reporting can be brought back into line with the electoral cycle of the broader local government sector post administration. It is a finding of UTS that the strategy of the MRL should more closely align to the Community Strategic Plans of member Councils. In this regard the timing of the renewal of a regional library agreement should be consistent with other Integrated Planning and Reporting timelines. For this reason it shall be a

recommendation of this report that a new Macquarie Regional Library agreement shall be for a period of three years from 1 July 2018 to 30 June 2021.

#### **4. Future of the Macquarie Regional Library Agreement**

Overall, all stakeholders saw great value in the MRL and are satisfied with the collection (size, quality and rotation) and the programs/activities.

There are strong levels of agreement amongst stakeholders that:

- The needs of their communities (although insufficiently defined) are currently being met by the MRL
- The MRL Agreement should recognise the relative (financial and other) contributions of the three Councils in the interests of regional cooperation
- The key elements for success include elements such as efficient and effective governance, open communication and transparent reporting
- There are significant benefits of the current agreement such as access to qualified staff, the quality and size of the collection and the variety of programs and activities to 'draw people in'
- There is a need for some guiding principles for the future such as evidence-based decision-making, alignment of MRL Strategy with Council Community Strategic Plans (and vice versa) and a commitment to maintaining positive working relationships.

For the success of any future agreement, stakeholders consider it will be important to:

- Further discuss and agree on how costs are calculated and budgets set in the context of the financial sustainability of each Council
- Commit to share information (but also to read it and seek clarification where necessary)
- Set clear, relevant targets (outputs and outcomes) and develop monitoring systems to evaluate the performance of the MRL
- Agree on staff capacity and capability levels and how these are expressed in the agreement
- Agree on the number of branches/service points (whether they are financially sustainable or not) and the reasons for the decision
- Revisit the governance model and outline the various roles and responsibilities of the Councillors, Council staff and the MRL Director
- Examine how the changing nature of libraries may impact on the allocation of funds between the book collection, technology and programs and activities.

#### **SUMMARY**

The benefits to the communities of Dubbo Regional Council and the other Council stakeholders arising from the Macquarie Regional Library agreement outweigh the disadvantages perceived or real. There is also significant opportunity to improve the service should all parties enter into a newly negotiated agreement.

The current 2014-2018 MRL Agreement expires in June 2018 and negotiations are required to take place between stakeholder Councils well in advance of the June 2018 deadline to ensure library services are available to the community beyond this date. In this regard it shall be a recommendation of this report that Dubbo Regional Council commence negotiations with a

view to entering into a new Macquarie Regional Library agreement for three years from June 2018-June 2021.





## REPORT: Kennard Park Master Plan

**AUTHOR:** Manager Horticultural Services  
**REPORT DATE:** 17 July 2017  
**TRIM REFERENCE:** ID17/1244

### EXECUTIVE SUMMARY

Kennard Park is a sporting venue located in south Wellington. The primary users of the facility are the Wellington Cowboys Senior Rugby League Club, Wellington Redbacks Rugby Union Club and Wellington Junior Rugby League Club.

Dubbo Regional Council, the primary stakeholders (identified above) and the Dubbo Regional Sports Council – Wellington have worked collaboratively to develop a draft Kennard Park master plan to provide a strategic approach in the future development of the Complex.

The Kennard Park Master Plan has been endorsed through the Dubbo Regional Sports Council – Wellington, and now seeks wider community feedback from a public exhibition process. Following feedback from the community a revised master plan will be finalised and brought before Council for adoption.

### ORGANISATIONAL VALUES

Customer Focused: The draft Kennard Park master plan has been developed through extensive consultation with the primary stakeholders / user groups and the Dubbo Regional Sports Council – Wellington to ensure that the needs of the community are met.

Integrity: Dubbo Regional Council has demonstrated its ongoing commitment to actively engaging with our community in the development of the Kennard Park master plan.

One Team: The Manager Recreation Planning and Programs, Manager Sporting Facilities and Director Parks and Landcare Services have all contributed time and effort in meeting with the user groups on several occasions to facilitate the development of the Kennard Park Master Plan.

### FINANCIAL IMPLICATIONS

At the present time there are no funds specially allocated in Council's forward budgets to progress the Kennard Park Master Plan. The adoption of the Kennard Park Master Plan will allow Council to seek funding through upcoming grant opportunities, and to request the \$200,000 promised by the Federal Member of Calare, Mr Andrew Gee MP, for the future development of the Complex (Wellington Times, 27 June 2016).

### POLICY IMPLICATIONS

There are no policy implications arising from this report.

**RECOMMENDATION**

- 1. That the report from Manager Horticultural Services dated 17 July 2017 be noted.**
- 2. That the draft Kennard Park Master Plan be placed on public exhibition for 28 days and the community invited to make submissions.**
- 3. That following public exhibition a further report be presented to Council for consideration.**
- 4. That Council write to the Federal Member of Calare, Mr Andrew Gee MP in regards to Council being allocated the \$200,000 that was an election commitment to the community of Wellington for the improvement of the Kennard Park Complex.**

*Ian McAlister*

Manager Horticultural Services

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REPORT

Kennard Park is a sporting venue located in south Wellington. The primary users of the facility are the Wellington Cowboys Senior Rugby League Club, Wellington Redbacks Rugby Union Club and Wellington Junior Rugby League Club.

Following an inspection of the facility by Dubbo Regional Council staff it was identified that Kennard Park was in a generally poor condition and needed a considerable amount of work to bring it up to an acceptable standard. It was also seen that there was an opportunity to work collaboratively with the Clubs to develop a master plan that once adopted, could assist in securing non-rate revenue for the future improvements to the facility. Additionally it was seen that there were opportunities to encourage the general public to better utilise the area through the provision of improved recreational facilities including a fitness centre, playground and walking / fitness path around the perimeter of the ground.

Following an initial meeting with the clubs a draft master plan was then developed and tabled at the Dubbo Regional Sports Council May 2017 General Wellington Meeting. This meeting was attended by representatives from Wellington Cowboys Senior Rugby League Club and Wellington Redbacks Senior Rugby Union Club as well as a number of other sporting organisations that don't utilise the facility directly but provided comment.

As a result of feedback received from the Sports Council meeting another meeting was held with the user groups with Ray Fabar - Wellington Cowboys Senior Rugby League Club, David Grant - Wellington Redbacks Senior Rugby Union Club and Louise Austin - Wellington Junior Rugby League Club attending. This meeting resulted in further changes to the draft master plan including:

- a further re-alignment of the perimeter fence
- the inclusion of an irrigated junior field and warm up area
- improved car-parking facilities
- a new amenity block on the eastern side
- scoreboard, and
- internal fencing to the football field itself

The revised Kennard Park Master Plan was tabled at the Dubbo Regional Sports Council Wellington General Meeting, held on the 11 July 2017, where it was subsequently endorsed with a note to further review the plan to accommodate a second senior warm-up area for the visiting teams. This will be incorporated in the revised Master plan that is to be submitted to Council following the public exhibition period.

On the basis of the level of consultation carried out with the user groups of the facility, and the endorsement of the Dubbo Regional Sports Council – Wellington it will be recommended that the Kennard Park Master Plan now be placed on public exhibition for 28 days and the wider community invited to make submissions.

It will also be recommended that, if the Kennard Park Master Plan is adopted, a letter be prepared under Council letterhead to the Federal Member of Calare, Mr Andrew Gee MP

requesting confirmation of the \$200,000 funding that he committed to the improvement of the Complex (Wellington Times 27 June 2016).

